



LEGAL NOTICE NO... ..

**THE PUBLIC BENEFITS ORGANIZATIONS ACT**  
*(No. 18 of 2013)*

**THE PUBLIC BENEFITS ORGANIZATION REGULATIONS, 2025**

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**LEGAL NOTICE NO.....**

**THE PUBLIC BENEFITS ORGANIZATIONS ACT**  
*(No. 18 of 2013)*

**IN EXERCISE** of the powers conferred by section 69(1) of the Public Benefits Organizations Act, the Cabinet Secretary for Interior and National Administration makes the following Regulations—

**THE PUBLIC BENEFITS ORGANIZATIONS REGULATIONS, 2025**

**PART I -PRELIMINARY**

- Citation. **1.** These Regulations may be cited as the Public Benefits Organizations Regulations, 2025.
- Interpretation. **2.** In these Regulations unless the context otherwise requires—
- No. 18 of 2013 “Act” means the Public Benefit Organizations Act;
- “Authority” has the meaning assigned to it under section 2 of the Act;
- “forum” means a forum of public benefit organizations recognized in accordance with regulation 24;
- “public benefit activity” has the meaning assigned to it under section 2 of the Act;
- “public benefit organization” has the meaning assigned to it under section 5 of the Act;
- “Register” means the Register of Public Benefit Organizations in accordance with regulation 36.....
- Objects of these Regulations. **3.** The Objects of these Regulations shall be to provide—
- (a) a framework for the management and oversight of public benefits organizations;

- (b) the criteria for registration, suspension, cancellation and reinstatement of public benefit organizations; and
- (c) for the coordination and operations of the forums and federation of forums.

**PART II — PRE-REQUISITES FOR REGISTRATION  
AS A PUBLIC BENEFIT ORGANIZATION**

Search and  
reservation of  
name.

4.(1) A person seeking to register a public benefit organization shall, in writing, apply to the Authority for a search on the availability of the proposed name of the public benefit organization.

(2) An application under sub-regulation (1) shall be contain at least three proposed names of the public benefit organization and be accompanied by the fee set out in the First Schedule.

(3) Upon receipt of the application under sub-regulation (1), the Authority shall conduct a search on the proposed name of the public benefit organization and where the search is —

- (a) successful, reserve the available proposed name pending registration of the public benefit organization; or
- (b) unsuccessful, notify the applicant indicating the reasons thereof.

(4) The reservation of a name under sub-regulation (3) shall be valid for a period of sixty days unless the applicant applies for an extension of reservation.

(5) A person seeking an extension of reservation of name under sub-regulation (4) shall, in writing apply to the Authority indicating the reasons thereof.

(6) Upon receipt of the application under sub-regulation (5), the Authority shall, where the application is —

- (a) approved, extend the reservation of the available proposed name for a further period not exceeding sixty days; or
- (b) rejected, notify the applicant indicating the reasons thereof.

Prohibited names.

**5.** The Authority shall not register a public benefit organization by a particular name if—

- (a) the name is similar to a name used by another public benefit organization;
- (b) the use of the name would constitute an offence under the Act or any other written law;
- (c) in the opinion of the Authority, the name is offensive or undesirable; or
- (d) in the opinion of the Authority, the name is likely to give the impression that the public benefit organization is connected to a state organ, a county government or any other public entity.

Public benefit test.

**6. (1)** The purpose and activities of a public benefit organization may be deemed to be for public benefit if—

- (a) the public benefit activity is as defined under section 2 of the Act;
- (b) the purpose and activities fall within the categories specified in the Sixth Schedule to the Act;
- (c) the beneficiaries of the purposes and activities of the organisation are identifiable;
- (d) the benefit is directly related to and is not incidental to the public benefit purpose;
- (e) the benefits and activities do not offer private benefit to the office bearers or directors of an organisation or any immediate family member or

close business associate of an office bearer or directors of an organization; and

- (f) where there is more than one charitable purpose, the one purpose shall not be used to offset any lack of public benefit in another.

(2) A public benefit organization may define the class of persons eligible to benefit from its charitable purpose by reference to—

- (a) persons with a particular public benefit need; or  
(b) reasonable geographical restrictions,

Provided that the geographical restriction is not too narrowly defined in relation to the charitable purpose.

### **PART III — REGISTRATION OF NATIONAL PUBLIC BENEFIT ORGANIZATION**

Eligibility for registration as a national organization.

**7.** A group of persons shall not operate as a national public benefit organization unless—

- (a) it demonstrates that it has been or seeks to engage in a public benefit activity; and  
(b) it is registered in accordance with the Act and these Regulations.

Application for registration as a national organization.

**8. (1)** An application for registration of a national public benefit organization shall be made to the Authority—

- (a) in the Form 1 set out in the Second Schedule;  
(b) accompanied by the fee specified in the First Schedule;  
(c) accompanied by—

- (i) the constitution of the public benefit organization as specified under section 8(4) of the Act;
- (ii) a copy of the proposed name of the public benefit organization reserved under regulation 5;
- (iii) the minutes of the meeting specifying the agreement to register;
- (iv) the particulars of the office bearers or directors of the public benefit organization, a third of whom must be Kenyan nationals and resident in Kenya;
- (v) details of the physical address and postal address of the organization; and
- (vi) any other relevant information.

(2) Pursuant to section 9 of the Act, within sixty days of receipt of the application under sub-regulation (1), the Authority shall make a determination of the application and may, where the application is—

- (a) approved, issue a certificate of registration in Form 2 set out in Second Schedule; or
- (b) rejected, notify the applicant in writing indicating the reasons for rejection within fourteen days of making its determination.

#### **PART IV — BESTOWMENT OF PUBLIC BENEFIT ORGANIZATION STATUS**

Eligibility for bestowment of public benefit organization status.

**9.** An organization shall qualify for bestowment of public benefit organization status if the organization—

- (a) is an entity incorporated in accordance with any other relevant law in Kenya;

- (b) the entity is in good standing with its respective registering authority;
- (c) has been operating in or from Kenya for at least one year prior to seeking bestowment under this Act;
- (d) has been undertaking a public benefit activity within the categories specified in the Sixth Schedule to the Act.

Application for bestowment of public benefit status.

**10. (1)** An application for bestowment of public benefit status shall be made to the Authority—

- (a) in Form 3 set out in the Second Schedule;
- (b) accompanied by the fee specified in the First Schedule;
- (c) accompanied by—
  - (i) the constituting document of the entity;
  - (ii) the certificate of registration of the entity issued by the relevant registration authority;
  - (iii) a copy of the proposed name of the public benefit organization reserved under regulation 5;
  - (iv) the minutes of the meeting specifying the agreement to register;
  - (v) the particulars of the office bearers or directors of the public benefit organization, a third of whom must be Kenyan nationals and resident in Kenya; and
  - (vi) the details of the physical address and

postal address of the organization.

(2) Within sixty days of receipt of the application under sub-regulation (1), the Authority shall make a determination of the application in accordance with section 9 of the Act and may, where the application is—

- (a) approved, issue a certificate of bestowment in Form 4 set out in Second Schedule; or
- (b) rejected, notify the applicant in writing indicating the reasons for rejection within fourteen days of making its determination.

## **PART V — REGISTRATION OF INTERNATIONAL PUBLIC BENEFIT ORGANIZATION**

### *Registration of international organizations*

Eligibility for registration as an international public benefit organization.

**11.** (1) Pursuant to section 11(3), an organization that seeks to—

- (a) directly implement any activities or programmes, in or from Kenya;
- (b) raise any subscriptions in or from Kenya; or
- (c) engage in any other form of fundraising activities in or from Kenya,

may be registered as an international organization.

(2) An organization may be registered as an international public benefit organization if the organization—

- (a) is a body corporate entity and registered in accordance with the relevant law of its country of original registration;
- (b) is in good standing with its respective registering authority;

- (c) has been operating in the country of original registration at least three years prior to seeking registration in Kenya under this Act; and
- (d) has been undertaking an activity that falls within the definition of public benefit activity in any of the categories specified in the Sixth Schedule to the Act.

Application for registration as an international public benefit organization.

**12. (1)** An application for registration of an international public benefit organization shall be made to the Authority—

- (a) in Form 5 set out in the Second Schedule;
- (b) accompanied by the fee specified in the First Schedule;
- (c) accompanied by—
  - (i) the constituting document of the organization;
  - (ii) the certificate of registration of the entity issue by the relevant registration authority in their country of original registration;
  - (iii) a copy of the proposed name of the public benefit organization reserved under regulation 5;
  - (iv) the minutes of the meeting specifying the agreement to register;
  - (v) the particulars of the office bearers, one third of whom must be Kenyan nationals and resident in Kenya;
  - (vi) a document indicating the source of the funding of the organization;

(vii) the details of the physical address and postal address of the organization; and

(viii) a duly signed attendance list with telephone numbers and personal identification numbers of the members present at the meeting.

(2) Within sixty days of receipt of the application under sub-regulation (1), the Authority shall make a determination of the application in accordance with section 6 of the Act and may, where the application is—

(a) approved, issue a certificate of registration in Form 6 set out in Second Schedule; or

(b) rejected, notify the applicant in writing indicating the reasons for rejection within fourteen days of making its determination.

*Exemption from registration as an international organization*

Eligibility for exemption from registration as an international public benefit organization.

**13.** (1) Pursuant to section 11(2) of the Act, an organization that does not intend to directly implement any activities in or from Kenya shall apply for exemption from registration as an international organization.

(2) The indirect implementation of activities envisaged under sub-regulation (1) shall include—

(a) collaborating with local partners and stakeholders to achieve its objectives in Kenya;

(b) providing financial grants or assistance to local partners to enable them to achieve their objectives in and from Kenya;

(c) providing policy guidance to ensure effective delivery by implementing partners and service providers;

- (d) active involvement in the planning, managing, and delivering of activities and programmes;
- (e) using the staff, officers and other staff and infrastructure belonging to the implementing organization in the delivery of activities and programmes; or
- (f) providing technical assistance to other organizations registered in Kenya to support the achievement of their public benefit activities.

(3) An organization may be exempted from registration under sub-regulation (1) if the organization—

- (a) is a body corporate entity and duly registered in accordance with the relevant law of their country of origin;
- (b) is in good standing with its respective registering authority;
- (c) has been operating in the country of origin for at least three years prior to seeking registration in Kenya under this Act;
- (d) has been undertaking an activity that falls within the definition of public benefit activity in any of the categories specified in the Sixth Schedule to the Act.

Application for exemption from registration as an international public benefit organization.

**14.** (1) An application for exemption from registration as an international public benefit organization shall be made to the Authority—

- (a) in Form 7 set out in the Second Schedule;
- (b) accompanied by the fee specified in the First Schedule;
- (c) accompanied by—

- (i) the constituting document of the organization;
- (ii) the certificate of registration of the entity issue by the relevant registration authority in their Country;
- (iii) a copy of the proposed name of the public benefit organization reserved under regulation 5;
- (iv) the minutes of the meeting specifying the agreement to register;
- (v) the particulars of the office bearers, one of who must be Kenyan national resident in Kenya;
- (vi) the postal address and physical address of the organization;
- (vii) a document indicating the source of the funding of the organization; and
- (viii) particulars of the authorized agent of the public benefits organization.

(2) Within sixty days of receipt of the application under sub-regulation (1), the Authority shall make a determination of the application in accordance with section 9 of the Act and may, where the application is—

- (a) approved, issue a permit in Form 8 set out in Second Schedule; or
- (b) rejected, notify the applicant in writing indicating the reasons for rejection within fourteen days of making its determination.

Effect of registration.

**15.** In addition to the requirements of section 11(5) of the Act, upon registration of an organization under this Part, the international organization shall—

- (a) comply with the obligations of a public benefit organization specified under the Act and any other relevant law;
- (b) be eligible to access any right or benefit that may accrue to a public benefit organization under this Act.

**PART VI — CANCELLATION OR SUSPENSION OF REGISTRATION**

Suspension or cancellation of registration.

**16.** (1) A certificate of registration or a permit issued under these Regulations may be cancelled or suspended by the Authority on the grounds specified in section 18 and 19 of the Act.

(2) Without prejudice to the generality of sub-regulation (1), the Authority may cancel or suspend the registration of an organization where—

- (a) the members or directors of the organization fail to comply with the requirements of constituting document of the organization;
- (b) the organization fails to comply with the obligations of registered public benefit organization provided under the Act or these Regulations;
- (c) the organization breaches the terms or conditions of a certificate registration or permit of registration;
- (d) the organization submits a false representation in any document or a narrative to the Authority; or
- (e) the public benefit organization is no longer undertaking a public benefit activity.

(3) Before cancellation or suspension of a certificate of registration, the Authority shall issue the organization with a notice to show cause in Form 9 or 10 set out in the First

Schedule requiring a justification why the registration should not be cancelled or suspended.

(4) Where the Authority cancels or suspends the registration of a public benefit organization pursuant to section 18 and 19 of the Act, the Authority shall—

- (a) strike the public benefit organization's name off the Register;
- (b) at least once in every year and in accordance with section 15(6) of the Act, publish a notice in the *gazette* and the website of the Authority, indicating the name of the public benefit organization that has been struck off from the Register.

(5) Notwithstanding the provisions of this regulation, the name of a public benefit organization that is cancelled under sub-regulation (1), shall be reserved for a period of thirty days, thereafter the name shall be available for registration.

Cancellation of permit.

**17.** A permit issued in accordance with regulation 14(2) of these Regulations may be cancelled where the organization—

- (a) directly implements its activities or programmes directly in Kenya;
- (b) indirectly implements activities that are not public benefit activities; or
- (c) engages directly with beneficiaries of an activity or programme;
- (d) fails to comply with the Act or these Regulations.

Restrictions upon suspension.

**18.** Where the certificate of registration of a public benefit organization has been suspended under regulation 18, the public benefit organization shall not—

- (a) withdraw funds from the bank account or other

the financial kitty of the organization;

- (b) expand its activities or initiate a new project or investments;
- (c) borrow funds or lend funds to any person or institution;
- (d) dispose of the assets of the organization;
- (e) renew or replace its registration certificate;
- (f) amend its register or change the particulars of the office bearers or directors or membership; and
- (g) engage in new investments including purchase of assets.

Restoration upon cancellation.

**19.** (1) Where a public benefit organization's registration is cancelled under regulation 16 or 17, the Authority may, on its own motion or on application by a public benefit organization, restore a public benefit organization to the Register of public benefit organizations where—

- (a) the cancellation of the registration of the public benefit organization was erroneous;
- (b) the public benefit organization has complied with the reasons for cancellation; or
- (c) the Authority is of the opinion that the public benefit organization should be restored.

(2) An application for restoration upon cancellation of a public benefit organization shall be made to the Authority in Form 10 set out in the Second Schedule.

(3) Within fourteen days of receipt of the application under sub-regulation (2), the Authority shall make a determination of the application and may where the application is—

- (a) approved, restore the registration of the public

benefit organization;

(b) rejected, notify the applicant indicating the reasons for the rejection.

(4) The Authority shall, by notice in the *gazette* and on the website of the Authority, publish the list of organizations restored under this regulation pursuant to section 15(6) of the Act indicating—

(a) the date from which the restoration takes effect;

(b) the name of the organization and, if the organization's name is restored to the Register under a different name, the former name of the organization; and

(c) any other relevant information.

Reinstatement  
upon suspension.

**20.** (1) An application for review of the decisions upon suspension of a public benefit organization, shall be made to the Authority in Form 11 set out in the Second Schedule.

(2) Within fourteen days of receipt of the application under sub-regulation (1), the Authority shall make a determination of the application and may where the application is—

(a) approved, reinstate the public benefit organization;

(b) rejected, notify the applicant indicating the reasons for the rejection.

(3) The Authority shall, at least once every year and by notice in the *gazette* and on the website of the Authority, publish a list of organizations reinstated under this regulation in the indicating—

(a) the date from which the reinstatement takes effect;

(b) the name of the organization; and

- (c) any other relevant information.

## **PART VII- RECOGNITION OF FORUMS AND FEDERATION OF FORUMS**

Eligibility for  
recognition of a  
forum.

**21.** (1) Pursuant to section 23 of the Act, an organization registered under these Regulations may join and maintain membership in a self-regulation forum of registered public benefit organizations.

(2) A forum of may be recognised as a self-regulating forum for purposes of the Act if the forum—

- (a) consist of at least ten public benefit organizations;
- (b) engage in related activities from the categories specified in the Sixth Schedule.

Application for  
recognition of a  
forum of public  
benefit  
organizations.

**22.** (1) An application for recognition of a forum shall be made to the Authority—

- (a) in the Form 12 set out in the Second Schedule;
- (b) accompanied by the fee specified in the First Schedule.
- (c) accompanied by—
  - (i) the constituting document of the forum;
  - (ii) a copy of the reserved name of the forum;
  - (iii) proof of the geographical spread of the forum
  - (iv) the minutes of the meeting where the resolution to form a forum was passed signed by the office bearers or directors of the constituting organizations;

(v) the minutes of the meeting of the constituting public benefit organizations where the resolution to join the forum;

(vi) the particulars of the office bearers of the forum;

(vii) the certificates of registration of the organizations intending to join the forum; and

(viii) a code of conduct and standards.

(2) Within sixty days of receipt of the application under sub-regulation (1), the Authority shall make a determination of the application and may, where the application is—

(a) approved, issue a certificate of recognition in Form 13 set out in Second Schedule; or

(b) rejected, notify the applicant in writing indicating the reasons for rejection within fourteen days of making its determination.

Eligibility for recognition of a federation of forums.

**23.** (1) Pursuant to section 24(2) of the Act, a forum may join a forum of forums of registered public benefit organizations.

(2) A federation of forums may be recognized federation of forum for purposes of the Act if the federation—

(a) consist of at least five forums of public benefit organizations;

(b) engage in related activities from the categories specified in the Sixth Schedule.

Application for recognition of a federation of forum.

**24.**(1) An application for recognition of a federation of forums shall be made to the Authority—

(a) in the Form 14 set out in the Second Schedule;

(b) accompanied by the fee specified in the First Schedule.

(c) accompanied by—

(i) the constituting document of the federation;

(ii) a copy of the reserved name of the federation;

(iii) evidence of the geographical spread of the forum

(iv) the minutes of the meeting where the resolution to form a federation was passed;

(v) the minutes of the meeting of the constituting public benefit organizations where the resolution to join the forum;

(vi) the particulars of the office bearers;

(vii) the certificates of recognition of the forums intending to join the federation; and

(viii) a code of conduct.

(2) Within sixty days of receipt of the application under sub-regulation (1), the Authority shall make a determination of the application and may, where the application is—

(a) approved, issue a recognition certificate in Form 15 set out in Second Schedule; or

(b) rejected, notify the applicant indicating the reasons for rejection.

## **PART VIII— OBLIGATIONS AND MATERIAL CHANGES IN A PUBLIC BENEFIT ORGANIZATIONS**

Records to be

**25.** (1) A public benefit organization shall keep up-to-

kept by public  
benefit  
organization.

date records on the following matters—

- (a) its audited accounts;
- (b) its financial records;
- (c) a detailed inventory of the assets of the organization;
- (d) an annual progress report of its activities and programmes;
- (e) any other documents that the Authority may specify.

Annual returns.

**26.** (1) Within six months at the end of each calendar year, every public benefit organization shall prepare and submit to the Authority the annual returns of the organization.

(2) The annual returns shall be—

- (a) filed with the Authority on or before the 31<sup>st</sup> of March in each calendar year;
- (b) submitted in form 16 set out in the Second Schedule; and
- (c) accompanied by the fee set out the Second Schedule.

Other inquiries.

**27.** (1) Without prejudice to the provisions of section 63 of the Act, the Authority may conduct other inquiries on a public benefit organization in respect of—

- (a) any breach or non-compliance with the requirements of the Act and these Regulations;
- (b) any irregularity in the manner of the conduct of the affairs of the public benefit organization; or
- (c) any individuals responsible for the irregularities unveiled by the inquiry.

(2) Upon conclusion of an inquiry under sub-regulation (1), the Authority may put in place such measures or take such action as may be necessary to ensure compliance with the Act.

Material changes.

**28.** (1) Where a public benefit organization effects a material change in the organization, the organization shall notify the Authority of the change.

(2) The changes envisaged under sub-regulation (1) include any changes in—

- (a) the areas of public benefit activity set out in the Sixth Schedule which the public benefit organization is registered or bestowed to undertake;
- (b) the categories of activities that the public benefit organization engages in;
- (c) the constitution or other constitutive document of the organization;
- (d) the composition of the governing body of the organization;
- (e) the particulars of the director, office bearers of the organization;
- (f) the physical address or postal address of its principal place of operation;
- (g) the banking arrangements of a public benefit organization;
- (h) the authorized agent in the case of an international organization; or
- (i) any other relevant information as may be specified by the Authority.

(3) A notification of a material change under this

regulation shall be made to the Authority—

(a) in Form 17 set out in the Second Schedule;

(b) accompanied by—

(i) the minutes of the meeting passing the resolution in relation to the change duly signed by the director of the organization;

(ii) evidence justifying the reasons for the change in the public benefit organization.

(iii) the fee set out in the Second Schedule.

(4) A notification under this regulation shall be made—

(a) in the case of a change in the membership of the governing body of an organization, within one month of any appointment or election of the member;

(b) in the case a change in the particulars provided during registration under these regulations, within thirty days of the occurrence of the change; and

(c) in the case of any other change, within thirty days of the occurrence of the change.

(5) Within sixty days of receipt of the notification under sub-regulation (3), the Authority shall consider the application and may where the application is—

(a) approved, effect the change in the public benefit organization and notify the applicant of the decision;

(b) rejected, notify the applicant in writing indicating the reasons for the rejection.

Change of name  
of a public  
benefit  
organization.

**29.**(1) A public benefit organization may change its name—

- (a) by a resolution passed in accordance with its constitution;
- (b) under the direction of the Authority or
- (c) by an order of the Court.

(2) Where the public benefit organization passes a resolution for change of name, the organization shall lodge with the Authority a notice of change of name in Form 18 set out in the Second Schedule accompanied by—

- (a) the minutes of the meeting where the resolution to change the name was passed;
- (b) the reasons for the resolution to change the name; and
- (c) the fee set out in the First Schedule.

(3) Within fourteen days of receipt of the application under sub-regulation (2), the Authority shall make a determination of the application and may where the application is—

- (a) approved, effect the change of name of the organization and issue a certificate of change of name in Form 19 set out in the Second Schedule;
- (b) rejected, notify the applicant indicating the reasons for the rejection.

(4) The Authority may direct a public benefit organization to change its name if—

- (a) the name is too similar to a name appearing in the Register of public benefit organizations; or
- (b) the name was registered erroneously.

(5) Where the Authority orders a change of name under regulation (4), the Authority shall, in writing—

- (a) notify the public benefit organization of the proposed change of name within fourteen days;
  - (b) give the public benefit organization an opportunity to be heard including providing an alternative name for the public benefit organization;
  - (c) specify the period within which the public benefit organization is to comply with the direction
- (6) Upon completion of the procedure under regulation (5), the Authority may where the application is approved—
- (a) change the name of the public benefit organisation name and issue a certificate of change of name in Form 18 set out in the Second Schedule; or
  - (b) strike off the organization from the Register.
- (7) Where the Court orders a change of name, the Authority shall effect the change of name in accordance with sub-regulation (6).
- (8) The Authority shall, at least once every year and by notice in the *gazette* and on the website of the Authority, publish a list of public benefit organizations that have changed their name under this regulation specifying—
- (a) the date from which the change of name takes effect;
  - (b) the name of the organization; and
  - (c) any other relevant information.

Effect of change of name.

- 30.** (1) Where a change of name has been effected under regulation 29, the change of name shall—
- (a) have effect from the date on which the certificate of change of name is issued;
  - (b) not affect any rights or obligations of the public

benefit organization;

(c) not affect the ownership of any assets or other property vested in the public benefit organization;

(d) not affect any liabilities enforceable by the public benefit organization; and

(e) not invalidate any legal proceedings by or against the public benefit organization.

(2) Any legal proceedings that might have been continued or commenced against the public benefit organization by its former name may be continued or commenced under its new name.

### **PART IX — DISSOLUTION AND DEREGISTRATION OF A PUBLIC BENEFIT ORGANIZATION**

Voluntary  
dissolution of an  
organization.

**31.**(1) A public benefit organization may dissolve itself voluntarily in the manner specified under section 61 of the Act.

(2) A public benefit organization that passes a resolution for voluntary dissolution shall notify the Authority in Form 20 set out in the Second Schedule within fourteen days of making a decision to dissolve.

(3) A notification under sub-regulation (2) shall be signed by at least two-thirds of the members and be accompanied by—

(a) the certificate of registration of the public benefit organization;

(b) the public benefit organization intention to be voluntarily dissolved

(c) a copy of the minutes and the resolution of the meeting recommending the dissolution of the public benefit organization; and

(d) the reasons for the resolution to voluntarily

dissolve;

(4) Upon receiving the notice under subsection (2), the Authority shall ensure—

(a) the notice is in accordance with the constitution of the public benefit organization;

(b) the safety of assets under this regulation is guaranteed.

Deregistration of an organization by the Authority.

**32.** (1) The Authority may deregister a public benefit organization where the public benefit organization—

(a) has failed to comply with this Act or these regulations;

(b) is suspected to be engaged in activities involving money laundering or other economic crimes;

(c) has contravened other laws in Kenya;

(d) has failed to undertake a public benefit purpose for a period of one year.

(2) Where the Authority orders for the deregistration of a public benefit organisation under sub-regulation (1), the Authority shall, in writing—

(a) notify the public benefit organization of the decision within fourteen days of making its determination;

(b) give the public benefit organization an opportunity to be heard and rectify the failure;

(c) specify the period within which the public benefit organization is to comply with the order.

(3) Where the organization has not complied with the direction of the Authority under sub-regulation (2)(c), the

Authority shall deregister the public benefit organization.

Deregistration of an organization by Court.

**33.** Where the Court orders the deregistration of a public benefit organization, the Authority shall effect the order to deregister the organization in accordance with regulation 32.

Effect of dissolution or deregistration.

**34.** Where a public benefit organization is dissolved or deregistered under this Part, the Authority shall —

- (a) strike off the public benefit organization from the Register; and
- (b) publish a notice at least once every year in the *gazette* and on the website of the Authority, that the public benefit organization has been voluntarily dissolved or deregistered.

Safeguarding of assets.

**35.**(1) Where a public benefit organization intends to voluntarily dissolve or wind itself up or cancel its registration, the public benefit organization shall submit to the Authority—

- (a) notice of voluntary deregistration, dissolution or winding up;
- (b) the resolution of the governing body identifying the public benefit organization where assets may be transferred;
- (c) a list of all liabilities of the organization;
- (d) a list of all assets of the organization;
- (e) a list of organization's registered under this Act with similar objectives.

(2) A public benefit organization with outstanding liabilities shall not be dissolved until its liabilities are met and paid up.

(3) The assets of a public benefit organization that intends to voluntarily dissolve, deregister or wound up shall be transferred to a public benefit organization certified by the

Authority to be in good standing.

(4) A public benefit organization deregistered under this regulation shall not dispose its assets without the approval of the Authority.

## **PART X — MISCELLANEOUS PROVISIONS**

Engaging in economic activities.

**36.** (1) Pursuant to section 65 of Act, a public benefit organization may engage in lawful economic activities to support the public benefit purposes for which the organization was established.

(2) When engaging in economic activity as envisaged under sub-regulation (1), a public benefit organization shall ensure that—

- (a) it is licensed or authorised by the relevant regulatory authority to engage in the respective economic activity;
- (b) it operates in the best interests of the organization;
- (c) it applies good financial and business practices to avoid exposing the organisation to undue risk;
- (d) the proceeds of the economic activity are solely used to advance the public benefit activity for which it was registered.

Replacement and certified copies of certificates of registration.

**37.** (1) The Authority may issue a replacement certificate for any certificate of registration or permit that is lost, defaced or damaged.

(2) An application for replacement of a certificate or permit under sub-regulation (1) shall be made in writing to the Authority accompanied by the fee set out in the Second Schedule.

(3) Within thirty days of receipt of an application under this regulation, the Authority shall make a determination of the application and where the application is—

- (a) approved, issue a duplicate or certified copy of the certificate of registration or a permit; or
- (b) rejected, notify the applicant in writing indicating the reasons thereof.

Register of Public  
Benefit  
Organizations.

**38.** The Authority shall maintain an updated register of all public benefit organizations registered under these Regulations in accordance with section 15 of the Act.

Penalties.

**39.** A person who contravenes any requirement under these Regulations for which no specific penalty is provided shall be liable, on conviction, to the penalty provided under section 64 of the Act.

DRAFT FOR PUBLIC CONSULTATION

**FIRST SCHEDULE**

**FEES**

<b>No.</b>	<b>Description of fee</b>	<b>Amount (Kshs)</b>
1.	Application for a name search and reservation of a proposed name for a public benefit organization	2,000
2.	Application for extension of a proposed name for a public benefit organization	2,000
3.	Application for registration as a national public benefit organization	20,000
4.	Application for bestowment of public benefit organization status	22,000
5.	Application for registration as an international public benefit organization	40,000
6.	Application for exemption from registration as an international public benefit organization	75,000
7.	Application for recognition of a forum of public benefit organizations	20,000
8.	Application for recognition of a federation of forums of public benefit organizations	20,000
9.	Filing of annual returns for a registered public benefit organization	4,000
10.	Notification of material changes in a public benefit organization	15,000
11.	Application for a replacement or certified copy of a certificate of registration or permit of registrations	5,000

**SECOND SCHEDULE**

**FORMS**

**FORM 1: APPLICATION FOR REGISTRATION OF A NATIONAL PUBLIC BENEFIT ORGANIZATION (r. 8(1))**

**PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM**

1. This form is to be completed by any organization that seeks registration and incorporation as a national public benefit organisation under Section 8 of the Act.
2. Your organisation must have a minimum of five directors
3. Three out of five of your directors cannot be related to each other (*This refers to persons related by blood or affiliated as a spouse or a spousal relation. Spouse means a husband or wife and a relative means a mother, father, brother or half brother, sister or half-sister, maternal or paternal uncle or aunt or grandparent or stepparents or if adopted the legal parents*)
4. One-third of your directors must be Kenyans and resident in the country.
5. Please note that some of the Information you give in this application will be publicly available in the Public Benefits Organisations Register.
6. Applicants must pass the public benefit test to be registered. To pass the charity test your organisation must meet the following requirements:
  - (a) It must have only charitable purposes
  - (b) Its activities must provide public benefit
  - (c) Its constitution must not allow its property to be distributed or applied for non-charitable purposes
  - (d) It must not confer private benefit through its activities
  - (e) There should be no undue restrictions in accessing the benefits offered by the Organisation.

**PART 2: PARTICULARS OF THE PROPOSED ORGANISATION**

**1. NAME AND GOVERNANCE STRUCTURE**

a) Name of Organization .....

b) Governance Structure  Membership  Non-Membership

**2. ADDRESS OF THE PROPOSED PUBLIC BENEFIT O**

**a) Physical Address of the proposed PBO**

**b) County** .....

**c) Subcounty** .....

**d) Physical address** .....

**e) Postal address** .....Postal code.....

**f) Organization's Phone number** .....

**g) Email of the Organization**.....

**PART 3: PUBLIC BENEFIT PURPOSES OF THE PROPOSED ORGANISATION**

**Public Benefit Purpose of the proposed PBO** (Your organisation’s purposes are usually set out in the objects, section of your constitution. The purposes say what your organisation has been set up to achieve and reflect its broad aims rather than the day-to-day activities).

**1. Public Benefit purpose(s)-Please state your organisations purpose(s) as stated in your constitution.**

- a) .....
- b) .....
- c) .....

**2. The public benefit purposes in the Public Benefit Act 2013 are listed below. Please choose one that relates closest to your charitable purposes. Please note that you do not have to choose multiple purposes since your organisation is only required to be carrying out one of the public benefit purposes to meet the public benefit test. Please only select the public benefit purpose(s) which most closely reflect what your organisation plans to achieve:**

- 1. Agriculture 2. Children 3. Culture 4. Disability 5. Energy 6. Education 7. Environmental & Conservation 8. Gender 9. Governance 10. Poverty Eradication 11. Health 12. Housing &Settlement 13. Human Rights 14.HIV/AIDS 15. Information 16. Informal sector 17. Legal Aid 18. Old Age 19. Peace Building 20. Population & Reproductive Health 21. Refugees 22. Disaster prevention, preparedness and mitigation 23. Relief 24. Pastoralism and marginalized communities 25. Sports 26. Water and sanitation 27. Animal welfare 28. Youth 29. Any other purpose that may reasonably be regarded as analogous or similar to any of the above purposes (you will need to explain what your purpose is, which of the other purposes listed above it is analogous to and how).

**3. Please list your specific objectives** (These are the activities of your organisation which demonstrate how it intends to achieve its purposes or objects as stated in its constitution to provide public benefit)

- a) -----
- b) -----
- c) -----

**4. Who are your beneficiaries**  Public  Section of the public

**a) If your beneficiaries are a section of the public, please list them**

- 1. Children 2. The Elderly 3. Youth 4. Commercial sex workers 5. Drug and alcohol addicts 6. Homeless people 7. Orphans and Vulnerable children 8. Persons with disability 9. Refugees 10, Street Children 11. The Poor 12. Youth 13. Prisoners and ex-convict 14. People living with HIV/AIDs 15. Caregivers for vulnerable groups (OVCs, Elderly, PLWAs) 19. Other PBOs or nonprofits. 16. Others not listed here (please specify)

**5. How does your rganization operate?**

- a) It makes grants, donations or loans to individuals
- b) It makes grants or donations to organisations
- c) It provides services to individuals or organisations

**6. Do you charge fees for your services? Yes or No (please note that charging fees is**

considered as a restriction on access to services)

7. If the Organisation charges fees are there any concessions for those who cannot pay the fees ?.....

8. What are the services for which the Organisation charges fees?

**PART 4: GEOGRAPHICAL AREAS OF OPERATION**

9. Where do you intend to operate in Kenya in (State your Counties of operation).

**PART 5: FINANCIAL YEAR**

10. Financial year (this is a 12-month period for example January to December)

.....

**PART 5: PERSONAL PARTICULARS OF DIRECTORS AND OFFICIALS**

**1 Chairperson**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**2.Treasurer**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**3. Secretary**

Name .....

Gender.....

Year of birth.....  
Nationality.....  
Highest level of education.....  
Professional occupation .....

ID/Passport No.....  
KRA pin .....

Phone number.....  
Email .....

Postal Address.....  
Physical address.....  
Country of Residence-----

**4. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**5. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**6. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....  
Professional occupation .....  
ID/Passport No.....  
KRA pin .....  
Phone number.....  
Email .....  
Postal Address.....  
Physical address.....  
Country of Residence-----

**7. Board Member**

Name .....  
Gender.....  
Year of birth.....  
Nationality.....  
Highest level of education.....  
Professional occupation .....  
ID/Passport No.....  
KRA pin .....  
Phone number.....  
Email .....  
Postal Address.....  
Physical address.....  
Country of Residence-----

**PART 6: COMPOSITION OF BOARD MEMBERS**

1. Are any of the members of your board related?
2. If so, how many of your board members are related?

**DATA PROTECTION STATEMENT**

Any information you provide will be held securely and in accordance with Article 31 of the Constitution of Kenya and the statutory laws on data protection. Selected information will appear on the Public Benefits Organizations Register in accordance with Section 15 of the Public Benefits Organizations Act.

The Authority, in compliance with Section 25 (5) of the PBO Act 2013, shall ensure that the activities of public benefit organizations are open and accessible to scrutiny by their respective stakeholders upon request, except for personal matters and proprietary information.

**DECLARATION**

It is an offence to give an answer that you know is untrue or misleading.  
I certify that the information entered in this form is correct to the best of my knowledge.

Signed by one of the directors

Name:

Designation:

Date:

**PART 7: NOTES ON THE PUBLIC BENEFIT PURPOSES**

DRAFT FOR PUBLIC CONSULTATION

**FORM 2: CERTIFICATE OF REGISTRATION AS A NATIONAL PUBLIC BENEFIT ORGANIZATION** (r. 8(2))

Serial Number. ....



**PUBLIC BENEFIT ORGANIZATIONS  
REGULATORY AUTHORITY**

**CERTIFICATE OF REGISTRATION AS A NATIONAL PUBLIC BENEFIT ORGANIZATION**

I ..... Director of the Public Benefit Organizations  
Regulatory Authority, certify that

.....  
.....

has this day been registered as National Public Benefit Organization under section 6 of the  
Public Benefits Organizations Act.

Dated .....

Director  
Public Benefit Organizations Regulations Authority



**FORM 3: APPLICATION FOR BESTOWMENT OF PUBLIC BENEFIT STATUS (r. 10(1))**

**PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM**

1. This form is to be completed by any organization seeking to be bestowed with public benefit status from registration under section 7(b) of the Public Benefit Organizations Act, 2013
2. You can only apply to be bestowed with public benefit status if your organisation has been incorporated under a relevant law in Kenya other than the Public Benefits Organisations Act.
3. You will be required to provide evidence that your organisation is good standing with your current regulator or registrar (for instance evidence of having filed returns).
4. One-third of your directors shall be Kenyans residing in the country.
5. Please note that some of the Information you give in this application will be publicly available in the Public Benefits Organisations Register.
6. Applicants must pass the public benefit test to be registered. To pass the charity test your organisation must meet the following requirements:
  - a) It must have only charitable purposes
  - b) Its activities must provide public benefit
  - c) Its constitution must not allow its property to be distributed or applied for non-charitable purposes
  - d) It must not confer private benefit through its activities
  - e) There should be no undue restrictions in accessing the benefits offered by the Organisation.

**PART 2: PARTICULARS OF THE PROPOSED PUBLIC BENEFIT ORGANISATION**

**8. NAME AND GOVERNANCE STRUCTURE**

**a) Name of Organization**

.....

**b) Governance Structure**

**Membership**

**Non-Membership**

**9. ADDRESS OF THE PROPOSED PUBLIC BENEFIT ORGANISATION**

- a) **Physical Address of the proposed PBO**
- b) **County** .....
- c) **Subcounty** .....
- d) **Physical address** .....
- e) **Postal address** .....**Postal code**.....
- f) **Organization’s Phone number** .....
- g) **Email of the Organization**.....

**PART 3: LEGAL FORM OF APPLICANT**

- 1. **Under which law is your organisation currently incorporated?**
  - a) **Companies Act**
  - b) **Trustees (Perpetual Succession) Act**
  - c) **Other (Please specify)**
- 2. **Year of Incorporation**-----

**PART 4: AFFILIATION**

- 1. Are you affiliated with any other organisation- Yes /NO
- 2. If yes, please state the name of your parent organisation-----
- 3. Please state the country in which your parent organisation is registered as a PBO/Charity-----
- 4. Please state the public benefit /charity registration number of your parent organisation-----

**PART 5: PUBLIC BENEFIT PURPOSES OF THE PROPOSED PUBLIC BENEFIT ORGANISATION**

**Public Benefit Purpose of the proposed PBO** (Your organisation’s purposes are usually set out in the objects, section of your constitution. The purposes say what your organisation has been set up to achieve and reflect its broad aims rather than the day-to-day activities).

- 6. **Public Benefit purpose(s)-Please state your organisations purpose(s) as stated in your constitution.**
  - a) .....
  - b) .....

c) .....

**7. The public benefit purposes in the Public Benefit Act 2013 are listed below. Please choose one that relates closest to your charitable purposes. Please note that you do not have to choose multiple purposes since your organisation is only required to be carrying out one of the public benefit purposes to meet the public benefit test. Please only select the public benefit purpose(s) which most closely reflect what your organisation seeks to achieve:**

- 1. Agriculture
- 2. Children
- 3. Culture
- 4. Disability
- 5. Energy & Conservation
- 6. Education
- 7. Environmental
- 8. Gender
- 9. Governance
- 10. Poverty Eradication
- 11. Health Rights
- 12. Housing & Settlement
- 13. Human Rights
- 14. HIV/AIDS Legal Aid
- 15. Information
- 16. Informal sector
- 17. Legal Aid
- 18. Old Age Reproductive Health
- 19. Peace Building
- 20. Population & Reproductive Health
- 21. Refugees
- 22. Disaster prevention, preparedness and mitigation
- 23. Relief
- 24. Pastoralism and marginalized communities
- 25. Sports
- 26. Water and sanitation
- 27. Animal welfare
- 28. Youth
- 29. Any other purpose that may reasonably be regarded as analogous or similar to any of the above purposes (you will need to explain what your purpose is, which of the other purposes listed above it is analogous to and how).

**8. Please list your specific objectives** (These are the activities of your organisation which demonstrate how it intends to achieve its purposes or objects as stated in its constitution to provide public benefit)

d) .....

e) .....

f) .....

**9. Who are your beneficiaries**  Public  Section of the public

**a) If your beneficiaries are a section of the public, please list them**

- 1. Children
- 2. The Elderly
- 3. Youth
- 4. Commercial sex workers
- 5. Drug and alcohol addicts
- 6. Homeless people
- 7. Orphans and Vulnerable children
- 8. Persons with disability
- 9. Refugees
- 10. Street Children
- 11. The Poor
- 12. Youth
- 13. Prisoners and ex-convict
- 14. People living with HIV/AIDs
- 15. Caregivers for vulnerable groups (OVCs, Elderly, PLWAs)
- 19. Other PBOs or nonprofits.
- 16. Others not listed here (please specify)

**10. How does your organization operate?**

- d) It makes grants, donations or loans to individuals
- e) It makes grants or donations to organisations
- f) It provides services to individuals or organisations

6. Do you charge fees for your services? Yes or No (please note that charging fees is considered as a restriction on access to services)

7. If the Organisation charges fees are there any concessions for those who cannot pay the fees ?.....

8. What are the services for which the Organisation charges fees?  
.....

**PART 6: GEOGRAPHICAL AREAS OF OPERATION**

1. Where do you intend to operate in Kenya in (State your Counties of operation).

2. Will you rganization operate from Kenya to deliver programmes in other countries?  
Yes /No

3. If the answer is yes to Question 12 above then please list the countries -----  
-----

**PART 7: FINANCIAL YEAR**

**P.** Financial year (this is a 12-month period for example January to December)  
.....

**PART 8: PERSONAL PARTICULARS OF DIRECTORS AND OFFICIALS (Please note that the organisation must have a minimum of five directors to be registered)**

**P. Chairperson**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**2.Treasurer**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**10. Secretary**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**11. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**12. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**13. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**14. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**PART 8: COMPOSITION OF BOARD MEMBERS**

- 3. Are any of the members of your board related? (This refers to persons related by blood or affiliated as a spouse or a spousal relation. Spouse means a husband or wife and a relative means a mother, father, brother or half brother, sister or half-sister, maternal or paternal uncle or aunt or grandparent or stepparents or if adopted the legal parents) Yes/No
- 4. If so, how many of your board members are related? (Please note that your application will not be successful if three out of five of your board members are related to each other).-  
-----

**DATA PROTECTION STATEMENT**

Any information you provide will be held securely and in accordance with Article 31 of the Constitution of Kenya and the statutory laws on data protection. Selected information will appear on the Public Benefits Organizations Register in accordance with Section 15 of the Public Benefits Organizations Act.

The Authority, in compliance with Section 25 (5) of the PBO Act 2013, shall ensure that the activities of public benefit organizations are open and accessible to scrutiny by their respective stakeholders upon request, except for personal matters and proprietary information.

**DECLARATION**

It is an offence to give an answer that you know is untrue or misleading.

I certify that the information entered in this form is correct to the best of my knowledge.

Signed by one of the directors

Name:

Designation:

Date:

**PART 9: NOTES ON THE PUBLIC BENEFIT PURPOSES**

**FORM 4: CERTIFICATE OF BESTOWMENT OF PUBLIC BENEFIT ORGANIZATION STATUS (r. 8(2))**

Serial Number. ....



**PUBLIC BENEFIT ORGANIZATIONS  
REGULATORY AUTHORITY**

**CERTIFICATE OF BESTOWMENT OF PUBLIC BENEFIT ORGANIZATION STATUS**

I ..... Director of the Public Benefit Organizations Regulatory Authority, certify that

.....  
.....

has this day been bestowed with Public Benefit Organization status under section 7 of the Public Benefits Organizations Act.

Dated .....

Director  
Public Benefit Organizations Regulations Authority



**FORM 5: APPLICATION FOR REGISTRATION AS AN INTERNATIONAL PUBLIC BENEFIT ORGANIZATION (r. 12(1))**

**PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM**

1. This form is to be completed by any organization with original incorporation in a country other than Kenya and which seeks registration under section 11(2)(b) of the Public Benefit Organizations Act, 2013
2. If your organisation intends to directly implement activities or programmes in Kenya or operate from Kenya to implement activities or programmes in another country, then you must apply for registration using this this application form.
3. Additionally, if your organisation intends to raise any subscriptions or engage in any other form of raising of funds in Kenya then you must apply for registration using this form.
4. If your organisation does not intend to engage in any of the activities listed in paragraphs(2) and/or (3) then you may apply for registration as an Exempt Organisation.
5. Please note that at least one- third of your directors shall have to be Kenyans residing in the country.
6. Please note that some of the Information you give in this application will be publicly available in the Public Benefits Organisations Register.
7. Applicants must pass the public benefit test to be registered. To pass the charity test your organisation must meet the following requirements:
  - (a) It must have only charitable purposes
  - (b) Its activities must provide public benefit
  - (c) Its constitution must not allow its property to be distributed or applied for non-charitable purposes
  - (d) It must not confer private benefit through its activities
  - (e) There should be no undue restrictions in accessing the benefits offered by the Organisation.

**PART 2: PARTICULARS OF THE PROPOSED PUBLIC BENEFIT ORGANISATION**

**1. NAME AND GOVERNANCE STRUCTURE**

**a) Name of Organization**

.....

**b) Governance Structure**

**Membership**

**Non-Membership**

**2. ADDRESS OF THE PROPOSED PUBLIC BENEFIT ORGANISATION**

**a) Physical Address of the proposed PBO**

**b) County**

.....

**c) Subcounty**

.....

**d) Physical address .....**

**e) Postal address .....Postal code.....**

**f) Organization’s Phone number .....**

**g) Email of the Organization.....**

**PART 3: AFFILITATION**

1. Please state the name of your parent organisation-----
2. Please state the country in which your parent organisation is registered as a PBO/Charity-----
3. Please state the public benefit /charity registration number of your parent organisation-----

**PART 4: PUBLIC BENEFIT PURPOSES OF THE PROPOSED PUBLIC BENEFIT ORGANISATION**

**Public Benefit Purpose of the proposed PBO** (Your organisation’s purposes are usually set out in the objects, section of your constitution. The purposes say what your organisation has been set up to achieve and reflect its broad aims rather than the day-to-day activities).

**3. Public Benefit purpose(s)-Please state your organisations purpose(s) as stated in your constitution.**

a) .....

b) .....

c) .....

**4. The public benefit purposes in the Public Benefit Act 2013 are listed below. Please choose one that relates closest to your charitable purposes. Please note that you do not have to choose multiple purposes since your organisation is only required to be carrying out one of the public benefit purposes to meet the public benefit test. Please only select the public benefit purpose(s) which most closely reflect what your organisation seeks to achieve:**

- |                |              |                  |               |
|----------------|--------------|------------------|---------------|
| 1. Agriculture | 2. Children  | 3. Culture       | 4. Disability |
| 5. Energy      | 6. Education | 7. Environmental |               |

&Conservation		
8. Gender	9. Governance	10. Poverty Eradication
11. Health Rights	12. Housing & Settlement	13. Human Rights
14. HIV/AIDS Legal Aid	15. Information	16. Informal sector
17. Legal Aid		
18. Old Age Reproductive Health	19. Peace Building	20. Population &
21. Refugees	22. Disaster prevention, preparedness and mitigation	
23. Relief	24. Pastoralism and marginalized communities	
25. Sports welfare	26. Water and sanitation	27. Animal welfare
28. Youth	29. Any other purpose that may reasonably be regarded as analogous or similar to any of the above purposes (you will need to explain what your purpose is, which of the other purposes listed above it is analogous to and how).	

**5. Please list your specific objectives** (These are the activities of your organisation which demonstrate how it intends to achieve its purposes or objects as stated in its constitution to provide public benefit)

a) -----

b) -----

c) -----

**6. Who are your beneficiaries**  Public  Section of the public

**a) If your beneficiaries are a section of the public, please list them**

1. Children 2. The Elderly 3. Youth 4. Commercial sex workers 5. Drug and alcohol addicts 6. Homeless people 7. Orphans and Vulnerable children 8. Persons with disability 9. Refugees 10. Street Children 11. The Poor 12. Youth 13. Prisoners and ex-convict 14. People living with HIV/AIDs 15. Caregivers for vulnerable groups (OVCs, Elderly, PLWAs) 19. Other PBOs or nonprofits. 16. Others not listed here (please specify)

**7. How does your organization operate?**

a) It makes grants, donations or loans to individuals

b) It makes grants or donations to organisations

c) It provides services to individuals or organisations

**8. Do you charge fees for your services? Yes or No** (please note that charging fees is considered as a restriction on access to services)

9. If the Organisation charges fees are there any concessions for those who cannot pay the fees ?.....

10. What are the services for which the Organisation charges fees?

**PART 5: GEOGRAPHICAL AREAS OF OPERATION**

1. Where do you intend to operate in Kenya in (State your Counties of operation).

2. Will your organization operate from Kenya to deliver programmes in other countries?  
Yes /No

3. If the answer is yes to Question 12 above then please list the countries -----  
-----

**PART 6: FINANCIAL YEAR**

1. Financial year (this is a 12-month period for example January to December)  
.....

**PART 7: PERSONAL PARTICULARS OF DIRECTORS AND OFFICIALS (Please note that the organisation must have a minimum of five directors one third of whom must be Kenyans who are resident in the country to be registered)**

**1. Chairperson**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**2.Treasurer**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**3. Secretary**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**4. Board Member**

Name .....

Gender.....  
Year of birth.....  
Nationality.....  
Highest level of education.....  
Professional occupation .....  
ID/Passport No.....  
KRA pin .....  
Phone number.....  
Email .....  
Postal Address.....  
Physical address.....  
Country of Residence-----

**5. Board Member**

Name .....  
Gender.....  
Year of birth.....  
Nationality.....  
Highest level of education.....  
Professional occupation .....  
ID/Passport No.....  
KRA pin .....  
Phone number.....  
Email .....  
Postal Address.....  
Physical address.....  
Country of Residence-----

**6. Board Member**

Name .....  
Gender.....

Year of birth.....  
Nationality.....  
Highest level of education.....  
Professional occupation .....

ID/Passport No.....  
KRA pin .....

Phone number.....  
Email .....

Postal Address.....  
Physical address.....  
Country of Residence-----

**7. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

KRA pin .....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**PART 8: COMPOSITION OF BOARD MEMBERS**

1. Are any of the members of your board related? (This refers to persons related by blood or affiliated as a spouse or a spousal relation. Spouse means a husband or wife and a relative means a mother, father, brother or half brother, sister or half-sister, maternal or paternal uncle or aunt or grandparent or stepparents or if adopted the legal parents)

Yes/No

2. If so, how many of your board members are related? (Please note that your application will not be successful if three out of five of your board members are related to each other).-----

**DATA PROTECTION STATEMENT**

Any information you provide will be held securely and in accordance with Article 31 of the Constitution of Kenya and the statutory laws on data protection. Selected information will appear on the Public Benefits Organizations Register in accordance with Section 15 of the Public Benefits Organizations Act.

The Authority, in compliance with Section 25 (5) of the PBO Act 2013, shall ensure that the activities of public benefit organizations are open and accessible to scrutiny by their respective stakeholders upon request, except for personal matters and proprietary information.

**DECLARATION**

It is an offence to give an answer that you know is untrue or misleading.

I certify that the information entered in this form is correct to the best of my knowledge.

Signed by one of the directors

Name:

Designation:

Date:

**PART 9: NOTES ON THE PUBLIC BENEFIT PURPOSES**

**FORM 6: CERTIFICATE OF REGISTRATION AS AN INTERNATIONAL PUBLIC BENEFIT ORGANIZATION (r. 12(2))**

Serial Number. ....



**PUBLIC BENEFIT ORGANIZATIONS  
REGULATORY AUTHORITY**

**CERTIFICATE OF REGISTRATION AS AN INTERNATIONAL PUBLIC BENEFIT ORGANIZATION STATUS**

I ..... Director of the Public Benefit Organizations  
Regulatory Authority, certify that

.....  
.....

has this day been registered as an International Public Benefit Organization under  
section 11(2)(b) of the Public Benefits Organizations Act.

Dated .....

Director  
Public Benefit Organizations Regulations Authority



**FORM 7: APPLICATION FOR EXEMPTION FROM REGISTRATION AS AN INTERNATIONAL PUBLIC BENEFIT ORGANIZATION (r. 14(1))**

**PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM**

1. This form is to be completed by any organization seeking exemption from registration under section 11(2)(a) of the Public Benefit Organizations Act, 2013
2. You can only apply for registration as an Exempt organisation if your organisation does not intend to directly implement activities or programmes in Kenya or operate from Kenya to implement activities or programmes in another country. If your organisation intends to engage in any of the above activities, then you must apply for registration as an International Organisation using Form 8.
3. Additionally, if your organisation intends to raise any subscriptions or engage in any other form of raising of funds in Kenya then you must apply for registration as an International Organisation using Form 8.
4. Please note that some of the Information you give in this application will be publicly available in the Public Benefits Organisations Register.
5. Applicants must pass the public benefit test to be registered. To pass the charity test your organisation must meet the following requirements:
  - (a) It must have only charitable purposes
  - (b) Its activities must provide public benefit
  - (c) Its constitution must not allow its property to be distributed or applied for non-charitable purposes
  - (d) It must not confer private benefit through its activities
  - (e) There should be no undue restrictions in accessing the benefits offered by the Organisation.

**PART 2: PARTICULARS OF THE PROPOSED PUBLIC BENEFIT ORGANISATION**

**1. NAME AND GOVERNANCE STRUCTURE**

**a) Name of Organization**

.....

**b) Governance Structure**

Membership

Non-Membership

**2. ADDRESS OF THE PROPOSED PUBLIC BENEFIT ORGANISATION**

**a) Physical Address of the proposed PBO in Kenya**

**b) County** .....

**c) Subcounty** .....

**d) Physical address** .....

**e) Postal address** .....**Postal code**.....

**f) Organization's Phone number** .....

**g) Email of the Organization**.....

**PART 3: REGISTRATION STATUS**

1. Please state the country of registration of the organisation-----
2. Please state the public benefit /charity registration number of your parent organisation--  
--

**PART 4: PUBLIC BENEFIT PURPOSES OF THE PROPOSED PUBLIC BENEFIT ORGANISATION**

**Public Benefit Purpose of the proposed PBO** (Your organisation's purposes are usually set out in the objects, section of your constitution. The purposes say what your organisation has been set up to achieve and reflect its broad aims rather than the day-to-day activities).

**3. Public Benefit purpose(s)-Please state your organisations purpose(s) as stated in your constitution.**

**a)** .....

**b)** .....

**c)** .....

**4. The public benefit purposes in the Public Benefit Act 2013 are listed below. Please choose one that relates closest to your charitable purposes. Please note that you do not have to choose multiple purposes since your organisation is only required to be carrying out one of the public benefit purposes to meet the public benefit test. Please only select the public benefit purpose(s) which most closely reflect what your organisation seeks to achieve:**

- |                             |                          |                         |               |
|-----------------------------|--------------------------|-------------------------|---------------|
| 1. Agriculture              | 2. Children              | 3. Culture              | 4. Disability |
| 5. Energy<br>& Conservation | 6. Education             | 7. Environmental        |               |
| 8. Gender                   | 9. Governance            | 10. Poverty Eradication |               |
| 11. Health<br>Rights        | 12. Housing & Settlement | 13. Human               |               |
| 14. HIV/AIDS                | 15. Information          | 16. Informal sector     | 17.           |

Legal Aid

18. Old Age  
Reproductive Health

19. Peace Building

20. Population &

21. Refugees

22. Disaster prevention, preparedness and mitigation

23. Relief

24. Pastoralism and marginalized communities

25. Sports  
welfare

26. Water and sanitation

27. Animal

28. Youth

29. Any other purpose that may reasonably be regarded as analogous or similar to any of the above purposes (you will need to explain what your purpose is, which of the other purposes listed above it is analogous to and how).

**8. Please list your specific objectives** (These are the activities of your organisation which demonstrate how it intends to achieve its purposes or objects as stated in its constitution to provide public benefit)

- a) -----
- b) -----
- c) -----

**9. Who are your beneficiaries**  Public  Section of the public

**a) If your beneficiaries are a section of the public, please list them**

1. Children 2. The Elderly 3. Youth 4. Commercial sex workers 5. Drug and alcohol addicts 6. Homeless people 7. Orphans and Vulnerable children 8. Persons with disability 9. Refugees 10, Street Children 11. The Poor 12. Youth 13. Prisoners and ex-convict 14. People living with HIV/AIDS 15. Caregivers for vulnerable groups (OVCs, Elderly, PLWAs) 19. Other PBOs or nonprofits. 16. Others not listed here (please specify)

**10. How does your organization operate?**

- g) It makes grants, donations or loans to individuals
- h) It makes grants or donations to organisations
- i) It provides services to individuals or organisations

**PART 5: GEOGRAPHICAL AREAS OF OPERATION**

1. Where do you intend to operate in Kenya in (State your Counties of operation).

2. Will your organization operate in other countries from Kenya ? Yes /No

3. If the answer is yes to Question 12 above then please list the countries -----  
-----

**PART 6: FINANCIAL YEAR**

2. Financial year (this is a 12-month period for example January to December)  
.....

**PART 7: PERSONAL PARTICULARS OF DIRECTORS AND OFFICIALS**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**2. Treasurer**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**3. Secretary**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**4. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**5. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**6. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**7. Board Member**

Name .....

Gender.....

Year of birth.....

Nationality.....

Highest level of education.....

Professional occupation .....

ID/Passport No.....

Phone number.....

Email .....

Postal Address.....

Physical address.....

Country of Residence-----

**PART 8: PARTICULARS OF THE AUTHORIZED AGENT** (The Authorised Agent must be a Kenyan Citizen retained by the Organization upon whom official notices, summons and other processes may be served)

Name

Gender

ID Number

KRA Pin

Phone Number

Email Address

Physical address

Postal address

Contact address and email

Nationality

(any other nationality)

Educational Qualifications

Profession/ Occupation

Current employment

**DATA PROTECTION STATEMENT**

Any information you provide will be held securely and in accordance with Article 31 of the Constitution of Kenya and the statutory laws on data protection. Selected information will appear on the Public Benefits Organizations Register in accordance with Section 15 of the Public Benefits Organizations Act.

The Authority, in compliance with Section 25 (5) of the PBO Act 2013, shall ensure that the activities of public benefit organizations are open and accessible to scrutiny by their respective stakeholders upon request, except for personal matters and proprietary information.

**DECLARATION**

It is an offence to give an answer that you know is untrue or misleading.

I certify that the information entered in this form is correct to the best of my knowledge.

Signed by one of the directors

Name:

Designation:

Date:

**PART 9: NOTES ON THE PUBLIC BENEFIT PURPOSES**

**FORM 8: CERTIFICATE OF EXEMPTION FROM REGISTRATION AS AN INTERNATIONAL PUBLIC BENEFIT ORGANIZATION STATUS (r. 14(2))**



**PUBLIC BENEFIT ORGANIZATIONS  
REGULATORY AUTHORITY**

**PERMIT OF EXEMPTION FROM REGISTRATION AS AN INTERNATIONAL  
PUBLIC BENEFIT ORGANIZATION STATUS**

I ..... Director of the Public Benefit Organizations  
Regulatory Authority, certify that

.....  
.....

has this day been exempted from registration as an international Public Benefit  
Organization status under section 11(2)(a) of the Public Benefit Organizations Act.

Dated .....

Director  
Public Benefit Organizations Regulations Authority



**FORM 9: NOTICE OF CANCELLATION/SUSPENSION OF REGISTRATION (r. 16(3))**

**NOTICE OF CANCELLATION/SUSPENSION OF REGISTRATION**

**TO**.....  
.....  
.....

**TAKE NOTICE THAT** the Public Benefit Organizations Regulatory Authority in accordance with section 19(1) of the Public Benefits Organizations Act, 2013 cancelled/suspended your registration under the said Act on the grounds that:

**Dated:** .....

**Signed** .....

**ector of the Public Benefit Organizations Regulatory Authority**

**FORM 10: NOTIFICATION OF CANCELLATION OR SUSPENSION OF EXEMPTION FROM REGISTRATION AS A PUBLIC BENEFIT ORGANISATION (r. 16(3))**

**NOTICE OF CANCELLATION/SUSPENSION OF EXEMPTION FROM REGISTRATION AS A PUBLIC BENEFIT ORGANISATION**

**TO**.....  
.....  
.....

**TAKE NOTICE THAT** the Public Benefit Organizations Regulatory Authority in accordance with section 19(1) of the Public Benefits Organizations Act, 2013 cancelled/suspended your registration under the said Act on the grounds that:

**Dated:** .....

**Signed** .....

**Director of the Public Benefit Organizations Regulatory Authority**

**FORM 11: APPLICATION FOR REINSTATEMENT AS A PUBLIC BENEFIT ORGANIZATION (r. 20)**

**APPLICATION FOR REINSTATEMENT AS A PUBLIC BENEFIT ORGANIZATION**

**To the Director**

**Public Benefits Organizations Authority**

**P.O. Box 44617 – 00100**

**NAIROBI.**

FROM

.....  
.....

The ..... seek the review of the decision of the Public Benefit Organization Regulatory Authority made on ..... 20..... to suspend the organization and hereby apply for the reinstatement of ..... as a public benefit organization under the Act for the following reasons.....

.....  
.....  
.....  
.....  
.....

Name ..... Date .....

Signature .....(Office bearer/director)

\*(attach supportive documents if any)

**FORM 12: APPLICATION FOR RECOGNITION OF A FORUM OF PUBLIC BENEFIT ORGANIZATIONS (r. 22(1))**

**PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM**

1. This form is to be completed by self-regulation forums of registered public benefit organisations seeking recognition under section 23(2) of the Public Benefits Organisations Act.
2. Forums seeking recognition must have a minimum membership of 10(ten) registered public benefit organisations
3. Each forum seeking registration must accompany its application for recognition with a register of members, duly signed minutes establishing the forum signed by the founding members, the constitutive document of the forum and the code of conduct and standards of the forum.

**PART 2: PARTICULARS OF THE FORUM**

Name of the Forum-----

Objectives of the Forum-----

Number of Members of the Forum-----

What is the nature of the forum? Thematic based/Geographically based/both Thematic and Geographically based

If the forum is thematic based, please state the thematic area(s) to be addressed by the forum?

If the forum is geographically based, please state the counties covered by the forum

**PART 3: CONTACT DETAILS OF THE FORUM**

- a) County .....
- b) Subcounty .....
- c) Physical address .....
- d) Postal address .....Postal code.....
- e) Phone number .....
- f) Email .....

**PART 4: OFFICIALS**

Chairperson .....

Email:
Telephone:
Secretary .....
Email:
Telephone:
Treasurer .....
Email:
Telephone:
Signed Chairperson-----
Date

DRAFT FOR PUBLIC CONSULTATION

**FORM 13: CERTIFICATE OF RECOGNITION OF A FORUM OF PUBLIC  
BENEFIT ORGANIZATIONS (r. 22(2))**

Serial Number. ....



**PUBLIC BENEFIT ORGANIZATIONS  
REGULATORY AUTHORITY**

**CERTIFICATE OF RECOGNITION OF RECOGNITION OF A FORUM OF  
PUBLIC BENEFIT ORGANIZATIONS**

I ..... Director of the Public Benefit Organizations  
Regulatory Authority, certify that

.....  
.....

has this day been been recognised as a self-regulatory forum of public benefit organizations  
under section 23(1) of the Public Benefit Organizations Act.

Dated .....

Director  
Public Benefit Organizations Regulations Authority



**FORM 14: APPLICATION FOR RECOGNITION OF FEDERATION OF FORUMS OF PUBLIC BENEFIT ORGANIZATIONS (r. 24(1))**

**PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM**

1. This form is to be completed by self-regulation forums of registered public benefit organisations seeking recognition under section 23(2) of the Public Benefits Organisations Act.
2. Forums seeking recognition must have a minimum membership of 10(ten) registered public benefit organisations
3. Each forum seeking registration must accompany its application for recognition with a register of members, duly signed minutes establishing the forum signed by the founding members, the constitutive document of the forum and the code of conduct and standards of the forum.

**PART 2: PARTICULARS OF THE FORUM**

Name of the Forum-----

Objectives of the Forum-----

Number of Members of the Forum-----

What is the nature of the forum? Thematic based/Geographically based/both Thematic and Geographically based

If the forum is thematic based, please state the thematic area(s) to be addressed by the forum?

If the forum is geographically based, please state the counties covered by the forum

**PART 3: CONTACT DETAILS OF THE FORUM**

- a) County .....
- b) Subcounty .....
- c) Physical address .....
- d) Postal address .....Postal code.....
- e) Phone number .....
- f) Email .....

**PART 4: OFFICIALS**

Chairperson .....

Email:

Telephone:
Secretary .....
Email:
Telephone:
Treasurer .....
Email:
Telephone:
Signed Chairperson-----
Date

DRAFT FOR PUBLIC CONSULTATION

**FORM 15: CERTIFICATE OF RECOGNITION OF FEDERATION OF FORUMS OF PUBLIC BENEFIT ORGANIZATIONS (r. 24 (2))**

Serial Number. ....



**PUBLIC BENEFIT ORGANIZATIONS  
REGULATORY AUTHORITY**

**CERTIFICATE OF RECOGNITION OF RECOGNITION OF FEDERATION OF FORUMS OF PUBLIC BENEFIT ORGANIZATIONS**

I ..... Director of the Public Benefit Organizations Regulatory Authority, certify that

.....  
.....

has this day been been recognised as a federation of forums of public benefit organization under section 23(2) of the Public Benefit Organizations Act.

Dated .....

Director  
Public Benefit Organizations Regulations Authority



**FORM 16: ANNUAL RETURN**

**(r.26(2))**

**PUBLIC BENEFIT ORGANIZATIONS REGULATORY AUTHORITY  
ANNUAL REPORT**

**Please read these notes before filling this form**

Public Benefit Organization(PBOs) are required to submit annual Reports accompanied by an Audit Report. The Audit report must be prepared in accordance with PBO Act from recognised Auditors in good standing with the Institute of Certified Public Accountants of Kenya(ICPAK). The accounts and financial statements MUST be in **Kenya Shillings** and be presented in a manner consistent with Section 30(1) of the PBO Act. PBOs shall submit Annual Reports within 6 months from the date of completion of their financial year.

To the Director PBORA P. O. Box 44617 Nairobi

Financial year Starting on \_\_\_\_\_ Ending on \_\_\_\_\_

**SECTION A - ESTABLISHMENT INFORMATION**

**A1) Particulars of the PBO**

Name \_\_\_\_\_

Registration No. \_\_\_\_\_

Date of Registration \_\_\_\_\_

Category of PBO (tick appropriate checkbox)  
National  International

Exempt  Bestowed with PBO Status

KRA PIN \_\_\_\_\_

Postal Address \_\_\_\_\_

Physical Address \_\_\_\_\_

Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Social media handles (official X or Facebook accounts) \_\_\_\_\_

Where a PBO wishes to change any of its particulars, they are required to notify the Authority. (see regulations)



**SECTION C - PERSONNEL**

**C1) State the number of Employees and Volunteers both local and International i) Stationed in Kenya**

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
Previous Year	-	-	-
Current Year	-	-	-

**ii) Stationed in other countries (Specify \_\_\_\_\_ )**

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
Previous Year	-	-	-
Current Year	-	-	-

**iii) Volunteers/Interns**

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
Current Year	-	-	-

**C2) Privileges accorded to Volunteers/Interns**

	Local		International	
	Volunteers	Interns	Volunteers	Interns
Allowances/Stipends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**C3) Number of staff members trained during the reporting period**

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
In-house Training	-	-	-
Professional Training	-	-	-
Other Training (Specify _____)	-	-	-
_____	-	-	-
_____	-	-	-
<b>Total</b>	-	-	-

Previous Year

**SECTION D - PROJECTS**

Note that "Projects in Other Countries" as referred to in this Section are the activities which were administered, supervised or co-coordinated from the Kenyan office of this NGO. Sectors here refers to the main result (Target Objective) expected from project implementation, while it is true that a project could have various components; the basis usually is to achieve a result in a specific sector i.e a HIV/AIDs Sector project could have an non security, microfinance components.

Nature of Project Carried Out	Beneficiary category	Approx. No Beneficiaries	Name County(s)	Spending Per county	Duration of Project (Years)	Completion status (Completed/Ongoing)	Amount Spent in Kenya (KES)	Amount spent in other countries
Agriculture								
Animal welfare								
Culture								
Disability								
Drug and Alcohol Addiction								
Education								
Energy								
Environmental Conservation								
Health								
HIV/AIDs awareness/mitigation								
Housing and Settlement								
ICT								
Peace building								
Population & Reproductive Health								
Promotion of Good Governance								
Promotion of Human Rights								
Relief of Poverty								
Relief/Disaster Management								
Road Safety								
Sports								
Water and Sanitation								
Welfare								

ii) How did you implement your projects this financial year? (for International NGOs only)

Worked Through a Local Partner

Implemented Directly

Worked Through a Local Partner and implemented directly

**D3) Type of Organization collaborated with and Nature of Collaboration**

(Projects carried out in Kenya only) (Tick where appropriate)

	Information Exchange	Technical to Partner	Technical from Partner	Funding to Partner	Funding From Partner	Equipment to Partner	Equipment from Partner
NGOs	<input type="checkbox"/>						

**FORM 17: NOTIFICATION OF MATERIAL CHANGES IN A PUBLIC BENEFIT ORGANIZATION (r.28(3))**

**PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM**

1. If you are an Exempt Organisation or an Organisation Conferred with public benefit status, you must initially inform the Authority of your intention to change your name and indicate the proposed name. If the Authority approves, you must notify your principal regulator of the changes and obtain its approval. Subsequently, you will present your new certificate of incorporation under your new name for the Authority to update its register and issue a new certificate under your new name. You should inform the Authority of these changes within 30 days of receiving approval from your principal regulator.
2. International and National organisations must notify the Authority of any changes within 60 days of the resolution to make such changes and await its approval. Changes shall only take effect after approval by the Authority.
3. All notifications must be accompanied by the minutes of the meeting where it was resolved to change the organisation's name, duly signed by the director of the organisation.
4. You will be required to explain the reasons for the changes to your name.
5. You shall be required to notify the public that you have changed your name by publishing the change in at least one newspaper with national circulation.
6. The amended constitution should accompany the notification.

**PART 2: NOTIFICATION OF CHANGE**

**To the Director/CEO**

**Public Benefit Organizations Regulatory Authority**

**P.O. Box 44617 – 00100**

**NAIROBI**

We the Directors of .....  
Organisation hereby gives notice in accordance with the provisions of Section 8(8) of the Public Benefits Organisations Act and Regulation ..... of the Public Benefit Organisations Regulations, that the organisation

.....  
(insert description of the change) on.....20..... to

.....  
for the following reasons:

.....  
.....

.....  
.....  
.....

The new details of the change are as follows (*provide the news details of the proposed change in the rganization*)

.....  
.....  
.....  
.....  
.....  
.....  
.....

Signed .....

Name of authorized officer .....

Date:.....

DRAFT FOR PUBLIC CONSULTATION

**FORM 18: NOTIFICATION OF CHANGE OF NAME OF A PUBLIC BENEFIT ORGANIZATION**

**(r. 29(2))**

**PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM**

1. If you are an Exempt Organisation or an Organisation Conferred with public benefit status, you must initially inform the Authority of your intention to change your name and indicate the proposed name. If the Authority approves, you must notify your principal regulator of the changes and obtain its approval. Subsequently, you will present your new certificate of incorporation under your new name for the Authority to update its register and issue a new certificate under your new name. You should inform the Authority of these changes within 30 days of receiving approval from your principal regulator.
2. International and National organisations must notify the Authority of any changes within 60 days of the resolution to make such changes and await its approval. Changes shall only take effect after approval by the Authority.
3. All notifications must be accompanied by the minutes of the meeting where it was resolved to change the organisation's name, duly signed by the director of the organisation.
4. You will be required to explain the reasons for the changes to your name.
5. You shall be required to notify the public that you have changed your name by publishing the change in at least one newspaper with national circulation.
6. The amended constitution should accompany the notification.

**PART 2: NOTIFICATION OF CHANGE OF NAME**

**To the Director**

**Public Benefits Organisations Authority**

**P.O. Box 44617 – 00100**

**NAIROBI.**

**We the Directors of**

.....

**Organisation**

**hereby gives notice in accordance with the provisions of Section 8(8) of the Public Benefits Organisations Act and Regulation --- of the Public Benefit Organisations Regulations, that the organisation amended its constitution**

**on.....20..... to change its name for the following reasons:**

.....  
.....  
.....  
.....  
.....

<b>NAMES OF REGISTERED OFFICIALS</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....
6. ....	.....	.....
7. ....	.....	.....
<b>Date signed</b> .....		

DRAFT FOR PUBLIC CONSULTATION

**FORM 19: CERTIFICATE OF CHANGE OF NAME OF A PUBLIC  
BENEFIT ORGANIZATION (r.19(3))**

Serial Number. ....



**PUBLIC BENEFIT ORGANIZATIONS  
REGULATORY AUTHORITY**

**CERTIFICATE OF CHANGE OF NAME OF A PUBLIC BENEFIT  
ORGANIZATIONS**

I ..... Director of the Public Benefit Organizations  
Regulatory Authority, certify that

.....  
.....

has this day been recognised as a federation of forums of public benefit organization  
under section 23(2) of the Public Benefit Organizations Act.

The Public Benefit Organisation known as .....  
..... has officially changed its registered name to.....  
..... with effect from the ..... of .....  
20.....

Dated .....

Director  
Public Benefit Organizations Regulations Authority



**FORM 20: NOTIFICATION OF INTENDED CANCELLATION OF  
REGISTRATION AS A PUBLIC BENEFIT ORGANISATION (r. 20(2))**

TO.....  
.....

**TAKE NOTICE THAT** the Public Benefit Organizations Regulatory Authority in accordance with section 19(1) of the Public Benefits Organisations Act 2013 intends to cancel/suspend your registration under the said Act on the grounds that:

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You are hereby required, within ---days of the date of this notice, to show cause why your registration should not be cancelled/suspended.

Dated: .....

Signed .....

Director of the Public Benefit Organisations Regulatory Authority

\_\_\_\_\_

Made on the ....., 2025.

**KIPCHUMBA MURKOMEN,**  
*Cabinet Secretary for Interior and National Administration.*