

APPLICATION FOR PROVISIONAL REGISTRATION OF A POLITICAL PARTY

Application is hereby made for provisional registration of

(Name of political party) (Hereinafter called “the party”) under the Political Parties Act, 2011.

1. The Head office of the party is situated at
.....
2. The postal address of the party is
.....
3. The titles, names, postal addresses and telephone number of the founder members
Title.....
Name
Postal Address.....
Telephone Number.....
4. The abbreviation of the proposed party is
5. We annex hereto marked “A” two true copies of the constitution and rules of the party and the proposed emblem. Provision has been made in the constitution of the political party for the matters specified in the Second Schedule to the Act.

	Matters to be set forth in the constitution or rules	Number of the rule under which provision is made for each matter
1.	The name of the party and any abbreviation (if used).	
2	The symbol of the political party and party colours	
3.	The objects of the political party.	
4.	Clearly defined vision, mission, guiding principles and values	
5.	The physical and postal address of the registered office of the party.	
6.	Membership requirements including; <ul style="list-style-type: none"> • the eligibility criteria; • subscription fees for joining the party and for being a member of the party; • the criteria for resignation from party membership or ceasing to be a member; and 	

	<ul style="list-style-type: none"> • the rights and duties of members of the party; • membership details to be contained in the register including identification details, region, ethnicity, disability, gender and county; • the procedure for conducting the annual general meeting or the other general meetings of the political party, including matters which may only be decided upon by a meeting of the party members or, as the case may be, of the county representatives of the party; • the continuous updating of the membership register. 	
7.	<p>Governing body requirements including;</p> <ul style="list-style-type: none"> • the name of the governing body • the eligibility criteria for election to the governing body; • the positions, titles and term of office; • the rights and duties of members of the governing body; • the procedure for the election of members of the governing body and other party organs, including committees; • guidelines for the operations of the governing body and its committees; • quorum; • frequency of meetings; • decision making powers; and • guidelines for meetings: procedures of convening meetings; procedure of meetings and the official recording of resolutions passed at meetings. 	
8.	A list of party management structure of the political party and systems to be	

	<p>documented at the party offices including-</p> <ul style="list-style-type: none"> • the employee details and terms of employment; • the party human resource, financial and audit and administration and management policies and procedures; and • the party sub- branches within each county. 	
9.	The forming of party branches, including in the diaspora, and their roles and responsibilities.	
10.	<p>The financial structure and system including-</p> <ul style="list-style-type: none"> • the roles and responsibilities of individual party officials, organs and governing bodies with regard to the finances of the political party; • the periodical audit of accounts of the political party; and • the purposes for which the funds may be used, and in particular the prohibition against the distribution of funds among members. 	
11.	The general organisation structure and management of the party, including the county structures and systems and county governing bodies.	
12.	The establishment and management of National Assembly, Senate and County Assemblies Caucuses.	
13.	<p>The disciplinary measures against a member or official of a political party including-</p> <ul style="list-style-type: none"> • the methods and procedure of disciplinary action in accordance with Article 47 and 50 of the Constitution; • possible disciplinary actions and reasons; • criteria for various disciplinary actions; and 	

	<ul style="list-style-type: none"> consequences of each action for the national and county levels. 	
14.	The right to inspect the books or list of members of the political party by a member of the party or a member of the public.	
15.	<p>The officials of the party authorized to sign on behalf of the party-</p> <p>(a) documents presented to the registrar including membership register, mergers, coalitions and other reports to the registrar;</p> <p>(b) the accounts of the party;</p> <p>(c) the annual report of the party;</p> <p>(d) the financial reports of the party;</p> <p>(e) any report or document of the party required under this Act or any other written law;</p> <p>(f) the nomination certificates for any nomination or election of a member of the political party;</p>	
16.	The policy documents which the party will develop and on which the party will perform including the manner and procedures in which they will be developed, approved and implemented	
17.	The policy reporting documents and their regularity which the party will produce including the manner and the procedures in which they will be developed, approved and publicized.	
18.	Asset management policies and procedures, the custody and investment of the funds and property of the party, and the designation of the persons responsible for them.	
19.	<p>The political party rules and regulations with respect to—</p> <p>(a) elections of the party officials;</p>	

	(b) nomination of candidates for elections; and Nomination of candidates to political party lists	
20.	Provisions for the amendment of the name, symbol, party colours, constitution, and rules of the party.	
21.	Rules for mergers and coalitions including- <ul style="list-style-type: none"> • the circumstances and criteria for mergers and coalitions; and • the procedure and guidelines for such mergers and coalitions as approved by an annual general meeting of the political party. 	
22	Provisions on dissolution of the party, including – <ul style="list-style-type: none"> • provisions on the disposal of the property of the political party; and • the manner of and procedures to be followed for the dissolution of the party or any branch of the party. 	
23.	Internal party dispute resolution mechanism in accordance with Article 47 and 50 of the Constitution.	
24.	Democratic practices that cover gender, affirmative action for minorities and marginalized groups.	
25.	Reflect democratic practices covering human rights and gender.	
26.	The manner of implementing national values and principles of governance as provided in the Constitution.	

6. We annex hereto marked “B” a declaration in Form PP.2 in support of this application.