

RETIREMENT BENEFITS AUTHORITY

APPLICATION FOR REGISTRATION OF A CUSTODIAN

Provide the following Particulars

A. GENERAL

i) Name of Custodian

ii) Registered office.....

Building

Road

Town

iii) Postal Address

Telephone

Fax/email

iv) Date of incorporation

Certificate of incorporation No.....

Country of incorporation

v) Income Tax Personal Identification Number

vi) Income Tax Reference Number

B. MANAGEMENT

i) Members of the Board of Directors (Appendix A)

ii) Chief Executive, Company Secretary and Heads of Departments (Appendix B)

iii) Bankers, Auditors and Legal Advisors (Appendix C)

C. SHARE CAPITAL

i) Authorised capital

Type of shares	No. of shares	Nominal Value (Kshs)	Total Value (Kshs)

		Total	

(ii) Paid-up capital

Type of share and holding	No of share holders	No. of shares	Nominal value (Kshs)	Total amount (Kshs)	% of total
(a)..... shares					
(i) Local					

(ii) Foreign					
Total					
(b)..... shares					
(i) Local					
(ii) Foreign					
Total					
(c)..... shares					
(i) Local					
(ii) Foreign					
Total					

D. BUSINESS PARTICULARS

(i) State briefly the main object of the custodian

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.....

(ii) State date of last Annual General meeting

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(iii) List the retirement benefit schemes the custodian has offered custodial services for within the period of three years ending the date of application.

(In case of insufficient space provide separate attachment).

E. ATTACHMENTS

Please attach certified copies of the following:

(i) Latest audited report and accounts

(ii) Certificate of incorporation

(iii) Memorandum and Articles of Association

I hereby declare section 25A of the Act has been complied with and that statements contained herein and the documents submitted herewith are true and accurate to the best of my knowledge and belief. Any alterations in particulars stated herein or in the said documents will be promptly communicated to the Authority within a period not later than thirty days from the date of alteration.

Signed on this day of

.....

Chief Executive/Secretary

Full name

Designation

APPENDIX A

PARTICULARS OF THE BOARD OF DIRECTORS

Name of the custodian

Director (full name)	Nationality	Permanent Address	Occupation	Date of Appointme nt	No. of shares held

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APPENDIX B

PARTICULARS OF TOP MANAGEMENT OF THE CUSTODIAN

Name of custodian.....

Executive (full name)	Designation	Nationality	Permanent Address	Date of Appointment	Academic and professional qualifications	Years of experience

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APPENDIX C

PARTICULARS OF AUDITORS, LEGAL ADVISORS AND BANKERS

Name of custodian

	Name of firm/institution	Income Tax P.I.N.	Postal, Telephone and fax address	Affiliated Professional body	Date of appointment
Auditors					
Bankers					
Legal					

advisor					
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