

SHG

Revised in October, 2022

RENEWAL



Republic of Kenya

MINISTRY OF LABOUR AND SOCIAL PROTECTION

**STATE DEPARTMENT FOR SOCIAL SECURITY AND PROTECTION
DIRECTORATE OF SOCIAL DEVELOPMENT**

**APPLICATION FORM FOR THE RENEWAL OF SELF-HELP GROUPS AS PER THE
COMMUNITY REGISTRATION ACT NO. 30 OF 2022**

COUNTY	CONSTITUENCY	SUB-COUNTY	WARD

1. Basic information of the Group

Name of Group

Registration / Certificate Number..... Date of Renewal.....

Type of Group (**Tick one**) ☐ Youth Women ☐ Men ☐ Mixed ☐ Persons with disabilities

☐ Older Persons ☐ Community Project ☐ Other, specify.....

Is the group a Special Interest Group? ☐ Yes ☐ No

Division.....Location.....Sub-Location.....Village/Estate.....Year of

Formation.....Postal Address.....Physical Address/Landmark.....

Email.....Mobile.....

Website (where applicable).....

2. Membership of the Group

a) Current membership

	Female	Male	Intersex	Total
Current membership				
Number of Persons with Disabilities (PWDs)				
Number of Youth (18-35 years)				
Number of Older Persons (60+ years)				

***if there are new members, attach a separate list**

b) Names of current office bearers

No	Position	Name of person	F	M	ID/No.	Tel/Email	Signature
1	Chairperson						
2	Secretary						
3	Treasurer						
4	V/Chairperson						
5	V/Secretary						
6	Committee Member						
7	Committee Member						

***Attach a separate list of all members**

3. Bank Information

Name of Bank..... Branch.....

Account Name..... Account Number

KRA PIN.....

4. Asset Base

a) Physical Property(ies)

No	Property (ies) (e.g. land, building, livestock etc.....)	Estimated Value(Kshs)
1		
2		
3		
4		

b) Financial Status (*Approximate* Ksh).....

5. Capacity building including training

Has the group been trained?

(a) Yes (b) No

If yes by who?

What kind of training?

.....
.....

How many have been trained?.....

(b) Partnerships with internal and external partners

Name of the partner.....

Area/type of partnership.....

Advice/assistance given

Impact

How has the support (Finance and material) received helped the group?

.....

How has the training/sensitization received helped the group?

.....

Conflict management

Has the group had any type of conflict in the last one year (yes) (No)

if yes, list below.....

Type of conflict	Resolved/Not resolved	How was it resolved (if need be attach the report)	By who

How did the conflict affect the group members?.....

Membership transition:

Names and ID No of members who have left the group:-

Name	ID No.	Reason (Death/Resignation/Expulsion/Desertion)

6. Activities currently being undertaken by the Group

a) Type of Activity(ies) - tick as appropriate

1 -	Business
2 -	Community project
3 -	Crop farming
4 -	Cultural/traditional activities
5 -	Environment Conservation
6 -	Financial services
7 -	Fishery
8 -	Health care
9 -	Livestock rearing
10 -	Poultry keeping
11 -	Skills development
12 -	Tourism
13 -	Youth empowerment
14 -	Merry-go-round
15 -	Table banking
16 -	Other(s)

b) List the Main Activity

.....

7. Assistance from the Government/Other Organization(s)

Assistance received so far

Type (Can Tick multiple) ☐ Financial ☐ Technical ☐ Material

Source of Assistance.....

8. Achievements of the Group/Community project

i.

ii.

iii.

9. Challenges

- i.
- ii.
- iii.

10. Lessons Learnt

- i.
- ii.
- iii.

11. Future plans

- i.
- ii.
- iii.

12. Renewal Applicant's Signature

Position: ☐ Chairperson ☐ Secretary ☐ Treasurer ☐ Member

Name.....

Telephone.....

Signature.....

Date.....

FOR OFFICIAL USE

1. Recommended by

☐ Chairperson ☐ Secretary for Social Development Committee

Name.....

Signature.....

Date.....Stamp.....

2. Approved and Recommended by the County Coordinator/ Sub-County for Social Development *

Name of Officer..... Title:.....

Signature.....Date.....Stamp.....

REQUIREMENTS FOR THE RENEWAL OF A SELF-HELP GROUP CERTIFICATE

1. Minutes of the Meeting seeking RENEWAL of Certificate and showing the Current Officials **MUST** be attached to the Application Form.
2. List of **All** the Members duly signed with Name/Position/ID No./Telephone No. and Signatures **MUST** be attached to the Application Form.
3. **MUST** Provide Annual Progress Report of the Group
4. Application Form **MUST** be accompanied by the CONSTITUTION (if it has been revised).
5. Pay Approved Renewal fee of **Ksh.200 for SHG**

NOTE: Failure to Adhere to the above Requirements will result to Non-renewal of the Certificate