

FINNLEMM REGULATED NON-WDT-SACCO SOCIETY LIMITED

NOMINATION APPLICATION FORM

FOR ELECTION TO THE FINNLEMM SACCO SUPERVISORY COMMITTEE

Note: Kindly fill and submit the nomination forms to the office of the CEO by Tuesday, 10th January 2023 attaching all the required documents as detailed in Appendix 2.

1. MEMBER'S DETAILS

Nominee Name	
Mobile phone Number	
Email address	
Member Number	
Contact address	
Date of joining Sacco	
Date of birth	
Total deposits at application date	
Total loans at application date	

2. QUALIFICATIONS

Highest Academic Qualifications <i>(Attach copies of certificates)</i>	
Highest Professional Qualifications <i>(Attach copies of certificates)</i>	
Any other qualifications/ training <i>(Attach copies of certificates/testimonials)</i>	

3. FOR THOSE IN FORMAL EMPLOYMENT

Current Employer/ Organization	
Terms of employment	
Expiry date <i>(if contract)</i>	
Position held in current employment	
Department/Section	
Employer telephone number	
Employer email address	
Other organizations you have worked for	

4. FOR THOSE SELF-EMPLOYED OR IN BUSINESS

Company/Business Name (If registered, attach certificate of registration)	
Nature of Business (Describe what the business is about and estimated income per month/year)	
Position held in the company/business	
Any other subsidiary businesses (estimated monthly/annual income)	

5. LEADERSHIP POSITIONS HELD

Have you ever served in this or other similar position before? (YES/NO)

If yes, specify the Sacco or organization, position held, years of service and achievements

Name of Organization	Position held	From	To	Achievements

6. Briefly explain what you will bring on board detailing your strengths and area of expertise (attach a separate page)

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7. Have you ever faced any disciplinary action including suspension and/or expulsion while serving in this or similar position before? (YES/NO)

If yes, kindly provide the details.....

8. Will you have sufficient time to attend to Finnlemm Sacco activities? (YES/NO).....

9. Declaration/Authorization

I the undersigned hereby declare that the information provided above is true to the best of my knowledge. I accept and authorize publication of my personal profile by the Sacco for the knowledge of the membership when elected on the Supervisory Committee. I also understand that my obligations with and related party dealings in the Sacco shall be disclosed to the members annually without the Sacco seeking my approval. I also confirm that I have read, understood and agree to be bound by the Co-operative Societies Act, Rules, Regulations, Sacco Bylaws, Sacco policies and rules governing the nominations and election procedures in Finnlemm Sacco.

Name.....

Signature.....**Date**.....

Endorsement

We, the below listed members of Finnlemm Sacco wish to endorse the candidature of for the position of **member of the Supervisory Committee.**

		Name	Member No.	Signature
1.	Proposer			
2.	Seconder			

Employer witness (for those in formal employment)

I Job Title.....
 do hereby confirm that is an employee of
 in the
 Department/Section and that he/she is fit and proper to hold the office of the Supervisory Committee member in the Finnlemm Sacco.

Signature..... **Date**

Rubber Stamp.....

Appendix 1

Eligibility to be elected to the Supervisory Committee

The candidate must meet the following eligibility requirements:

- a) Must be an active member of the Society (regularly contributing monthly deposits) and in good standing for not less than two (2) years prior to the elections.
- b) Must be above 18 years old.
- c) Must have minimum deposits of Kshs 500,000
- d) Has not defaulted on the repayment of loan(s) in the last two (2) years and has favorable listing status with licensed Credit Reference Bureau.
- e) Must not be a Board member or Supervisory Committee member in any other Sacco Societies with similar objectives.
- f) Must be a law-abiding citizen who has never been convicted of any offense involving dishonesty or sentenced to imprisonment for a term exceeding three months in the last preceding five years.
- g) Has never been *adversely* mentioned by the Commissioner or Authority in an Inquiry Report for mismanagement or corrupt practices while a member of a Board or Supervisory Committee of any Sacco.
- h) Has never been convicted of any offence under the Co-operatives Societies Act Cap 490, Rules and Regulations.
- i) Must not be from the same organization of any other member currently serving in the Board of Directors or the Supervisory Committee;
- j) Must demonstrate and have proven record of accomplishment in leadership and management skills;
- k) Must not be an employee or an official of another Sacco;
- l) Must not be receiving any remuneration, salary, or any other payment from the Sacco save in accordance with the law;
- m) Must not be bankrupt or of unsound mind;
- n) Must be of good character and unquestionable integrity;
- o) Must not be having a criminal case pending in court;
- p) Must not be having any litigation in a court of law against the Sacco or the Sacco must not be having any litigation against the member in a court of law.
- q) Must meet the criteria set by the nominating committee from time to time.
- r) A serving board member can only be eligible for election to the Supervisory Committee upon completion of the 3-year term but after a break of one (1) year.
- s) A serving Supervisory Committee member can only be eligible for election to the Board of Directors upon completion of the 3-year term but after a break of one (1) year.

Appendix 2

Candidates Application requirements

Any member of the Sacco who is eligible to contest as a Supervisory Committee member and who meets the set criteria shall forward the following to the office of the CEO (in a sealed envelope) addressed to the Nomination/Vetting Committee:

- (i) Dully filled nomination form
- (ii) Copy of the national ID card or valid passport
- (iii) Current certificate of good conduct/police clearance certificate
- (iv) Current KRA Tax compliance certificate
- (v) HELB clearance certificate
- (vi) Credit Reference Bureau Certificate
- (vii) Updated Curriculum Vitae
- (viii) Copies of academic and professional certificates and testimonials.
- (ix) Certified copy of the vying candidate's Finnlemm Sacco member statement for the preceding twenty-four (24) months.

Appendix 3

The Role of The Supervisory Committee

The duties of the supervisory committee shall include:

- a) Verification of all transactions of the society;
- b) Review internal controls including the scope of the internal audit program, the internal audit findings, and recommend action to be taken by management;
- c) Review internal audit reports and their overall effectiveness, the scope and depth of audit coverage, reports on internal control and any recommendations and confirm that appropriate action has been taken;
- d) Ensure that accounting records and financial reports are promptly prepared to accurately reflect operations and results;
- e) Review management reports, and reports from the internal and external auditors concerning deviations and weaknesses in accounting and operational controls;
- f) Monitor the ethical conduct of the Sacco society and consider the development of ethical standards and requirements, including:
 - i. Effectiveness of procedures for handling and reporting complaints;
 - ii. Reviewing any related party transactions that may arise within the Sacco Society;
 - iii. Verifying that relevant plans, policies, and control procedures are established and properly administered;
 - iv. Investigating members complaints and making recommendations for redress;
 - v. Considering any matter of significance raised by members during the annual general meeting or the Authority.
- g) Preparing quarterly reports of its findings to be tabled at Board meetings;
- h) Submission of its reports to the Commissioner and the Authority;
- i) Presenting its reports to the general meeting

However, Supervisory Committee shall not perform the duties or exercise any of the powers of the Board of Directors of the Society.