

APPLICATION FOR REGISTRATION AS A CERTIFIED PUBLIC SECRETARY – GUIDANCE NOTES

1. A person wishing to be registered as a Certified Public Secretary shall apply to the Registration Board in the prescribed form (RCPSB 1).
2. A person is qualified to be registered on meeting the requirements of Section 20 of the Certified Public Secretaries of Kenya Act, Cap 534 of the Laws of Kenya as listed hereunder:
 - a) Has been awarded by the Examinations Board (KASNEB) a certificate designated the final certificate of Certified Public Secretaries Examinations;
 - b) Holds a qualification approved by the Registration of Certified Public Secretaries Board (RCPSB);
 - c) Was on 30th June, 2002 both a citizen of Kenya and a member of the professional body known as The Institute of Chartered Secretaries and Administrators;
 - d) Was on June 30, 2002 both ordinarily resident in Kenya and a member of the professional body known as The Institute of Chartered Secretaries and Administrators;
 - e) Was on November 1, 1989 registered as an Accountant under section 24(1) of the Accountant Act; or
 - f) Was on 30 June 2002 an Advocate of the High Court of Kenya.
3. A copy of the Birth Certificate certified by a Commissioner of Oaths must be submitted with the application. Applicant should provide two (2) recent coloured passport size photographs certified by a Commissioner of Oaths.
4. (a) If a Kenyan, a copy of both sides of ID/Card, or if Non-Kenyan Current Work Permit together with copies of pages 1 to 5 and the last page of the passport are required.

(b) A Non-Kenyan shall produce a copy of suitable identification document (for instance the ID card of his country, passport or any other acceptable document in Lieu of a Work Permit, passport etc.)
5. Application fees are payable by Cheque drawn in favour of the "Registration of Certified Public Secretaries Board" at a prescribed fee of KSh. 10,000 for Kenyans and KSh. 18,000 for Non-Kenyans.
6. Copies of Educational and Professional Certificates certified by a Commissioner of Oaths should be enclosed with the application. Original Certificates when called for may either be delivered at the Board's Offices on 7th Floor, Treasury Building or sent by registered post. No responsibility will be accepted by the Board for lost certificates.

The required copies of certificates are as follows:-

- "O" Level
- "A" Level - where applicable
- Degree - where applicable
- Relevant professional qualifications.

Cases of Affidavits with regard to lost/misplaced certificates must be accompanied by evidence from institutions awarding the certificates.

7. (a) Applicants who hold KASNEB qualifications will be required to include a copy of CPS Part I, CPS Part II and CPS final certificate (CPS Part III) from KASNEB duly certified by a Commissioner for Oaths.
(b) If granted exemption from any sections, stages or parts of any examination, this should be stated.
(c) Holders of foreign qualifications will only be registered on provision of membership certificates from their respective Institutes.
8. Give full details of your professional experience and practical training record during the last five years starting from your present appointment. Each employment must be confirmed by a letter from the employer (including present employer), and/or professional body on official or business note paper specifying:-
 - a) Date of commencement and/or termination
 - b) Nature and scope of duties
 - c) Specify whether employment was full-time or part-time.
 - d) Character and Professional Conduct - confirmed by Present or Previous Employers.
9. A Commissioner of Oaths should certify all Photocopies of certificates and documents confirming they are true copies of the Originals. The same Commissioner of Oaths should issue the applicant with a letter confirming that the applicant is a person known to him/her.
10. Applicants are required to note that application for registration will be received at the Board's Office subject to compliance with all the requirements outlined in these notes.