

**MINISTRY OF CO-OPERATIVE DEVELOPMENT AND MARKETING  
OFFICE OF THE COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT**

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SOCIAL SECURITY HOUSE,  
NAIROBI  
BISHOPS ROAD,  
PO.BOX 30547-00100 G.P.O.  
NAIROBI

**APPLICATION FOR INCLUSION IN LIST OF AUTHORIZED AUDIT FIRMS TO  
CARRY CO-OPERATIVE AUDITS FOR YEAR.....**

I/We the undersigned, practicing as.....  
(Name of Firm)

NO	NAMES OF PARTNERS	ICPAK REG NO.	PRACTICING CERT NO.	SIGNATURE
1				
2				
3				
5				
6				
7				

**(Include all other partners on an extra attachment)**

Hereby make application for inclusion in the list of audit firms duly authorized to audit cooperative societies as per section 25 of co-operative societies Act CAP 490 laws of Kenya when read with rule 17(2) of the Co-operative Societies Rules 2004 during the year.....

**DETAILS OF MY/OUR FIRM**

Name of the Firm: .....  
(Full name as entered on the registration certificate and date)

Firms Registration Number:.....Date of Registration.....

Firms Pin Number:.....

**Location of the firms head office:**

Physical Location: .....

Postal Address: .....

Email Address: .....

Telephone: .....

Fax: .....

**Location of all branches (if any):**

**(A)Branch 1**

Physical Location: .....  
Postal Address: .....  
Email Address: .....  
Telephone: .....  
Fax: .....

**(A)Branch 2**

Physical Location: .....  
Postal Address .....  
Email Address: .....  
Telephone: .....  
Fax: .....

*(Include other branches on an extra attachment)*

We understand the consequences of inclusion of a false particular herein and do hereby accept to fully abide with all relevant provisions of Co-operative societies act and other requirements by commissioner of co-operative development in discharging duties as Auditors.

Declared for and on behalf .....  
*(Name of the firm)*

.....  
Managing Partner  
Name, Signature and Stamp.

.....  
Date

OFFICIAL USE ONLY	
Received & Checked by:	Date:
Subscriptions Status:	Date:
Disciplinary Status:	Date:
Inclusion in list of Authorized Audit firms Done by:	Date:

**Attachments.**

1. Copy of practicing certificate.
2. Copy of certified business name.
3. Copy of Pin certificate of firm.
4. Copy of VAT registration certificate.
5. Bankers Cheque of ksh. .3000

**NB: Registration is renewable annually by 15<sup>th</sup> January.**