



KAM/APP/FORM/ORD/JAN/2020

**ORDINARY MEMBERSHIP APPLICATION FORM**

**NOTE:**

- *This application form is applicable to Ordinary Membership Category, which is for companies in manufacturing and value add.*
- *The application should be filled in duplicate, one copy to be retained by company and other submitted to KAM.*
- *When returning completed application form, please enclose a cheque payable to “Kenya Association of Manufacturers” in settlement of entrance fee and annual membership fee.*
- *Make sure that two KAM members who propose and second your application append their official company stamps alongside their signatures.*
- *Attach a copy of your Company’s Certificate of Incorporation*
- *For the Turnover, please quote the audited accounts of the last financial year where possible.*
- *Please note that the information you provide in this form will be treated as confidential.*

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**SECTION I: COMPANY CONTACTS**

**Company Name:**.....

**Postal Address:**..... **Postal Code:**.....

**Physical Address:**.....

**Telephone Nos.:**.....

**Fax No.:**.....

**E-mail Address:**.....

**Web Site:** .....

**SECTION II: COMPANY DETAILS**

1. Nature of Business:.....

2. Physical Location:.....  
 .....

3. Principal products and their brand names:

	Product Name	Tariff Code (H.S)	Brand Name
1.			
2.			
3.			
4.			
5.			

4. Which year was the business established:.....

5. Type of Ownership (a) Limited Company, Private/Public.....  
 (b) Partnership.....

6. Full names and Nationality of the company Director/Partner at the date of this application

	Full names	Nationality
1.		
2.		
3.		
4.		
5.		

7. Names and contacts of the Managers

	Name	Email	Direct Phone/ Cell
Chief Executive			
Finance Director			
Production Manager			
Export Manager			
Marketing Manager			
Corporate Affairs Manager			
Human Resources Manager			
Administration Manager			
Others			

8. Total capital invested:  
 (a) Share capital:.....

- (b) Loan capital:.....
9. Approximate annual turnover Kshs.....
10. Number of Employee
- (a) Permanent:..... (b) Casual:.....

11. **Structure of Annual Membership Fee**

Annual membership fee is based on company's turnover as follows:

Table 1:

Annual Turnover	Annual Subs Fee VAT Inclusive (Ksh.)	New Members Entrance Fees	Total Payable by New members
1	2	3	4
Below 20 million	25,520.00	12,760.00	38,280.00
20-50 million	38,280.00	19,140.00	57,420.00
51-100 million	57,420.00	28,710.00	86,130.00
101-250 million	95,700.00	47,850.00	143,550.00
251-500 million	152,120.00	76,560.00	229,680.00
501 million – 1 billion	197,780.00	98,890.00	296,670.00
1 – 3 billion	293,480.00	146,740.00	440,220.00
3 - 5 Billion	319,800.00	159,500.00	478,500.00
5-10 Billion	382,800.00	191,400.00	574,200.00
Over 10 Billion	446,600.00	223,300.00	669,900.00

- New members are required to pay a prorated Annual Fee depending on joining month of the calendar year as indicated in column (2), an Entrance Fee as indicated in column (3).
- The Entrance Fee indicated in column (3) is a one-off payment i.e. at the time of joining the Association.
- Please Tick [] the amount you are to pay according to column (4) in Table 1.

- (a) Ksh. 38,280.00 [ ]
- (b) Ksh. 57,420.00 [ ]
- (c) Ksh. 86,130.00 [ ]
- (d) Ksh. 143,550.00 [ ]
- (e) Ksh. 229,680.00 [ ]
- (f) Ksh. 296,670.00 [ ]
- (g) Ksh. 440,220.00 [ ]
- (h) Ksh. 478,500.00 [ ]
- (i) Ksh. 574,200.00 [ ]
- (j) Ksh. 669,900.00 [ ]

- In the second year after joining, members will only be required to pay the annual subscription fee indicated in column (2) of Table 1 or as may be determined by the Executive Committee as per clause 16 of the Memorandum & Articles of Association.

Company's Auditor confirmation of turnover (to be filled only by the Auditors)

We confirm that the Company's turnover for the previous year is as indicated above

Sign ..... Stamp .....

**SECTION III: EXPECTATIONS**

What are your expectations from KAM? .....

.....

**SECTION IV**

12. **Proposer:**

Name of the company:.....

Signature:..... -----

Date:..... (Company stamp)

13. **Secunder:**

Name of the company:.....

Signature:..... -----

Date:..... (Company stamp)

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**CHECKLIST:**

Ensure the following is done before submitting the form:

	<b>Item</b>	<b>Please Tick (√)</b>
1.	Sections I & III of form completed	
2.	Auditor's confirmation of turnover	
3.	Form signed and stamped by Proposer and Secunder both KAM Members (Section IV)	
4.	Appropriate cheque for both annual subscription and entrance fees attached as per Section II No. 11	
5.	Copy of certificate of incorporation attached	
6.	Copy of company's PIN Certificate	

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**DECLARATION**

I hereby declare that the information given above is complete and correct.<sup>1</sup>

<sup>1</sup> Please note that information in Section I and section II (Nos. 1-3) will be used for KAM Web site and Directory, the rest is only for KAM Confidential Database.

**Full name:**.....

**Designation:**.....

**Signature:**.....**Date:**.....

*For and on behalf of our company I am applying for membership in Kenya Association of Manufacturers (KAM) and agree to be bound by its memorandum and articles of association and any rules thereunder, which are now or may at any time be in force; to notify Kenya Association of Manufacturers of any changes in Directors/Partners of our company/firm during the period of our membership*