

SN:



ACK IMANI TALENT SACCO
HEAD OFFICE: ACK Church of the Good Shepherd
Nakuru Grounds, Opposite Assumption Center.
Mobile: +254720167573
Email: info@ackimantalent sacco.com

CORPORATE MEMBERSHIP REGISTRATION FORM

Mem No.: Customer ID (System Generated):

CORPORATE DETAILS

TO BE COMPLETED IN BLOCK LETTERS Application Date:

Name of Organization:		<input type="text"/>					
Trading Name (If different from the Registered Name):		<input type="text"/>					
Type of Organization:	<input type="checkbox"/> SHG	<input type="checkbox"/> Church	<input type="checkbox"/> Partnership	<input type="checkbox"/> Company	<input type="checkbox"/> Co-operative	<input type="checkbox"/> Others: Specify:	
Certificate of Incorporation/Registration Number:		<input type="text"/>					
Date of Incorporation/Registration:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	KRA PIN Number:		<input type="text"/>			
Associated Company:		<input type="text"/>					
Industry:	<input type="text"/>	Sector:	<input type="text"/>	Main Business Activity:	<input type="text"/>		

CONTACT DETAILS

Estate:	<input type="text"/>	Village:	<input type="text"/>			
Street/Road/Building:		<input type="text"/>				
P.O. Box:	<input type="text"/>	Postal Code:	<input type="text"/>	Town/City:	<input type="text"/>	
Physical Address: County:		<input type="text"/>	Constituency:	<input type="text"/>	Ward:	<input type="text"/>
Telephone:	<input type="text"/>			Cell Phone No.:	<input type="text"/>	
Email:	<input type="text"/>					

FINANCIAL INFORMATION

PLEASE TICK IN THE RELEVANT BOXES BELOW TO INDICATE THE EXPECTED NORMAL RANGE OF ACTIVITY IN YOUR ACCOUNT

Sum of all payments into account per month: Up to 50,000 Up to 100,000 Up to 500,000 Up to 1,000,000 Above 1,000,000

Source of funds to account (You may tick more than one box):

<input type="checkbox"/> Saving	<input type="checkbox"/> Borrowing	<input type="checkbox"/> Business Income/Revenue	<input type="checkbox"/> Income from Investments	<input type="checkbox"/> Others: Specify:	
<input type="checkbox"/> Shareholders Contribution:		<input type="text"/>			
Approximate Monthly Income:		<input type="text"/>			
Any other complementary source of funds:		<input type="text"/>			

AITTS 75~ Corporate Membership Registration Form

NAMES OF DIRECTORS/GROUP MEMBERS

	NAME	ID/Passport Number	Mobile Number	Position	Signature
1.					
2.					
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AUTHORIZED SIGNATORIES DETAILS

FIRST AUTHORIZED SIGNATORY

Full Name:							
Gender:		Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Identification Document Type:	
Identification Document No.:							
Country Of Residence:		Nationality:		KRA PIN No.:			
Personal Phone Number:		Office/Other No.:					
Postal Address:		Code:		Town:			
Email Address:							
Place of Residence: County:		Ward:					
Estate/Village:		Street/Road:		Building/Apartment:			
Marital Status:				Religion:			

SECOND AUTHORIZED SIGNATORY

Full Name:							
Gender:		Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Identification Document Type:	
Identification Document No.:							
Country Of Residence:		Nationality:		KRA PIN No.:			
Personal Phone Number:		Office/Other No.:					
Postal Address:		Code:		Town:			
Email Address:							
Place of Residence: County:		Ward:					
Estate/Village:		Street/Road:		Building/Apartment:			
Marital Status:				Religion:			

THIRD AUTHORIZED SIGNATORY

Full Name:							
Gender:		Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Identification Document Type:	
Identification Document No.:							
Country Of Residence:		Nationality:		KRA PIN No.:			
Personal Phone Number:		Office/Other No.:					
Postal Address:		Code:		Town:			
Email Address:							
Place of Residence: County:		Ward:					
Estate/Village:		Street/Road:		Building/Apartment:			
Marital Status:				Religion:			

FOURTH AUTHORIZED SIGNATORY

Full Name:							
Gender:		Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Identification Document Type:	
Identification Document No.:							
Country Of Residence:		Nationality:		KRA PIN No.:			
Personal Phone Number:		Office/Other No.:					
Postal Address:		Code:		Town:			
Email Address:							
Place of Residence: County:		Ward:					
Estate/Village:		Street/Road:		Building/Apartment:			
Marital Status:				Religion:			

DECLARATION

I/We have read and had the Terms and Conditions explained to me/us. I/We do hereby affix my/our signature(s) as evidence that I/We understand and undertake to comply, observe and be bound by the said Terms and Conditions, copies of which have been availed to me/us. I/We understand that by entering into this agreement, I/We give indemnities, authorization, consents and waivers and agree to limitations on the SACCO's liabilities. I/We have, in addition, agreed to be bound by any variations to the Terms and Conditions that may be made by the SACCO from time to time, and updated on its website www.ackimanitalentsacco.com

Names in full (block letters) of authorized signatories/ directors/officials	National ID/ Passport Number	Official Position	Specimen Signature
1 ST Applicant			
2 ND Applicant			
3 RD Applicant			
4 TH Applicant			
5 TH Applicant			
6 TH Applicant			
7 TH Applicant			

RESOLUTION OF THE BOARD OF DIRECTORS/ OFFICIALS

We hereby certify that the following Resolution of the Board of Directors / Officials of _____ was passed by the organization's Board of Organization and has been duly entered and signed therein by the Secretary and the Chairperson in accordance with the Memorandum and Articles of Association/ Constitution of the Organization;

Following the meeting of the Board of Organization held at _____ on _____ (Date)

Following circulation of this Resolution to the Board of Organization on _____ (Date)

THE BOARD OF DIRECTORS/ OFFICIALS RESOLVED AS FOLLOWS:

1. That the following account (s) in the name of the organization be opened with ACK IMANI TALENT SACCO in addition to account number _____ held at _____ branch/satellite office.

ACCOUNT TYPE	CURRENCY	NO. OF ACCOUNTS

2. That the SACCO is hereby empowered to honor instruments drawn, signed, accepted, or made on behalf of the organization or the organization by the following authorized officials/ signatories and to act on any instructions given by these officials/signatories with regard to operations in the organization's said account (s) or any transaction (s) of the company:

NAMES OF AUTHORIZED PERSONS	OFFICIAL POSITION	SPECIMEN SIGNATURE
1.		
2.		
3.		
4.		
5.		

(Attach list duly signed by the Chairperson/CEO and Secretary/Director/ Official, if more than five)

3. That the signing mandate for this account shall be _____ to sign

4. That the SACCO be furnished with the following documents to facilitate account opening:

- i. Original & Copy of the Organization's Constitution
- ii. Original & copy of the organization's Certificate of Incorporation/ Registration Certificate
- iii. Original & copies of the Director's/ Official's/Signatories' National Identity cards/ Passports
- iv. Original & copies of Revenue Authority PIN certificates for the Directors and the Organization
- v. Physical address verification form/ Utility bill (showing physical address of each Director/Signatory)

5. That the organization shall provide the SACCO with the names/ particulars/ powers of its Chairperson, Chief Executive, Directors Secretary and other key officers of the Organization authorized to represent, undertake or act on behalf of the organization and to advise the SACCO in writing of any changes that may take place in this respect and the SACCO shall be entitled to act upon the information so given.

6. That these Resolutions be communicated to the SACCO and shall constitute the organization's mandate to the SACCO, to remain in force until revoked by notice in writing to the SACCO signed by the undersigned acting on behalf of the organization and for this purpose any instruction varying the mandate contained in these resolutions shall be deemed as revocation.

Name of Chairperson/CEO:	Signature:	Date:
Name of Secretary:	Signature:	Date:
Name of Director/ Official:	Signature:	Date:
Name of Director/ Official:	Signature:	Date:

TERMS AND CONDITIONS OF OFFER OF FACILITY(IES) TO BORROWER BY ACK IMANI TALENT SACCO ("THE SACCO")

The relationship between you and the SACCO is governed by the following Terms and Conditions and is subject to any further agreement in writing

1. For the purpose of these Terms and Conditions, "SACCO" shall refer to AITS SACCO (Kenya) Limited, its successors in title and assigns. These terms and conditions ("the Terms") govern our respective rights and obligations and come into effect when the account holder opens an account with the SACCO or when the account holder uses/accesses their account.
2. Any person(s) opening an account with the SACCO, making use or accessing their account [whether resident or non-resident], will be deemed to have read and understood these terms and conditions and the applicable Schedule of SACCO Charges issued and amended from time to time.
3. All products and services provided by the SACCO are subject to such product's terms and conditions. These terms (governing the use of the account) must be read together with and form part of each product agreement.
4. The SACCO may from time to time and at any time revise, amend, delete or supplement any of these terms and conditions whether in whole or part. Such changes shall be effective from the date specified by the SACCO for such modification. These amendments / alterations shall be displayed at the SACCO's premises and / or website <http://www.ackimantalent sacco.com> from time to time and shall be binding on the Account Holder.
5. Only valid and acceptable means of Identification [International Passport, Kenyan National Identity Card, Certificate of Incorporation or Registration Certificate] will be required prior to the SACCO opening any account. Any change in the Name, Address, Registration Certificate [Business Names] and Certificate of Incorporation [companies] should be immediately communicated to the SACCO in writing.
6. Upon submission of duly completed Account Opening Forms and the supporting documents, the SACCO will generate an account number for the account holder in accordance with the SACCO's policies and procedures on account opening. Each account shall possess a distinctive number which shall be quoted in all correspondence with the SACCO relating to the account.
7. Any person intending to open an account with the SACCO has a right to review the documentation provided to enable them make a considered decision to engage in a SACCO relationship with the SACCO. Upon the issuance of the account number the account holder shall have the right to a "Cooling Off" period of five [5] working days within which period the account holder may decide to terminate the SACCO relationship with the SACCO without incurring any penalties and / or costs save for costs incurred by the SACCO in providing the products/ services already availed.
8. The SACCO shall reference its tariffs, fees and charges for its products and services in the product agreements. The SACCO reserves the right at any time and with notice to impose charges or increase charges for the use of its services and products.
9. The post office / courier firms and other agents of mail delivery shall be considered agents of the account holders for delivery of statements, letters and related communication. No responsibility shall be accepted by the SACCO for access by third parties, loss, delay or non-delivery of such items including cheque books sent by post/courier at the request of the account holders.
10. The SACCO is authorized to effect such orders in respect of the account as may be required by any court order or competent authority or agency under any applicable law.
11. Domiciliary accounts [foreign currency accounts] may be established in such foreign currency as the SACCO shall determine from time to time, as allowed by local regulations in force from time to time and shall be subject to foreign exchange regulations, directives of the Government of Kenya or any of its organization / agencies, foreign regulations as adopted in Kenya and the Central SACCO of Kenya from time to time.
12. The SACCO may at its discretion pay interest on deposits at such manner, rates and periodic intervals as the SACCO may in its sole discretion determine from time to time having regard to the prevailing laws and SASRA regulations and SACCO policies which are subject to change from time to time.
13. Cheques may only be drawn on printed cheques supplied by the SACCO. The SACCO reserves at all times, the right to refuse payment of cheques drawn otherwise. Cheques should be signed by the account signatory(ies) as per specimen signature and mandate, supplied to the SACCO and any alteration(s) thereon must be authenticated by drawer(s) full signature. Post-dated, stale and defective cheques shall not be paid by the SACCO.
14. Upon the SACCO receiving notice of the demise of an individual Account Holder, the SACCO will not be obliged to allow any operation or withdrawal from the account by any person except on production of a death certificate and a court order from a court of competent jurisdiction or any other relevant document recognized by law for succession purposes.
15. In cases of a joint account and one of the account holder dies and where the account mandate allows, then the money in the account and any other benefit, interest or obligation relating to that account will revert to the surviving joint holder(s).
16. Periodic statements of account shall be issued by the SACCO to the account holder. The SACCO will take due care to see that the credit and debit entries are correctly recorded in the accounts of the account holder. Any discrepancy in the statement of account should be promptly brought to the notice of the SACCO in writing within fourteen days of dispatch of statements, failure to which the statement of account shall be deemed to be final and conclusive for all purposes whatsoever. In case of any error, the SACCO reserves the right, at all times to make adjusting entries to rectify the error without notice and recover any amount wrongly paid or credited to any person together with any accrued interest or profit. However, the SACCO shall not be liable for any loss or damage due to such error or any consequential loss arising there from to any party.
17. No account holder may annotate or delete any entries in the statement of account. Any discrepancy found, should at once be brought to notice of the SACCO, if the statement of account is lost or spoiled, a duplicate statement of account may be provided by the SACCO, subject to such charge as is applicable under its schedule of charges.
18. Minimum balance requirements [if any] will be notified by the SACCO from time to time. The SACCO may charge a penalty for any failure or omission to maintain such minimum balance.
19. The SACCO reserves the right in its sole discretion to close any account with prior reasonable notice, which in its opinion is not satisfactorily operated at the SACCO's discretion, or forthwith if the account is involved in illegal activity or pursuant to a court order.
20. Account holders wishing to close their account must, surrender any unused cheques, AITS cards and any other documents or instruments issued by the SACCO on the account. The account holder will also be liable for account closing charges as in force, before they can be paid the last remaining credit balance, if any.
21. The SACCO shall have discharged its liability with respect to an account so closed by processing a transfer on instruction from the account holder, in the currency of such account, payable to the account holder in the amount of the then credit balance of such account less deduction(s) in respect of the amount of any claim that the SACCO may have on such funds constituting the credit balance.
22. Where the account holder is issued with an AITS card, mobile phone access codes or any other tool or code for the purpose of gaining access to one's account, the account holder undertakes not to transfer the same to any other person and undertakes to exercise due care and attention to ensure their safety and the secrecy of the PIN thereof. Where the account is a joint account, the joint holders undertake to ensure that the AITS card, mobile phone access codes or any other tool or code for the purpose of gaining access to one's account is only used by authorized person (s) who operate that account. If a card is lost or stolen or if the PIN is disclosed to an unauthorized person, the account holder(s) must immediately notify the SACCO in writing and the card holder will be liable for any transaction made prior to the receipt by the SACCO of such notification. The account holder may at any time cancel his or her AITS card, mobile phone access codes or any other tool or code for the purpose of gaining access to one's account and notify and return the same to the SACCO provided the account holder must not attempt to use the mobile phone access codes or any other tool or code for the purpose of gaining access to their account, after such notification of cancellation. The SACCO reserves the right to withdraw the right to use the card, refuse to renew, replace or reissue without assigning a reason and without incurring any liability to a cardholder.
23. The SACCO and its Affiliates are committed to keeping your personal data private. We shall process any personal data we collect from you in accordance with Data Protection Legislation and the provisions of the Data Privacy Policy as well as the SACCO's Data Retention Policy.
24. Unless restricted by applicable laws, you agree that any and all personal data relating to you collected by the SACCO in respect to your account may from time to time be used and disclosed for such purposes and to such persons as may be in accordance with the SACCO's prevailing Privacy Policy as amended from time to time.
25. The SACCO will keep all your personal data confidential. However, in order to service your needs and provide you with the products and services you require, we may share any information you provide to us with our group companies and their agents, counterparties and support service or data providers, wherever located. If you have provided information to other members of our group, those entities may also share that information with us. We will ensure that if we share such information with third parties, any such disclosure is at all times in compliance with the law.
- a. You consent to us collecting your personal information from you and where lawful and reasonable, from public sources for the purposes set out below and in the SACCO's Data Privacy Policy.
- b. To verify your identity in order to protect you and your assets, to carry out our obligations from any contracts entered into between you and us or to take steps to enter into an agreement with you, to meet our regulatory compliance and reporting obligations, to provide our services to you, manage your accounts and our relationship with you, to keep you informed about products and services you hold with us and to send you information about products or services [including those of other companies] which may be of interest to you unless you have indicated at any time that you do not wish us to do so, to prevent, detect, and investigate fraud and alleged fraudulent practices and other crimes, to protect our business interests and to develop our business strategies, to contact you, by post, phone, text, email or other methods.
- c. If you give us personal information about or on behalf of another person, you confirm that you are authorized to consent on their behalf to give and process their personal information into and outside the country where the products or services are provided and to generally act on their behalf. Any dispute, difference or question whatsoever which may arise between the parties including the interpretation of right and liabilities of either party shall be referred to an arbitrator under the rules of the Arbitration (Amendment) Act 2009 of Kenya or any statutory modification or re-enactment for the time being in force.
- d. You consent to us processing your personal information with third parties wherever located and to ask all parties that receive your personal information to agree to our privacy policies
- e. You hereby expressly consent and authorize the SACCO to disclose, receive or utilize your personal information or information or data relating to your account and use of the services:
 - i. To and from any local or international law enforcement or competent regulatory or governmental agencies so as to assist in the prevention, detection, investigation or prosecution of criminal activities or fraud;
 - ii. To and from the SACCO's service providers, dealers, agents or any other company that maybe or become the SACCO's subsidiary or holding company for reasonable commercial purposes relating to the Services;
 - iii. To the SACCO's lawyers, auditors or other professional advisors or to any court or arbitration tribunal in connection with any legal or audit proceedings;
 - iv. To your mobile service provider in relation to this agreement;
 - v. For reasonable commercial purposes connected to your use of the services, such as marketing and research related activities;
 - vi. To Credit Reference Bureau in accordance with the laws and regulations; and
 - vii. In business practices including but not limited to quality control, training and ensuring effective systems operation.
27. Permission to process personal information
28. You have several rights in relation to the information that we hold about you, including:
29. I/We the undersigned confirm I/we have read and understood the terms of the this Privacy Policy and hereby give express, unequivocal, free, specific and informed authority to the SACCO and its Affiliates to use and process my/ our data pursuant to the terms as set out herein and as further set out in the SACCO's Privacy Policy available at <https://ackimantalentsacco.com/privacy-policy/>
30. The account holder consents and agrees that the SACCO may withhold amounts in any account at any time, if any tax authority requires us to do so, or we are otherwise required by law or pursuant to agreements with any tax authority to do so, or if we need to comply with internal policies or with any applicable order or sanction of a tax authority.
31. The SACCO may request additional information from the account holder when required.
32. The account holder authorizes the SACCO to gather, store, use, process, disclose and report to any lawful entity as may be required by any law. You authorize us to disclose any information relating to any transactions to any regulator, tax authority, Credit Reference Agency or any other institution or third party as required by the laws of any country and as we deem necessary.
33. These terms are subject to the laws of the Republic of Kenya.
34. Any dispute, difference or question whatsoever which may arise between the parties including the interpretation of right and liabilities of either party shall be referred to an arbitrator under the rules of the Arbitration (Amendment) Act 2009 of Kenya or any statutory modification or re-enactment for the time being in

force.

35. The account holder has a right at any time to lodge a complaint by communicating with the SACCO through the various communication channels provided below. The SACCO will provide you with a reference number upon receipt of your complaint. The SACCO shall respond to your complaint within a reasonable period thereafter. Please quote your reference number when you make a follow up.

You may exercise your right to lodge a complaint or raise a query

about your account, the SACCO's services or products by visiting any one of our branches countrywide or by contacting the SACCO through the following channels:

Email: info@ackimanitalentsacco.com

Postal Address: ACK IMANITALENT SACCO LTD

P.O. Box 75-20100 Nakuru, Kenya

Telephone Number: 0720167573

PRIVACY POLICY

At ACK IMANI TALENT SACCO ("AITS"), we take your privacy seriously.

We advise that you read and understand this summary as we want to ensure that you fully understand how and for what purposes your data is being used.

For more details about anything covered in this summary, please see our full Privacy Notice available at www.ackimanitalentsacco.com. You can also obtain a copy by visiting any of our branches.

Your personal Data

While providing our services, we will collect some personal data about you, some of which will be termed personal data.

Any personal data which we hold about you is collected directly from you through your interactions with us and our products and services.

There are some instances in which we will collect your personal data indirectly from: the public domain; people appointed to act on your behalf; other organizations; credit reference bureaus; fraud prevention agencies.

This information is needed so that we can provide products and services to you. If you do not provide the personal data asked for, we may be delayed or prevented from providing such products and services.

Processing your personal Data

We process your personal data for the following purposes:

- Provide you with our products and services;
- Communicate information about products and services you have with us;
- Operate and maintain the products or services you have with us;
- Help us detect and prevent fraud;
- Protect our business interests;

Fulfil legal or regulatory requirements.

We only collect your personal data for the purposes for which it was collected, or where we have a proper reason for using it.

Processing with your consent

We will ask you for specific consent to process your information for direct marketing and for some special categories of personal data such as about your health.

In circumstances where you have provided your

consent to the processing of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

Storing your personal data

Our retention of your personal data aids AITS in complying to its legal and regulatory obligations and will only be used and accessed by those authorized to handle it.

We do retain your data for as long as is necessary. There are some instances we may retain your personal data, owing to legal responsibilities, relating to finance or audit purposes.

We have implemented measures to prevent your personal data from being lost, misused, or accessed without permission, as well as ensuring its confidentiality.

Sharing your personal data

As part of our daily operations, we may from time to time share your personal data with third parties as part of fulfilling our legal and or contractual obligations.

We will always ensure that those with whom it is shared with process it in an appropriate manner and take all necessary measures in order to protect it to the expected standards.

Some of the parties we may share your personal data with include;

- Our service providers and agents
- Representatives/advisers
- Credit Reference Bureau (CRB)
- Banks
- Debt collection agencies
- Members' employers
- Insurance providers

Transferring Personal Data outside Kenya

We may transfer the personal information we collect about you to outside Kenya for processing.

To ensure your personal information receives an adequate level of protection we have put in place appropriate measures to ensure your personal data is treated by those third parties in a way that is consistent with Kenyan laws on data protection.

Your legal rights

You have a number of rights relating to your personal data e.g., to see what we hold; to ask us to share it with another party; to ask us to update incorrect or incomplete details; to object to or

restrict processing of it; to make a complaint; to object to any automated decision making; and to withdraw any permission you have previously given to allow us to use your personal data.

Complaint

Should you have any complaints or queries about anything relating to the privacy of your personal data, or any other data protection issues, you can get in touch with us by:

Email: info@ackimanitalentsacco.com

Post: P.O Box 75 Nakuru

Marketing: Information about products, services, and promotions

We would also like to send to you, from time to time, information about exclusive offers, promotions, discounts and new products or services. If you are happy for us to contact you in this way, please tick the relevant boxes below. You can unsubscribe at any time.

I would like to receive information about exclusive offers, promotions, discounts and new products or services.

I would like to receive that information by (tick all that apply):

- E-mail
 SMS
 Phone
 WhatsApp

By signing this statement, you understand and acknowledge that AITS Sacco may collect, use, disclose or otherwise process my personal data set out in my membership application form, and/or otherwise provided, for one or more of the purposes as stated in the respective Terms and Conditions and Privacy Notice, which in summary includes but is not limited to the following:

- processing my application for and providing me with services and products as well as services and products by external providers provided through ACK IMANI TALENT Sacco.
- administering and/or managing my relationship and/or account(s) with ACK IMANI TALENT Sacco; and
- collecting, sharing, and transferring your personal data.

NAMES OF OFFICIALS/DIRECTORS OF THE ORGANIZATION

	NAME	Position	Signature	Date
1.				
2.				
3.				
4.				
5.				

ORGANIZATION INFORMATION CHECKLIST

CORPORATE/INSTITUTION

- Audited statement of accounts if limited by shares
- Memorandum and articles of association or constitution of the organization
- General meeting/Board Resolution authorizing application
- Copies of identified cards of authorized signatories
- Pictures of authorized signatories (Colored)
- Alterations countersigned

GROUPS/CHAMA

- Minutes of the meeting resolving to join ACK IMANI TALENT SACCO
- Constitution
- Copies of identification cards of authorized signatories
- Pictures of authorized signatories (Colored)
- List of Group members
- Alterations countersigned

OFFICIAL USE ONLY

MODE OF SIGNING:					
Signed in the presence of:					
Introducer:					
CRO:					
Registered By:		Signature:		Date:	
Verified By:		Signature:		Date:	
Approved By:		Signature:		Date:	