



**APPLICATION FOR MEMBERSHIP**

I hereby make an application for membership and agree to conform to the Society By-laws and any amendment thereof; I attach a copy of my ID, copy of KRA PIN certificate and 3 recent passport size photos as the required documents.

FULL NAMES: MR/MRS/MS/DR/PROF/HON ..... (As per ID)

DATE OF BIRTH .....WORK PLACE .....

JOB TITLE .....

ID/ PASSPORT NO. .... POSTAL ADDRESS .....

MOBILE PHONE NO ..... ALT. PHONE NO.....

E-mail Address .....

Alternative E-mail .....

SIGNATURE OF APPLICANT (within the box)

**BENEFICIARY DETAILS**

I, the undersigned, in the event of my death whilst a member of the Society, hereby instruct the Society to pay all amounts due to me, to the person(s) named in this section. The name(s) of the beneficiary(s) can be given in sealed letter. I understand that I may alter the name of a beneficiary by filling in a subsequent, form to change the below details.

Full Names	Relationship to Member	Allocation in %	ID/Passport No.	Phone Number	Primary Email Address

Please note it is important for HHCSL to know how you were introduced to HHCSL to know if we need to make any follow up on new members.



**REFEREE DETAILS:**

Name ..... Phone number .....

ID/PASSPORT Number: .....

Where do you reside? Kenya  Diaspora specify ..... Are you a member of HHCSL? Yes  No

Postal address ..... Email address .....

**REMITTANCES TO THE SOCIETY**

I hereby undertake to pay Ksh ..... Monthly to HHCSL with effect from the month of ..... Until further notice.

Please indicate how you intend to make your payments to the Society:

M-PESA  Direct deposits  Payroll Deductions

Human Resource remittance: Organization ..... Name of Contact person in the HR office.....

HR Tel contacts..... HR Email address.....

(Please note to always indicate your name as registered with the Society when you do any transactions.)

HHCSL M-PESA PayBill Number is: **701901**; Account name (First Last Name as registered with the Society)

Bank Acc No: **1104986736** Kenya Commercial Bank; UN Gigiri Branch. Kindly direct the bank to indicate your names on the receipt.

**Requirements:**

Prior to admission into membership:

- Submit a duly filled membership application form
- Pay a non-refundable entrance fee of Ksh 1,000/-

Once membership has been approved by the Management Committee:

- Pay HHCSL share capital of Ksh 50,000/-
- Pay membership subscription of Ksh 1,000/- (monthly)



**FOR OFFICIAL USE ONLY:**

APPROVED BY THE HON. SECRETARY .....

DATE .....

MANAGEMENT SUPPORT .....

MEMBERSHIP NO: ..... DATE .....

Terms and Conditions: The relationship between the member and HHCSL is governed by the HHCSL By-laws as well as the terms and conditions and subject to any further agreement in writing or by resolution(s) passed at the Annual General Meeting.

Membership: Membership shall consist of:

1. Employees of the United Nations.
2. Former UN employees.
3. UN Retirees.
4. Spouses and family of UN staff
5. Others subsequently admitted in accordance with the By-laws and whose names are entered in the register.

Application for membership:

1. Every applicant shall complete an Application for Membership
2. Attach a copy of the Identity card,
3. Pin Certificate
4. A passport size photograph
5. A valid alien ID and passport for non-Kenyans

Admission into membership: Before membership rights may be exercised, a potential member should:

1. Sign either the members' register and/ or membership form either of which shall be deemed to bind the member to accept the rights and duties of membership as set forth in the Act, Rules and these By-laws.
2. Pay a non-refundable entrance fee of Ksh 1,000/-
3. Pay HHCSL share capital of Ksh 50,000/-

4. Pay membership subscription of Ksh 1,000/- (monthly).

Refusal of Admission: The Management Committee may refuse admission to a person after assigning reasons for their decision. Such a person shall have the right to appeal to the Annual General Meeting and further as provided in the Co-operative Society Act.

Nominees: Every member shall nominate in writing at least one person to whom upon his/her death his/her shares, money, deposits or any interest and dividend shall be transferred or paid. The nomination shall be assigned by a member in the presence of two attesting witnesses. On the death of a member or if he is certified to be of an unsound mind, his/her nominee, if eligible for membership under these By-laws, may apply and be admitted as a full member and shall acquire all assets and rights and assume all debts and liabilities of the member by whom he was nominated. If ineligible only on grounds of age, such nominee may if s/he so wishes be granted all the rights and liabilities of membership of the deceased member, except the right to vote which right s/he may not have until s/he attains the age of 18 years. If the nominee does not wish to become a member s/he may be paid within 90 days all sums due to him as nominee.

Payment to Nominee: In the event of the death of a member, the Society, after satisfying itself and after obtaining such documentary proof of the death of a member as it may consider necessary, shall transfer to nominee(s) the value of the deceased member's

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shares, deposits, interests and dividends after deducting such sums as may be due by the member to the Society as soon as possible. If for any reason on the death of a member a nominee does not exist, the Society may pay money due to the deceased member to the personal representative or recognized heirs of the deceased member.

Cessation of Membership: Membership in the Society shall cease with effect from the date of a member: (a) Dying (b) Being expelled from membership (c) Ceasing to hold the qualifications stated in By-laws (d) On the transfer of all shares held by him (e) Voluntary Withdrawal (f) Becoming certifiably insane (g) Transfer of shares minimum shares (h) Being declared bankrupt in a court of law (i) Ceasing to hold qualifications of members as stated in these By-laws (j) Losing the common bond as set out in these By-laws.

Withdrawal from the Society: A member may at any time withdraw from the Society by giving a written notice of ninety (90) days. A member may resign or withdraw from the Society by selling or transferring shares to another member or any eligible member. Any monies due to the member will be refunded after deducting any liabilities to the Society as a borrower, guarantor, Endorser or otherwise. A member who voluntarily withdraws from the Society shall not be entitled to any money paid by him or shares if the Society holds loans or deposits from non-members.

Elections: The members present at a general meeting shall vote by secret ballot. **No member shall vote or be voted by proxy.** All members shall have one vote irrespective of the number of shares. Within 14 days after their elections, the names and address of all persons elected to office shall be forwarded to the Commissioner. Every committee member shall fill an indemnity form which shall be lodged with the commissioner within 14 days of his election to the Committee.