

LEGAL NOTICE NO.....

**THE POLITICAL PARTIES ACT, 2011  
(NO. 11 of 2011)**

**THE POLITICAL PARTIES (REGISTRATION) REGULATIONS, 2016  
ARRANGEMENT OF REGULATIONS**

*Regulation*

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**THE POLITICAL PARTIES ACT  
(No 11 of 2011)**

**IN EXERCISE** of the powers conferred by section 49 of the Political Parties Act, 2011 the Registrar of Political Parties makes the following Regulations—

**THE POLITICAL PARTIES (REGISTRATION) REGULATIONS, 2014**

**PART I-PRELIMINARY**

Citation.                   **1.** These Regulations may be cited as the Political Parties (Registration) Regulations, 2014.

Interpretation.           **2.** In these Regulations, unless the context otherwise requires—

“Act” means the Political Parties Act, 2011;

“register” means the register of particulars of political parties kept by the Registrar under section 34 of the Act;

“registered political party” means a political party that is fully registered under the Act.

**PART II— REGISTRATION OF POLITICAL PARTY**

Application for provisional registration of a political party.           **3.** (1) An application for provisional registration of a proposed political party in accordance with section 6 of the Act shall be in duplicate, in Form PP 1 together with a declaration in support of the application in Form PP 2 set out in the First Schedule.

(2) A request for the registration of the colours of the proposed political party under section 5 (4) of the Act shall—

(a) specify a combination of at least three colours; and

(b) identify the printing code of each colour.

(3) An application under sub regulation (1) shall be signed by

three of the founding members of the proposed political party who shall attach copies of their National Identity cards to the application.

(4) The Registrar, on receipt of an application under sub regulation (1) and (2), shall within fourteen days, publish a notice in the *Gazette* and in at least two newspapers with nationwide circulation, inviting objections from any person or any other political party concerning the registration of the name, symbol, colour of the political party, or any other issue relating to the registration of the political party.

(5) The Registrar, if satisfied that the conditions for provisional registration have been fulfilled, shall within thirty days of such receipt, and upon payment of the prescribed fee specified in the Second Schedule –

(a) register the political party name, colours, logo and symbol of the political party; and

(b) issue a certificate of provisional registration.

(6) A political party may, upon registration of the logo, colours and symbol under sub regulation (5), print or display such logo and symbol.

(7) The certificate of provisional registration of a political party shall be in Form PP 3 set out in the First Schedule.

Application for full registration of a political party.

4.(1) An application for full registration of a political party in accordance with section 7 of the Act shall be in duplicate in Form PP 4 set out in the First Schedule, and shall be submitted to the Registrar together with a declaration in Form PP 5 set out in the First Schedule.

(2) The Registrar, on receipt of an application under sub regulation (1), will scrutinise it, and if satisfied that the conditions for full registration have been fulfilled, within 30 days of such receipt issue a certificate of full registration on payment of the prescribed fees specified in the Second Schedule.

(3) The certificate of full registration of a political party shall be in Form PP 6 set out in the First Schedule.

(4) Upon being issued with a certificate of full registration of a political party, the applicant shall surrender the certificate of provisional registration to the Registrar.

(5) If for any reason the certificate of provisional registration cannot be surrendered as required under sub regulation (4), the applicant shall submit an affidavit and a police abstract explaining the circumstances of its unavailability and the Registrar shall, if satisfied by the reasons, file the documents and cancel the provisional certificate.

Notice of  
change of  
office holder.

5. (1) Where an office holder of a registered political party ceases to hold office, and another person is elected to that office, the political party shall, within fourteen days of the appointment, send notice thereof to the Registrar.

(2) A notice under sub regulation (1) shall be in duplicate in Form PP 7 set out in the First Schedule.

Notice of  
change of  
location of  
head office  
postal  
address, etc

6.(1) If a registered political party changes the location of its head office or county office, the postal address, email address or telephone numbers of its head office or county office, the political party shall, within fourteen days of such change, send notice thereof to the Registrar.

(2) A notice of change of location shall be in duplicate in Form PP 8 set out in the First Schedule.

(3) A notice of change of postal address, email address or telephone number shall be in duplication in Form PP9 set out in the First Schedule.

Notification  
of changes,  
alterations in  
name,

7.(1) A notification by a registered political party of its intention to change its name, abbreviated name, slogan, logo, colour or symbol shall be in duplicate in Form PP 10 set out in the First Schedule, and the Registrar shall, in writing, notify the applicant of

constitution the decision thereon.

etc, of

political party.

(2) A notification by a registered political party of its intention to change any of the provisions of its constitution, rules or regulations shall, be in duplicate in Form PP 11 set out in the First Schedule.

(3) The Registrar shall, prior to refusing to effect a change under this regulation, notify the intention and reasons for the refusal to the political party concerned and shall give the political party an opportunity to submit reasons, if any, why the application should be granted.

(4) If within two weeks of receiving the notification from the Registrar under sub regulation (3), the political party fails to submit reasons why the Registrar should not effect the proposed changes, the Registrar shall dispense with the application made by that political party to effect changes under this regulation.

(5) Where the name of a registered political party is changed, the Registrar shall issue a new certificate of registration upon the original certificate being surrendered to the Registrar, unless its absence is accounted for to the satisfaction of the Registrar by way of an affidavit and a police abstract.

Approval of change.

**8.** A notification to the Registrar under regulations 5, 6 and 7 shall be accompanied by a copy of the minutes of the meeting of the body authorized at which the resolution to effect the change was passed, certified as a true copy and signed by three authorised officials of the political party.

Register of political parties

**9.** (1) The register of political parties required to be kept under section 34 (e) of the Act shall be in Form PP 12 set out in the First Schedule.

(2) The register of political parties shall include the following information relating to each political party—

(a) a duplicate copy of the registration certificate of the political party;

(b) a copy of the constitution of the political party;

- (c) a status report of the political party indicating whether the political party is active, suspended or deregistered;
- (d) an accurate and updated list of offices of the political party;
- (e) an accurate and updated list of members of the political party;
- (f) an accurate and updated list of office holders of the political party including their full names, addresses, telephone numbers and email addresses;
- (g) the election rules of the political party;
- (h) the nomination rules of the political party; and
- (i) any other particulars which the Registrar may, from time to time, determine.

(3) The Registrar shall record in the register all registrations, changes of the name, abbreviated name, distinguishing mark, logo or symbol of the political party and any other particulars.

(4) Any person may inspect the register and any other document lodged with the Registrar relating to a political party pursuant to the Act, and may, on payment of the prescribed fee, obtain a copy of any document from the Registrar.

Correction of information.

**10.** (1) The Registrar or a person authorised by the Registrar, may correct any clerical error or omission in the register or in a certificate issued to a political part.

(2) The signature of the Registrar or authorised person and the date of the correction shall be inserted against the correction.

(3) A correction of an error or omission under sub regulation (1) shall be made without rendering what was written illegible and without erasing the original entry.

(4) If the Registrar determines that any information required

to be included in the register is missing, the Registrar shall notify the political party to furnish such information within fourteen days of such notification.

(5) Where after fourteen days the required information under sub regulation (4) is not furnished, the Registrar may suspend any service to the political party until the information is furnished.

Removal of particulars of a political party from the register.

**11.**(1) The Registrar may remove the name and particulars of a political party from the register in case of —

- (a) a political party has been registered provisionally and has not applied for full registration;
- (b) deregistration of the political party;
- (c) winding-up of the political party; or
- (d) dissolution of the political party.

(2) Where the name, symbol, logo or colours of a political party have been removed from the register under sub regulation (1), the Registrar shall not register a political party with the same or a similar name, symbol, logo, or colours for a period of five years.

Returns and reports.

**12.** (1) A fully registered political party shall, within three months after the end of each financial year, submit to the Registrar—

- (a) the financial accounts of the political party as set out in form PP 13 in the First Schedule;
- (b) an annual activity report containing a summary of activities undertaken by the political party in the year, approved by the governing body of the political party; and
- (c) the policy reporting documents specified in paragraph 17 of the Second Schedule to the Act.

(2) The Registrar may, at any time, require a political party to submit a report relating to the constitution, objectives and purpose of



the political party, the office holders and membership of the political party.

Notices to be signed by authorised officials.

**13.** Every notice, application, statement or other document required under the Act or these Regulations to be furnished or sent to the Registrar shall be signed by three officials authorised in the constitution of the political party in accordance with paragraph 15 of the Second Schedule to the Act.

Notices by Registrar to be sent by registered post.

**14.** Any notice which the Registrar is required to give to any political party shall be deemed to have been given to the political party if sent by registered post addressed to the political party or to its registered physical address.

Notification of suspension of a party

**15.** Where a political party is suspended under section 21 of the Act, the Registrar shall notify the political party in Form PP 14 set out in the First Schedule.

Notification of deregistration of a political party.

**16.** (1) Where the Registrar intends to deregister a political party under section 21 of the Act, the Registrar shall notify the political party in Form PP 15 set out in the First Schedule.

(2) The Registrar shall, within fourteen days of deregistration of a political party or upon its declaration as a prohibited organisation under any law, issue a notice in Form PP 16 set out in the First Schedule and cause a notice of the deregistration to be published in the *Gazette*.

### **PART III— MEMBERSHIP OF POLITICAL PARTIES**

Verification of members of a political party.

**17.** (1) A political party shall require every person it has recruited as a member to complete the party membership verification form in Form PP17 set out in the First schedule.

(2) A political party shall not recruit members before the proposed political party has been issued with a certificate of

provisional registration.

(3) A political party shall, within twenty one days of the recruitment of a member, insert the details in sub regulation (1) in the membership register.

Party membership card.

**18.** (1) A political party shall issue a party membership card to each member as evidence of the person's membership.

(2) A membership card issued under sub regulation (1) shall be in Form PP 18 set out in the First Schedule.

Resignation of member of a political party.

**19.** For purposes of section 14 (5) of the Act, a member of a political party may be deemed to have resigned upon —

- (a) a resolution of the national executive committee of the political party constituted to determine the membership of the person based on a pre-determined criteria contained in its constitution or rules and procedure for deeming a member to have resigned;
- (b) a declaration by the Registrar, based on a reasonably justifiable complaint from any person to the Registrar after following the procedure stipulated in regulation 20; or
- (c) an order of a court or tribunal to that effect.

Deeming of resignation.

**20.** (1) Whenever the Registrar receives a complaint from any person requesting that a member of a political party be deemed to have resigned, the Registrar shall assess whether the complaint is justified or not.

(2) If the Registrar is satisfied that the conduct of the person against whom the complaint was made does not present sufficient grounds for the person to be deemed to have resigned, the Registrar shall dismiss the complaint and inform the complainant of the decision.

(3) Where the Registrar is of the opinion that there is a reasonably justifiable cause, the Registrar shall notify the person so complained of and the political party and require it to, within seven days of the notification, constitute a national executive committee to consider whether or not the member can be deemed to have resigned, and to notify the Registrar accordingly.

(4) Where the Registrar is satisfied that the complaint has been duly addressed by the political party under sub paragraph (3), the Registrar shall uphold the decision of the political party.

(5) Where a person is declared to have resigned from a political party, the Registrar shall within seven days of the declaration remove the name of the member from the membership register of the political party.

#### **PART IV— OFFICES OF POLITICAL PARTY**

Requirement to maintain a functioning office.

**21.** Every political party shall maintain an office which shall

- (a) be open for at least four hours a day of each working day which shall be publicised;
- (b) be manned by a person in charge of the office during the opening hours;
- (c) be accessible to the public; and
- (d) have signage and branding.

Location of party offices.

**22.** (1) The office of a political party shall be a public office, open for inspection and shall not be located in the residential premises of any person.

(2) Where the office of the political party is—

- (a) rented, details of the lease agreement shall be maintained in the office; and
- (b) provided as support to the political party, the agreement to that effect shall be maintained in the office and be available for inspection.

Documents to be kept in political party offices.

**23.** A political party shall maintain at its offices, all the documents required under section 17 of the Act.

Notification of closure of office.

**24.** If any political party office is closed or ceases to function, the political party shall notify the Registrar of the fact in Form PP19 set out in the First Schedule.

#### **PART V—POLITICAL PARTY COALITIONS**

Formation of coalitions.

**25.** (1) Political parties which have agreed to form a coalition shall deposit the coalition agreement with the Registrar , together with Form PP 20 set out in the First Schedule, accompanied by-

- (a) a declaration showing that the rules and procedures of the political parties entering into the coalition relating to the formation of the coalition have been followed; and
- (b) minutes of the meeting of the governing bodies of each of the political parties entering into the coalition, sanctioning the coalition.

(2) Upon receiving the coalition agreement and the documents specified in sub regulation (1), the Registrar shall scrutinise the documents deposited and if satisfied that the coalition agreement is in accordance with the Act, issue a letter confirming that the coalition has complied with the Act and the relevant rules and procedures, within five days of receipt of the documents.

(3) Upon issuing the letter of confirmation of a coalition under sub regulation (2), the Registrar shall publish a notice in at least two newspapers with national circulation stating the name of the coalition

(if applicable) and the political parties that are members of the coalition.

(4) Where the Registrar is not satisfied that the coalition agreement is in accordance with the Act and the rules and procedures of the Political Parties entering into the coalition, the Registrar shall request for additional information to be submitted within ten days of the request.

(5) Where the political parties entering a coalition do not submit the information requested by the Registrar under sub regulation (4), the Registrar shall not issue a letter of confirmation and shall inform the political parties that are proposed members of the coalition of the decision within two days of the lapse of the period specified in sub regulation (4).

Dissolution of coalition.

**26.**(1) If a coalition is dissolved in accordance with the coalition agreement, the decision to dissolve the coalition shall be in writing and shall be—

(a) signed by the authorised officials of the political party; and

(b) submitted to the Registrar within two weeks after the date of the decision.

(2) If a coalition is dissolved in accordance with sub-regulation (1), the Registrar shall publish a notice of the dissolution in at least two newspapers with national circulation.

Amendment of coalition agreements

**27.** The coalition agreements deposited under regulation 25 may be amended in accordance with the coalition agreement

## **PART VI—POLITICAL PARTY MERGERS**

Merger by forming a new political party

**28.** (1) Political parties entering into a merger by forming a new party shall deposit the merger agreement with the Registrar together with Form PP 21 set out in the First Schedule.

(3) Political parties entering into a merger by forming a new

political party shall deposit the merger agreement with the Registrar together with—

- (a) Form PP 21;
- (b) documentation showing that the rules and procedures of each of the political parties entering into the merger relating to the formation of the merger have been followed; and
- (c) minutes of the meeting of the governing bodies of each of the political parties entering into the merger sanctioning the merger;
- (d) Certificates of full registration for the merging parties;
- (e) Constitution, rules and regulations of the new political party;
- (f) Name, symbol, logo, slogan and colours of the new political party;
- (g) Particulars of members of the governing body of the new political party; and
- (h) List of location and address of new party head and county offices.

(4) A merger agreement shall set out the matters specified in Form PP 21.

Scrutiny by  
the Registrar.

**29.** (1) Upon receiving the merger agreement under Regulation 28, the Registrar shall scrutinize the documents deposited within two days of receipt.

(2) If the Registrar is satisfied that the documents under Regulation 28 are in accordance with the Act the Registrar shall—

(a) immediately withdraw and cancel the certificates of registration of all the political parties that have merged;

(b) gazette the dissolution of the merged parties; and

(c) within seven (7) issue a certificate of full registration to the new political party.

(3), The gazette notice to be issued under sub-regulation 2(b) shall contain—

(a) the names of the merging parties;

(b) The name, symbol, logo, slogan and colours of the new political party;

(c) Particulars of members of the governing body of the new political party; and

(d) List of location and address of new party head office.

(4) Where the Registrar is not satisfied that the merger agreement is in accordance with the requirements of the Act, and the rules and procedures of the merging political parties, the Registrar shall request for additional information to be deposited within two days.

(5) Upon receipt of the required additional information the provisions of sub regulations (1), (2) and (3) shall apply.

(6) Where the political parties entering a merger do not submit the information requested by the Registrar under sub regulation (5), the Registrar shall reject the agreement and notify the political parties within two days of the lapse of the period specified in sub regulation (2(c)).

Merger by merging into an already registered political party shall deposit the merger agreement with the Registrar together with Form PP 22 set out in the First

registered  
political party

Schedule.

(2) Political parties entering into a merger under sub-regulation (1) shall deposit the merger agreement with the Registrar together with—

- (a) Form PP 22;
- (b) documentation showing that the rules and procedures of each of the political parties entering into the merger relating to the formation of the merger have been followed; and
- (c) minutes of the meeting of the governing bodies of each of the political parties entering into the merger sanctioning the merger;
- (d) Certificates of full registration for the parties that have resolved to dissolve;
- (e) Constitution, rules and regulations of the merged political party;
- (f) Name, symbol, logo, slogan and colours of the merged political party;
- (g) Particulars of members of the governing body of the merged political party; and
- (h) List of location and address of party head and county offices of the merged political party.

(3) A merger agreement shall set out the matters specified in Form PP 22.

Scrutiny by  
the Registrar

**31.** (1) Upon receiving the merger agreement under Regulation 30, the Registrar shall scrutinize the documents deposited within two days of receipt.



(2) If the Registrar is satisfied that the documents under Regulation 30 are in accordance with the Act the Registrar shall—

(a) immediately withdraw and cancel the certificates of registration of all the political parties that have resolved to dissolve; and

(b) gazette the dissolution of the parties that have resolved to dissolve and the merged party.

(3), The gazette notice to be issued under sub-regulation 2(b) shall contain—

(a) the names of the parties that have resolved to dissolve;

(b) The name, symbol, logo, slogan and colours of the merged political party;

(c) Particulars of members of the governing body of the merged political party; and

(d) List of location and address of party head office of the merged political party.

(4) Where the Registrar is not satisfied that the merger agreement is in accordance with the requirements of the Act, and the rules and procedures of the merging political parties, the Registrar shall request for additional information to be deposited within two days.

(5) Upon receipt of the required additional information the provisions of sub regulations (1), (2) and (3) shall apply.

(6) Where the political parties entering a merger do not submit the information requested by the Registrar under sub regulation (5), the Registrar shall reject the agreement and notify the political parties within two days of the lapse of the period specified in sub regulation (2(c)).

Effect of  
merger of  
political  
parties

**30.** Where political parties merge in accordance with the Act and these regulations, the Registrar shall, within thirty days of the dissolution, remove the particulars of the dissolved political parties from the register including their names, symbols, logos, slogans and colours.

Revocation.  
LN 111/2008

**33.** The Political Parties (Registration) Regulations, 2008 are revoked.

**FIRST SCHEUDLE—FORMS**

**FORM PP 1**

(r. 3(1))

**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 principal office of the party is situated at .....

2. The postal address of the party is .....

3. The titles, names and postal addresses of the proposed office bearers .....

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.

	<b>Matters to be set forth in the</b>	<b>Number of the rule under which</b>
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	<b>constitution or rules</b>	<b>provision is made for each matter</b>
1.	The name of the party and any abbreviation (if used).	
2	The logo and 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.	<p>Membership requirements including;</p> <ul style="list-style-type: none"> <li>• the eligibility criteria;</li> <li>• subscription fees for joining the party and for being a member of the party;</li> <li>• the criteria for resignation from party membership or ceasing to be a member; and</li> <li>• the rights and duties of members of the party;</li> <li>• membership details to be contained in the register including identification details, region, ethnicity, disability, gender and county;</li> <li>• 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;</li> </ul>	

	<ul style="list-style-type: none"> <li>• the continuous updating of the membership register.</li> </ul>	
7.	<p>Governing body requirements including;</p> <ul style="list-style-type: none"> <li>• the name of the governing body</li> <li>• the eligibility criteria for election to the governing body;</li> <li>• the positions, titles and term of office;</li> <li>• the rights and duties of members of the governing body;</li> <li>• the procedure for the election of members of the governing body and other party organs, including committees;</li> <li>• guidelines for the operations of the governing body and its committees;</li> <li>• quorum;</li> <li>• frequency of meetings;</li> <li>• decision making powers; and</li> <li>• guidelines for meetings: procedures of convening meetings; procedure of meetings and the official recording of resolutions passed at meetings.</li> </ul>	
8.	<p>A list of party management structure of the political party and systems to be documented at the party offices including-</p> <ul style="list-style-type: none"> <li>• the employee details and terms of employment;</li> <li>• the party human resource,</li> </ul>	

	<p>financial and audit and administration and management policies and procedures; and</p> <ul style="list-style-type: none"> <li>• the party sub- branches within each county.</li> </ul>	
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"> <li>• the roles and responsibilities of individual party officials, organs and governing bodies with regard to the finances of the political party;</li> <li>• the periodical audit of accounts of the political party; and</li> <li>• the purposes for which the funds may be used, and in particular the prohibition against the distribution of funds among members.</li> </ul>	
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"> <li>• the methods and procedure of disciplinary action in accordance with Article 47 and</li> </ul>	

	<p>50 of the Constitution;</p> <ul style="list-style-type: none"> <li>• possible disciplinary actions and reasons;</li> <li>• criteria for various disciplinary actions; and</li> <li>• consequences of each action for the national and county levels.</li> </ul>	
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.	The political party rules and regulations with respect to— (a) elections of the party officials; (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"> <li>• the circumstances and criteria for mergers and coalitions; and</li> <li>• the procedure and guidelines for such mergers and coalitions as approved by an annual general meeting of the political party.</li> </ul>	
22	Provisions on dissolution of the party, including – <ul style="list-style-type: none"> <li>• provisions on the disposal of</li> </ul>	



	<p>the property of the political party; and</p> <ul style="list-style-type: none"> <li>the manner of and procedures to be followed for the dissolution of the party or any branch of the party.</li> </ul>	
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.

**FORM PP2**

(r.3(1))

**DECLARATION IN SUPPORT OF AN APPLICATION FOR PROVISIONAL REGISTRATION OF A POLITICAL PARTY**

We, the founding members, whose signatures are subscribed hereto, do hereby solemnly declare as follows–

1. That the constitution or policy of our party –

(a) does not advocate or further the interests of –

- (i) any religious belief or group; or
- (ii) only a particular area within Kenya;
- (b) does not accept or advocate the use of force or violence as a means of attaining its political objectives; and
- (c) does not advocate or aim to carry on its political objectives exclusively in one part of Kenya.

2. That the party will carry out periodic and democratic elections of its leadership as provided in the constitution submitted with the application for provisional registration.

This declaration is made to the best of our knowledge, information and belief.

Made this ..... day of ..... 20.....

Names and signatures of three founding members

1. Name .....

Signature .....

ID/Passport No. ....

2. Name .....

Signature .....

ID/Passport No. ....

3. Name .....

Signature .....

ID/Passport No. ....

In the presence of a

Commissioner of Oaths/Magistrate

**FORM PP 3**

(r. 3 (6))

Serial No. ....

**CERTIFICATE OF PROVISIONAL REGISTRATION OF A POLITICAL PARTY**

I hereby certify that ..... has this day been provisionally registered as a political party under the Political Parties Act, 2011

Dated this ..... day of ..... 2011

This certificate is valid for one hundred and eighty days from the date of issue.

.....  
REGISTRAR OF POLITICAL PARTIES

Official Stamp

**FORM PP 4**

(r. 4(1))

**APPLICATION FOR FULL REGISTRATION OF A POLITICAL PARTY**

**PART I**

Application is hereby made for full registration of

.....  
(Name of the party) as a political party under the Political Parties Act, 2011.

1. The political party has been provisionally registered under Certificate of Provisional Registration No .....which is annexed hereto, marked "A".

2. The party has fulfilled all the conditions with regard to:

- (a) obtaining not less than one thousand members who are registered as voters from each of more than half of the counties, which figures are indicated in Part II of this Form;
- (b) ensuring the members referred to in paragraph (a) reflect regional and ethnic diversity, gender balance and representation of special interest groups;
- (c) ensuring the composition of its governing body reflects regional and ethnic diversity, gender balance and representation of special interest groups;
- (d) ensuring that not more than two-thirds of the members of its governing body are of the same gender;
- (e) having demonstrated that members of its governing body meet the requirements of Chapter Six of the Constitution and the laws relating to ethics;
- (f) the location of its head office, which shall be a registered office within Kenya and a postal address to which notices and other communication may be sent, as stated in our declaration in Form PP.5 which is annexed hereto, marked “B”;
- (g) the location and addresses of the branch offices of the political party, which shall be in more than half of the counties, as stated in our declaration in Form PP.5 which is annexed hereto;
- (h) submitting an undertaking to be bound by this Act and the Code of Conduct set out in the First Schedule, which is contained in Part III of this Form;
- (i) the nomination and disposition of the party leadership, as stated in our declaration in Form PP 5 which is annexed hereto; and
- (j) we annex hereto, two true copies of the constitution and rules of the party;

Dated this .....day of ..... 20 .....

Names and signatures of three officials:

1. Name .....

Signature .....

ID/Passport No. ....

2. Name .....

Signature .....

ID/Passport No. ....

3. Name .....

Signature .....

ID/Passport No. ....

In the presence of:

Commissioner of Oaths/Magistrate

**PART II**

**NUMBER OF MEMBERS OF THE POLITICAL PARTY  
ACCORDING TO COUNTIES**

S/No.	Name of County	Number of members
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
	<b>TOTAL</b>	

Dated this .....day of ..... 20 .....

Names and signatures of three authorised officials:

1. Name .....

Signature .....

ID/Passport No. ....

2. Name .....

Signature .....

ID/Passport No. ....

3. Name .....

Signature .....

ID/Passport No. ....

**FORM PP. 5**

(r.4 (1))

**DECLARATION IN SUPPORT OF AN APPLICATION FOR FULL  
REGISTRATION OF A POLITICAL PARTY**

..... (Name of the  
political party)

We, the applicants whose signatures are subscribed hereto do hereby solemnly declare as follows—

1. The political party in respect of which we seek full registration has been provisionally registered and the provisional registration is subsisting.
2. The names of the members of the governing body of the party are indicated in Part I of this Form.
3. The party has recruited as members, not fewer than one thousand registered voters from each of more than half of the counties the details of which are indicated in Part II of this Form.
4. The location of its head office, which shall be a registered office within Kenya and party branch offices of the political party which shall be in more than half of the counties indicated in Part III of this Form.

**PART I**

**PARTICULARS OF MEMBERS OF THE GOVERNING BODY OF THE  
POLITICAL PARTY**

Name	Gender	Special interest (Indicate category)	County	Address/ Telephone	Designation /Position Held	Date of Appointment/ Election

This declaration is made to the best of our knowledge, information and belief.

Dated this .....day of ..... 20 .....

Names and signatures of three authorised officials:

1. Name .....

Signature .....

ID/Passport No. ....

2. Name .....

Signature .....



ID/Passport No. ....

3. Name .....

Signature .....

ID/Passport No. ....

**PART II**

**LOCATION AND ADDRESS OF PARTY HEAD OFFICE AND COUNTY BRANCH OFFICES**

The location of the head office of the political party is.....  
 ..... and the address is P.O. Box or/and Telephone Number  
 ..... (Add building, L.R No., street, road or nearest location)

The location and address of party branch offices which shall be in more than half of the counties are as follows:

S/No.	County	Location	Address/Telephone No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

18			
19			
20			
21			
22			
23			
24			
25			
26			

(Add where the counties have exceeded the above)

This declaration is made to the best of our knowledge, information and belief.

Dated this .....day of ..... 20 .....

Names and signatures of three authorised officials:

1. Name .....

Signature .....

ID/Passport No. ....

2. Name .....

Signature .....

ID/Passport No. ....

3. Name .....

Signature .....

ID/Passport No. ....

**FORM PP.6**

(r. 4(3))

Serial No. ....

**CERTIFICATE OF FULL REGISTRATION OF A POLITICAL PARTY**

I hereby certify that .....

has this day been fully registered as a political party under the Political Parties Act, 2011.  
Dated this ..... day of ..... 20 .....

.....  
REGISTRAR OF POLITICAL PARTIES  
Official Stamp

**FORM PP.7**

(r.5(2))

**NOTICE OF CHANGE OF OFFICE-HOLDERS OF A POLITICAL PARTY**

Name of political party .....

1. The following persons have ceased to be office-holders of the party:

Full name	Designation	Date of Vacating office	Date of Election/Appointment to Office
1.....	.....	.....	.....
.....	.....	.....	.....
2.....	.....	.....	.....
.....	.....	.....	.....

2. The following persons have been appointed/elected office-holders of the party–

Full name	Designation	Date of Appointment/ Election to Office
1.....	.....	.....
..	...	....
2.....	.....	.....
..	...	....
3.....	.....	.....
..	...	....

Dated this ..... day of ..... 20 .....

Names and signatures of three authorised officials:

1. Name .....

Signature .....

ID/Passport No. ....

2. Name .....

Signature .....

ID/Passport No. ....

3. Name .....

Signature .....

ID/Passport No. ....

NOTE: “Office-holder”, in relation to a party, means any person who is the chairman, deputy chairman, secretary or treasurer of that party, or who is a member of the governing or executive body thereof or who holds in the party any office or position similar to any of those offices.

**FORM PP. 8**

(r. 6 (2))

**NOTICE OF CHANGE OF LOCATION OF HEAD OFFICE /COUNTY OFFICE  
OF A POLITICAL PARTY**

Notice is hereby given that the location of the head office/county office of the political party known as ..... was on the ..... day of .....20 changed from .....

Dated this .....day of ..... 20 .....

Full name	Designation	Signature	ID/Passport No.
1.....	.....	.....	.....
.	.	.	.
2.....	.....	.....	.....
.	.	.	.
3.....	.....	.....	.....
.	.	.	.

**FORM PP.9**

(r. 6 (3))

**NOTICE OF CHANGE OF POSTAL ADDRESS/EMAIL/TELEPHOEN NUMBERS OF A POLITICAL PARTY**

Notice is hereby given that the postal address/Email/ telephone number of the political party known as .....  
 ..... was on the ..... day of ..... 20 .....  
 changed from ..... to ..... Dated this  
 .....day of ..... 20 .....

Full name	Designation	Signature	ID/Passport No.
1.....	.....	.....	.....
.	..	...	...
2.....	.....	.....	.....
.	..	...	...
3.....	.....	.....	.....
.	..	...	...

**FORM PP. 10**

(r.7 (1))

**NOTICE OF CHANGE OF NAME OF A POLITICAL PARTY**

Notice is hereby made for an intention to change the name of the political party known as .....  
 ..... to .....  
 .....  
 We annex minutes with resolution for change of name.

Dated this ..... day of ..... 20 .....

Full name	Designation	Signature	ID/Passport No.
1.....	.....	.....	.....
...	...	...	...
2.....	.....	.....	.....
...	...	...	...
3.....	.....	.....	.....
...	...	...	...

**FORM PP. 11**

(r.7 (2))

**NOTICE OF CHANGE OF CONSTITUTION OR RULES OF A POLITICAL PARTY**

Notice is hereby given that the political party known as .....  
.....  
has changed its Constitution/Rules in the following respects, that is to say:

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

Dated this ..... day of ..... 20.....

Full Name	Designation	Signature ID/Passport No.
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

**FORM PP 12**

(r.7)

**REGISTER OF PARTICULARS OF POLITICAL PARTIES**

FOLIO No. ....

1. Name of Political Party ..... File No .....
2. Postal Address of Party .....
3. Location of Head Office of Party .....
4. Particulars of Provisional Registration–
  - (a) Date of receipt of application for provisional registration.....
  - (b) Date when application refused or granted (delete as applicable on.....
  - (c) Certificate Serial No.(Form PP.3).....
  - (d) Date of issue of provisional licence.....
5. Particulars of full registration of political party–
  - (a) Certificate of full registration serial No.(From PP.6).....
  - (b) Date of issue.....
  - (c) Date of cancellation.....

6. Change of name of political party:

- (a) New name .....
- (b) Date of change of name .....
- (c) Change of constitution/rules (date) .....
- (d) Change of office holders.....

Dated the .....20.....

**Registrar of Political Parties**

**FORM PP.13**

(r.11(2))

**ANNUAL RETURN OF .....  
POLITICAL PARTY FOR THE YEAR ENDED ..... 20 .....**

We, the undersigned, being authorised office-holders of the political party known as  
.....  
.....  
.....

do hereby submit herewith a copy of the audited statement of accounts for the year stated above and the auditors' report on those accounts as approved by the resolution of the Annual General Meeting (COPIES ATTACHED).

Dated this ..... day of ..... 20 .....

Full Name	Designation	Signature	ID/Passport No.
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....

**FORM PP 14**

(r.14)

Serial No. ....

**NOTIFICATION OF SUSPENSION OF A POLITICAL PARTY**

To .....

I hereby give you notice that, in exercise of the powers conferred upon me by section .....21 of the Political Parties Act, 2011, I have this day suspended the political party known as

on the ground that

Dated this..... day of ..... 20 .....

REGISTRAR OF POLITICAL PARTIES  
Official Stamp

**FORM PP 15**

(r.15)

Serial No. ....

**NOTIFICATION OF INTENTION TO DEREGISTRATER A POLITICAL PARTY**

To .....

I hereby give you notice that, in exercise of the powers conferred upon the Registrar by section 21 of the Political Parties Act, 2011, the Registrar intends to deregister the political party known as.....

.....after ninety days from the date hereof unless the political party remedies the breach or contravention or otherwise show cause why the party should not be deregistered.



on the ground that

.....  
.....

Dated this..... day of ..... 20 .....

REGISTRAR OF POLITICAL PARTIES  
Official Stamp

**FORM PP 16**

(r. 15(2))

Serial No. ....

**NOTIFICATION OF DEREGISTRATION OF A POLITICAL PARTY**

To .....

.....  
.....

I hereby give you notice that, in exercise of the powers conferred upon me by section 16 or 21, and 48 of the Political Parties Act, 2011, I have this day deregistered the political party known as

.....

on the ground that

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

Dated this..... day of ..... 20 .....

.....

REGISTRAR OF POLITICAL PARTIES  
Official Stamp

**FORM PP17**

(r. 17(1))

**PARTY MEMBERSHIP VERIFICATION FORM**

Name of County.....

Name of Member .....

Age.....

Gender.....

Special Interest (indicate category) .....

Occupation.....  
 Profession.....  
 Religion.....  
 Residence ( Constituency).....  
 Postal Address/ Telephone No. ....

.....  
 Party Membership Card No. ....

Issued (date) ..... at ..... (place)

ID/Passport No. ....

I the undersigned do hereby affirm/declare/confirm/verify that I am not a registered member of any other registered political party in Kenya.

Signature of Member .....

Name and Signature of Recruiting person .....

\*Note: These particulars must be given in respect of at least 1000 party members in a majority of the counties in Kenya.

**FORM PP 18**

(r. 17(2))

**POLITICAL PARTY MEMBERSHIP CARD.**

COUNTER FOIL	MEMBERSHIP CARD
1. Party name	1. Party name
2. Party logo	2. Party logo
3. Membership card number	3. Membership card number
4. Name of the member	4. Name of the member
5. ID/passport number of the member	5. ID/passport number of the member
6. The subscription / membership fee	6. The subscription / membership fee
7. Date of issue	7. Date of issue
8. Place of issue	8. Place of issue
9. The signature of the member	9. The signature of the member
10. The signature of the recruiter	10. The signature of the recruiter

**FORM PP19**

(r.24)

**NOTIFICATION OF CLOSURE OF COUNTY OFFICE**

Notice is hereby given that the county office of the political party known as ..... was on the ..... day of .....20 closed.

Dated this .....day of ..... 20 .....

Full name	Designation	Signature	ID/Passport No.
1.....	.....	.....	.....
.	.	.	.
2.....	.....	.....	.....
.	.	.	.
3.....	.....	.....	.....
.	.	.	.

**Form PP 20**

(r.24)

**FORMATION OF PRE-ELECTION/POST ELECTION COALITION OF POLITICAL PARTIES**

1. Name of the coalition:  
.....
2. Abbreviation/acronym of the name of coalition:  
.....
3. Name of coalition for the purpose of popularising the coalition:  
.....
4. Abbreviations/acronym for the purpose of popularising coalition:  
.....
5. Names of all constituent political parties:  
.....  
.....  
.....  
.....
6. Address and location of the coalition head office (include email address):  
.....  
.....  
.....
7. Chairperson/leader of the coalition:  
(a) Full Name:  
.....  
(b) Address:

- .....
- .....
- (c) Telephone number:  
.....
- (d) Email.....

- 8. General Secretary of the coalition:
  - (a) Full Name:.....
  - .....
  - (b) Address:  
.....
  - .....
  - (c) Telephone number:  
.....
  - (d) Email.....

- 9. Documents which must be submitted together with this form:
  - (a) Coalition agreement including terms and conditions of the coalition;
  - (b) Certified copies of the resolution adopted by the executive committee of each political party consenting to the coalition; and
  - (c) Record of votes taken by each constituent political party in adopting the resolution to consent to the coalition.
  - (d) Signed minutes of the governing bodies of each of the political parties entering into the coalition sanctioning the coalition.

It is hereby declared that the contents of this declaration together with all the attachments are true and correct.

Dated this.....day of.....20

.....  
Chairperson of the Coalition:

.....  
General Secretary of the Coalition

**Form PP 21**

(r.28 (1))

**MERGER OF POLITICAL PARTIES INTO A NEW POLITICAL PARTY**

1. Name of the new political party:  
.....
2. Abbreviation/acronym of the new political party:  
.....
3. The logo, symbol, slogan and party colours of the new party:  
.....
4. Names of all constituent political parties:  
.....  
.....  
.....
5. Address and location of the new political party head office (include email address and phone number):  
.....  
.....  
.....
6. Chairperson/Leader of the new political party:
  - (a) Full Name:  
.....
  - (b) Address:  
.....  
.....
  - (c) Telephone number:  
.....
  - (d) Email:  
.....
7. General Secretary of the new political party:
  - (a) Full Name:  
.....
  - (b) Address:  
.....  
.....
  - (c) Telephone number:  
.....
  - (d) .....
8. Documents which must be submitted together with this form:
  - (a) Merger agreement including terms and conditions of the merger;
  - (b) Certified copies of the resolution adopted by the executive committee of each political party consenting to the merger;

- (c) Signed minutes of the meetings of all the political parties to the agreement sanctioning the merger;
- (d) Certificates of full registration for the dissolving parties;
- (e) Constitution, rules and regulations of the merged/new political party;
- (f) Particulars of members of the governing body of the merged/new political party; and
- (g) List of location and address of merged/new party head and county offices.

It is hereby declared that –

- (a) the contents of this declaration together with all the attachments are true and correct.
- (b) the political parties have followed their procedures and rules with regards to entering into merger agreements.

Dated this.....day of.....20.....

.....  
Authorized signatories of political party (a)

.....  
Authorized signatories of political party (b)

\* Note: All authorized signatories of each political party entering into the merger shall sign this form.

**Form PP 22**

(r.30 (1))

**MERGER OF POLITICAL PARTIES INTO AN EXISTING POLITICAL PARTY**

1. Name of the merged political party:

.....

2. Abbreviation/acronym of the merged political party:

.....

3. The logo, symbol and party colours of the merged party:

.....

4. Names of all constituent political parties:

.....

.....

.....

.....  
5. Names of political parties that resolved to dissolve:  
.....  
.....  
.....  
.....

6. Address and location of the merged political party head office (include email address):  
.....  
.....  
.....

7. Chairperson/Leader of the merged political party:

(a) Full Name:  
.....

(b) Address:  
.....  
.....

(c) Telephone number:  
.....

(d) Email:  
.....

8. General Secretary of the new political party:

(e) Full Name:  
.....

(f) Address:  
.....  
.....

(g) Telephone number:  
.....

(h) .....

9. Documents which must be submitted together with this form:

- (a) Merger agreement including terms and conditions of the merger;
- (b) Certified copies of the resolution adopted by the executive committee of each political party consenting to the merger;
- (c) Signed minutes of the meetings of all the political parties to the agreement sanctioning the merger; and
- (d) Record of votes taken by each constituent political party in adopting the resolution to consent to the merger.
- (e) Certificate of full registration of the dissolving parties.

It is hereby declared that the contents of this declaration together with all the attachments are true and correct.

Dated this.....day of.....20.....

.....  
Chairperson of the merged party

.....  
General Secretary of the merged party

.....  
Authorized signatories of dissolving political party (a) \*

.....  
Authorized signatories of dissolving political party (b) \*

\* Note: All authorized signatories of each political party entering into the merger shall sign this form.

**SECOND SCHEDULE**

(r. 3(4), (4(2))

**FEEES**

Matter	Fees (Kshs.)
1. Application for provisional registration .....	100,000
2. Application for full registration .....	500,000
3. Application for official search .....	500
4. Application for a copy of any certificate or filed document or for a certified extract from the register (per page) .....	5

Dated.....2014

**LUCY K. NDUNGU,**  
**Registrar of Political Parties**



