

Attach Passport photo

RECORD UPDATE FORM

(MUST be completed in BLOCK LETTERS)

A) APPLICANT'S DETAILS

Surname				Other Names					
Date of Birth	DD	MM	YY	Gender	F	M	ID/Passport No.		
Mobile No.				KRA PIN No.					
Present Address				Postal Code			Town/City		
Physical Address									
Email Address				Occupation					

Note: Attached copy of your National ID and a copy of your KRA PIN certificate.

B) EMPLOYMENT DETAILS

Section 1: To be completed by an employed applicant

Employer				Telephone							
Employer Physical Address											
Employer Address			Postal Code			Town/City					
Date of Appointment	DD	MM	YYYY	Payroll Number			Terms of service	Permanent	<input type="checkbox"/>	Contract	<input type="checkbox"/>
Contract End Date	DD	MM	YYYY	(For Contract staff only)	Monthly Contribution	KES					

C) REGISTERED BUSINESS

Section 2: Business details ONLY - to be completed by business applicant

Business Name				Business Reg. No.					
Physical Address									
Postal Address			Postal Code			Town/City			
Telephone				Email Address					
Mode of payment:	Check-off	<input type="checkbox"/>	Direct Debit	<input type="checkbox"/>	Others (specify)				
Approx. Monthly Income				Monthly Contribution	KES				

Note: Attached copies of the business registration certificate and KRA PIN certificate.

D) NEXT OF KIN

Name: _____ Telephone: _____ Email: _____
Postal Address: _____ ID/Passport No.: _____

E) REFEREE

Note: To be filled by the member introducing the applicant

I _____ Member No. _____
confirm that the applicant _____ is well known to me for _____ and that he/she is
capable of independently operating an account as a member of Oxford SACCO Limited. He/she is my _____ (spouse, son, daughter or friend etc).
Referees Signature _____ Date: ____/____/____/

F) MEMBERSHIP ELIGIBILITY

Any natural, legal or a group of person(s) eligible for membership of the society may apply to be members of completing an "application for membership" form, and may be admitted if they meet the following requirements:

- Is within the field of membership provided for in the By-laws.
- Is not less than eighteen years of age, if a natural person.
- Is not a member of another salary based SACCO in the country.
- Is not directly, a money lender or carrying out such activities detrimental to the objectives of the Society.
- Is of good character.
- Is a staff of Oxford University Press East Africa or is introduced by an existing member of the Society.
- Has regular income from employment, business or trade.
- Has paid a non-refundable membership fee of **KES 1,000** and has contributed the minimum shares capital of **KES 20,000** as prescribed in the membership policy in the Society By-laws.
- Has understood the objectives of the Society, his obligations as a member and other membership requirements as stated in the Society By-laws.

G) MEMBERS' RIGHT

The following are the rights that you enjoy as a member of Oxford SACCO Limited:

- Receiving, periodically and regularly, or upon request, and at least once a year, a statement of accounts containing individualised record of your credit and debit transactions
- Attending and participating in elections within during the general meeting. Each member shall have one vote irrespective of his/her total shareholding.
- To attend and participate at a general meeting.
- Electing or be elected as an officer of the Society, unless otherwise prohibited by any other law or Society By-laws.
- Using the Society's services according to the policies and procedures approved by the Members of the Committee.
- Appointing a nominee.
- Participating in the sharing of the Society's surplus subject to Society By-laws.
- Accessing all legitimate information relating to the society, including internal regulations, registers, minutes of the General Meetings, Supervisory Committee reports, annual accounts and inventories, investigation reports, at the register office of the Society, subject to the Society's policies and regulations in for at the time.
- Voting on all matters put before during the General Meeting.
- Enjoying all other rights as prescribed by the Cooperative Act and the Rules.

H) MEMBERS' OBLIGATIONS

As a member of Oxford SACCO Limited you are obliged to:

- Observe the law, the rules and the Society By-laws whenever transacting any business with the Society.
- Be faithful and honest in all their dealings with the Society.
- Observe the code of conduct and ethics of the Society, and in particular desist from any corrupt practises in all dealings with the Society.
- Refrain from engaging in the business of money lending in competition with the Society
- Protect the image of the Society and avoid unnecessary publicity, incitement or careless talk that can injure the reputation of the Society.
- Inform the Chairman or Secretary in writing of change of my physical address and contact details whenever they occur.
- Pay my debt obligations to the Society without fail and save regularly with the Society.
- Seek cooperative education to improve my awareness and enlightenment on cooperative matters.

Applicant's Signature: _____ (initials not acceptable) Date: ____/____/____/

I) OFFICIAL USE ONLY

- Member interviewed by:
Name _____ Signature _____ Date: ____/____/____/
- Member interviewed by:
Name _____ Signature _____ Date: ____/____/____/
- Member file opened & Data captured by:
Name _____ Signature _____ Date: ____/____/____/