



# VIWANDA HOUSING CO-OPERATIVE SOCIETY LIMITED

P.O. Box 78452-00507, NAIROBI

KRA PIN:P051686295B

Mobile No: 020 6651349/53

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Physical address: Kenya Industrial Estates Ltd, Likoni/Lusingeti Rd

Pay Bill Number: 4020041

## APPLICATION FOR MEMBERSHIP

VHCS-1

The Board of Management,  
Viwanda Housing Co-operative Society Ltd,  
NAIROBI.

### MEMBER MONTHLY DEPOSIT/SHARE CONTRIBUTION

I hereby request Viwanda Housing Co-operative Society Ltd and authorise my employer to deduct a monthly contribution of Ksh..... starting the month of .....year..... Membership registration fee of **Kshs.1,000/-** , (**ksh.300 administrative fee monthly and ksh.150/-welfare monthly**) will be deducted with the 1<sup>st</sup> deduction from payroll OR any other mode of Remittance arrangement with the society.

Full Name..... (As per the ID).

Staff no..... ID NUMBER.....

Designation..... EMAIL.....

P.O BOX.....Station.....MOBILE NO.....

### REMITTANCES TO THE SOCIETY

I hereby undertake to pay Kshs..... Monthly to Viwanda Housing Co-operative Society Ltd with effect from the month of ..... until further notice.

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

Direct individual payments:  Bank Standing order:  M-pesa:  Direct deposits

Human Resource remittance:

Bank Account No: 01120496450200 Co-op Bank Industrial Area Branch.

### DECLARATION

I the above named do apply for membership. I understand that the acknowledgement for this transaction will appear on my payslip. I declare that all information provided by me in connection with this form is true, accurate and complete. I understand that it is my sole responsibility to inform and update the Sacco of any changes to my personal information. I agree to abide by the Society's by-laws, loaning policy and any amendments thereof.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICIAL USE ONLY

APPROVED BY:

Board of management .....DATE .....STAMP

**Mission: 'To Provide Members with Equal Opportunities to Acquire Land and Decent Housing Solutions'.**

**Terms and Conditions:**

The relationship between the member and the Viwanda Housing Co-operative Society is governed by the V.H.C.S Ltd 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

- a) Employees of KIE limited.
- b) Former employees of KIE LTD
- c) Any other member outside common bond as may be approved by the Annual General Meeting.
- d) New members subsequently admitted in accordance with the by- laws and whose names are entered in the register.

**Application for membership:**

Every applicant for membership shall complete an 'Application for Membership' form.

Attach a copy of the Identity card, pin certificate, and 2 passport size photograph

**Admission into membership:**

Before membership rights may be exercised, a member must:

-Pay the entrance fee of KShs. 1,450/=

-Sign either the members' register or membership form either of which shall be deemed to bind the members to accept the rights and duties of membership as set forth in the Act, Rules and these By-laws.

The KIE LTD employees in the society shall use the "check-off system" for payment on members' shares and deposits, and the Board of Management may direct that a quarterly statement of account" containing a record of the members' transactions with the society be produced.

A number shall be assigned to each member as a means of identifying their account with the society.

**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 one attesting witness

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 60 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 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.

**Discharge of nominee:**

After paying the nominee(s) the value of the deceased member's shares, deposits or interest, less any sums due by the latter to the society the nominee(s) obligations to the society shall be discharged.

**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 bylaws.

**Withdrawal from the society:**

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

**Such member may re-apply for re-admission subject to the following conditions:****Expulsion:-**

A member may be suspended from membership by the committee pending a final decision on expulsion by a members' General Meeting who may reinstate or confirm the expulsion. A member may be expelled due to the following reasons:-

-Any action adjudged to be prejudicial to the society and the spirit of co-operation

-Repeated failure to pay any sum due to the society.

A member who withdraws or is expelled shall be repaid the following amounts after deductions of any debts, owed by him to the society as borrower, endorser, guarantor, or otherwise.

-Any dividends or interest due to him on the date membership ceased

-Any deposit or other sums held by the society on his behalf

**LIMITATION OF LIABILITIES**

The liability of the members of the society to meet any deficit in the event of liquidation is limited to the amount payable by them respectively, but unpaid on the date of liquidation in respect of any shares in the capital of the society held by them as at that date or allotted to them prior to that date.

**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.

Do not submit this page with your form.

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