



**MINISTRY OF CO-OPERATIVES, AND MICRO, SMALL & MEDIUM ENTERPRISES (SMES)
STATE DEPARTMENT FOR COOPERATIVES**

OFFICE OF THE COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT

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

**APPLICATION FOR INCLUSION IN LIST OF AUTHORIZED AUDIT FIRMS TO
CARRYOUT 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 co-operative societies as per section 25 of co-operative societies Act CAP 490 laws of Kenya when read with rule 16 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 and annual practicing licence
 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 15th January**

