

**THE ACCOUNTANTS ACT, 1977****No. 2 of 1977***Date of Assent: 1st March, 1977**Date of Commencement: By Notice***ARRANGEMENT OF SECTIONS****PART I—PRELIMINARY***Section*

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**An Act of Parliament to make provision for the establishment of an Institute to be known as the Institute of Certified Public Accountants of Kenya and for two Boards to be known respectively as the Registration of Accountants Board and the Kenya Accountants and Secretaries National Examinations Board; to provide that the Institute and the two Boards shall each be a body corporate and to specify their respective functions; to provide for the examination of accountants and company secretaries and for the registration of accountants and make provision for matters connected therewith and incidental thereto**

ENACTED by the Parliament of Kenya, as follows:—

PART I—PRELIMINARY

Short title and  
Commencement.

1. This Act may be cited as the Accountants Act, 1977, and shall come into operation on such date (which date is hereinafter referred to as “the commencement of this Act”) as the Minister may, by notice in the Gazette, appoint:

Provided that the Minister may appoint a different date or dates to the commencement of this Act as the date or dates on which sections 45 and 46 shall come into operation.

Interpretation.

2. (1) In this Act, unless the context otherwise requires—

“accountant” means a person registered as an accountant under the provisions of section 23 of this Act;

“Chairman” means the Chairman of the Institute, and includes a person appointed under paragraph 2 of the First Schedule to this Act to act as Chairman;

“Council” means the Council of the Institute established by section 8 of this Act;

“Disciplinary Committee” means the committee established by section 29 of this Act;

“Examinations Board” means the Kenya Accountants and Secretaries National Examinations Board established by section 14 of this Act;

“Institute” means the Institute of Certified Public Accountants of Kenya established by section 3 of this Act;

“Minister” means the Minister for the time being responsible for Finance;

“practising certificate” means a practising certificate issued by the Registration Board pursuant to section 21 of this Act;

“register” means the register kept pursuant to section 26 of this Act;

“Registration Board” means the Registration of Accountants Board established by section 11 of this Act;

“secretary” means a member of the professional Institute for company secretaries and administrators which is to be established after approval by the Attorney-General.

(2) For the purpose of this Act—

(a) a person is registered if his name is recorded in the register pursuant to section 26 (1) (a) of this Act;

(b) a person is not registered if his registration is cancelled and particulars of the cancellation are recorded in the register pursuant to section 26 (1) (c) of this Act; and

(c) a person is registered if the fact of the restoration of his registration is recorded in the register pursuant to section 26 (1) (d) of this Act.

#### PART II—ESTABLISHMENT OF VARIOUS BODIES

##### *A.—Institute of Certified Public Accountants of Kenya*

3. (1) There is established by this Act an Institute to be known as the Institute of Certified Public Accountants of Kenya.

Establishment  
of Institute.

(2) The Institute—

(a) shall be a body corporate;

(b) shall have a common seal which shall be kept in such manner as the Council directs;

(c) may acquire, hold and dispose of property; and

(d) may sue and be sued in its corporate name.

(3) All courts, judges and other persons acting judicially shall take judicial notice of the seal of the Institute affixed to a document and shall presume that it was duly affixed.

(4) The provisions of the First Schedule to this Act shall have effect with respect to the Institute.

**Membership  
of the  
Institute.**

**4. (1)** Each person who is registered is a member of the Institute.

(2) The members of the Institute are divided into the following two classes, namely—

(a) Fellows (comprising those persons who become Fellows pursuant to an invitation under subsection (3) of this section) each of whom shall be titled "Fellow of the Institute of Certified Public Accountants of Kenya" (designatory letters F.C.P.A. (Kenya)); and

(b) Members (comprising those members of the Institute who are not Fellows) each of whom shall be titled "Member of the Institute of Certified Public Accountants of Kenya" (designatory letters C.P.A. (Kenya)).

(3) Where the Council considers that a member of the Institute has rendered outstanding services to the accountancy profession, the Council may invite the member to become a Fellow.

(4) Members of the Institute shall pay such fees and subscriptions as the Council determines under section 8 (3) of this Act.

**Honorary  
Fellows.**

**5. (1)** Where the Council considers that a person (not being a member of the Institute) has rendered special services to the Institute or the accountancy profession, the Council may invite the person to become an Honorary Fellow of the Institute.

(2) An Honorary Fellow shall not be a member of the Institute.

**Chairman of  
the Institute.**

**6.** There shall be a Chairman of the Institute who shall be elected in the manner provided in paragraph 1 of the First Schedule to this Act.

**Functions of  
the Institute.**

**7.** The functions of the Institute are—

(a) to promote standards of professional competence and practice amongst members of the Institute;

(b) to promote research into the subjects of accountancy and finance, and related matters, and the publication of books, periodicals, journals and articles in connexion therewith;

- (c) to promote the international recognition of the Institute;
- (d) to advise the Examinations Board on matters relating to examination standards and policies;
- (e) to carry out any other functions prescribed for it under any of the other provisions of this Act or under any other written law; and
- (f) to do anything incidental or conducive to the performance of any of the preceding functions.

*B.—Council of the Institute*

8. (1) The Institute shall be governed by a council to be known as the Council of the Institute. The Council.

(2) Subject to this Act, all acts and things done in the name of, or on behalf of, the Institute by the Council or with the authority of the Council shall be deemed to have been done by the Institute.

(3) The fees and subscriptions payable from time to time by members of the Institute shall be determined by the Council.

(4) The provisions of the Second Schedule to this Act shall have effect with respect to the Council.

9. (1) The Council shall consist of—

Constitution  
of the Council.

(a) the Chairman;

(b) nine members of the Institute elected in the manner provided in paragraph 1 (1) of the Second Schedule to this Act; and

(c) one member appointed pursuant to subsection (2) of this section.

(2) The Minister may appoint one member of the Council.

10. (1) There shall be a Secretary to the Council who shall be appointed by the Council. Secretary to  
the Council.

(2) The Secretary to the Council shall hold and vacate the office of Secretary in accordance with the terms of the instrument of his appointment to that office.

(3) In addition to the functions which he is required to exercise and perform by or under this Act, the Secretary to the Council shall exercise and perform such functions as the Council may, from time to time, determine.

*C.—Registration of Accountants Board*

The Registration Board.

**11.** (1) There shall be a board to be known as the Registration of Accountants Board.

(2) The Registration Board—

(a) shall be a body corporate;

(b) shall have a common seal which shall be kept in such manner as the Registration Board directs;

(c) may acquire, hold and dispose of property; and

(d) may sue and be sued in its corporate name.

(3) All courts, judges and other persons acting judicially shall take judicial notice of the seal of the Registration Board affixed to a document and shall presume that it was duly affixed.

(4) The provisions of the Third Schedule to this Act shall have effect with respect to the Registration Board.

Constitution of the Registration Board.

**12.** (1) The Registration Board shall consist of nine members appointed by the Minister, of whom—

(a) three shall be nominated by the Council;

(b) one shall be nominated by the Examinations Board; and

(c) one shall be nominated by the Vice-Chancellor of the University of Nairobi.

(2) Of the members of the Registration Board those appointed pursuant to subsection (1) (a) of this section and at least two others must be members of the Institute.

13. (1) The Minister shall appoint a public officer to be Registrar of the Registration Board.

Registrar of the  
Registration  
Board.

(2) The Registrar of the Registration Board shall hold and vacate the office of Registrar in accordance with the terms of the instrument of his appointment to that office.

(3) The Registrar of the Registration Board may attend meetings of the Registration Board and may, with the consent of the person presiding at a meeting, take part in the deliberations on any matter arising at the meeting, but he shall not be entitled to vote on any such matter.

(4) In addition to the functions which he is required to exercise and perform by or under this Act, the Registrar of the Registration Board shall exercise and perform such functions as the Registration Board may, from time to time, determine.

*D.—Kenya Accountants and Secretaries National  
Examinations Board*

14. (1) There shall be a board to be known as the Kenya Accountants and Secretaries National Examinations Board.

The Examinations  
Board.

(2) The Examinations Board—

(a) shall be a body corporate;

(b) shall have a common seal which shall be kept in such manner as the Examinations Board directs;

(c) may acquire, hold and dispose of property; and

(d) may sue and be sued in its corporate name.

(3) All courts, judges and other persons acting judicially shall take judicial notice of the seal of the Examinations Board affixed to a document and shall presume that it was duly affixed.

(4) The provisions of the Fourth Schedule to this Act shall have effect with respect to the Examinations Board.

15. (1) The Examinations Board shall consist of fourteen members appointed by the Minister, of whom—

Membership  
of the  
Examinations  
Board.

(a) one shall be nominated by the Minister for the time being responsible for Finance;

(b) two shall be nominated by the Minister for the time being responsible for Education;

- (c) one shall be nominated by the Minister for the time being responsible for Local Government;
- (d) one shall be nominated by the Minister for the time being responsible for Co-operatives;
- (e) one shall be the Director of Personnel Management or a person nominated by him;
- (f) one shall be the principal of the Kenya Institute of Administration or a person nominated by him;
- (g) one shall be a person nominated by the Vice-Chancellor of the University of Nairobi;
- (h) one shall be nominated by the Federation of Kenya Employers;
- (i) one shall be nominated by the Attorney-General;
- (j) two shall be nominated by the Council; and
- (k) two shall be nominated by the governing body of such professional Institute for company secretaries and administrators as may be established with the approval of the Attorney-General.

(2) In nominating a person for appointment pursuant to subsection (1) (a), (b), (c), (d) or (i) of this section the Minister concerned shall have regard to the desirability of a person being appointed who is a member of, or has an interest in, either the Institute or the professional Institute for company secretaries or administrators which is to be established with the approval of the Attorney-General.

(3) One of the persons nominated pursuant to subsection (1) (b) of this section shall be connected with the Colleges of Technology.

(4) The person nominated pursuant to subsection (1) (h) of this section shall be a person engaged in industry or commerce.

**16.** (1) There shall be a Secretary to the Examinations Board who shall be appointed by the Minister.

(2) The Secretary to the Examinations Board shall hold and vacate the office of Secretary in accordance with the terms of the instrument of his appointment to that office.

(3) The Secretary to the Examinations Board may attend meetings of the Examinations Board and may, with the consent of the person presiding at a meeting, take part in the deliberations on any matter arising at the meeting, but he shall not be entitled to vote on any such matter.

(4) In addition to the functions which he is required to exercise and perform by or under this Act, the Secretary to the Examinations Board shall exercise and perform such functions as the Examinations Board may, from time to time, determine.

**17.** (1) The functions of the Examinations Board are—

- (a) to prepare syllabuses for accountants' and secretaries' examinations, to make rules with respect to examinations, to arrange and conduct examinations and issue certificates to candidates who have satisfied examination requirements;
- (b) to promote recognition of its examinations in foreign countries; and
- (c) to do anything incidental or conducive to the performance of any of the preceding functions.

**Functions of the  
Examinations  
Board.**

(2) The Examinations Board shall consult with the Council, and with the governing body of such professional Institute for company secretaries and administrators as may be established and approved by the Attorney-General, as often as it considers it necessary to do so for the purpose of exercising and performing its functions.

(3) The Examinations Board may establish such committees (including examinations committees) as it considers necessary for the purpose of exercising and performing its functions and, subject to subsections (4), (5) and (6) of this section may determine the constitution and procedure of any such committee.

(4) The majority of the members of any examinations committee established pursuant to subsection (3) of this section for the purpose of conducting accountants' examinations shall be members of the Institute.

(5) The majority of the members of any examinations committee established pursuant to subsection (3) of this section for the purpose of conducting secretaries' examinations shall

be members of the governing body of such professional Institute for company secretaries and administrators as may be established with the approval of the Attorney-General.

(6) The chairman of any committee established pursuant to subsection (3) of this section shall be a member of the Examinations Board and shall be appointed by such Board.

PART III—PRACTISING CERTIFICATES AND REGISTRATION  
OF ACCOUNTANTS

Practising  
Certificates.

**18.** (1) After the expiration of six months or such longer period as the Minister may declare by notice in the Gazette, after the commencement of this Act, no person shall practise as an accountant unless he is the holder of a practising certificate that is in force.

(2) Any person who contravenes subsection (1) of this section is guilty of an offence and liable on conviction to a fine not exceeding six thousand shillings or to imprisonment for a period not exceeding one year or to both such fine and imprisonment.

Practising as  
an Accountant

**19.** (1) Subject to this section, a person practises as an accountant for the purpose of this Act if, in consideration of remuneration or other benefits received or to be received and whether by himself or in partnership with any other person—

- (a) he engages in the public practice of accountancy or holds himself out to the public as a person entitled to do so;
- (b) he offers to perform or performs services involving the auditing or verification of financial transactions, books, accounts or records;
- (c) he offers to perform or performs services involving the verification or certification of financial accounts and related statements; or
- (d) he engages in any practice, or performs or offers to perform any services, which may be prescribed.

(2) A salaried employee of the Government, the Community, a local authority or of any other person does not practise as an accountant by reason only of doing, in his capacity as such employee, any of the acts referred to in subsection (1) of this section.

(3) An advocate, a secretary or a person authorized to do so by or under any written law, does not practise as an accountant by reason only of carrying on the work of a tax consultant or a tax adviser.

20. (1) A person wishing to obtain a practising certificate shall apply to the Registration Board.

Application  
for practising  
certificate.

(2) An application for a practising certificate shall be in the prescribed form and shall be accompanied by the prescribed fee.

21. (1) Where an application is made by a person in accordance with section 20 of this Act, the Registration Board shall issue to him a practising certificate if it is satisfied that—

Issue of  
practising  
certificate.

(a) he is registered;

(b) he has received from an accountant who is the holder of a practising certificate instruction of such a nature and for such period as may be prescribed; and

(c) he meets such other requirements as may be prescribed and, if not so satisfied, shall refuse the application.

(2) A practising certificate issued to any person remains the property of the Registration Board.

22. (1) A practising certificate remains in force unless it ceases to be in force under subsection (2), (4) or (5) of this section.

Duration of  
practising  
certificate.

(2) A practising certificate issued to any person ceases to be in force if that person ceases to be registered.

(3) Where a practising certificate issued to any person ceases under subsection (2) of this section to be in force, that practising certificate does not come into force again if the person is subsequently registered, but does come into force again if the registration of the person is restored pursuant to subsection (5) or (6) of section 27 of this Act.

(4) Subject to section 33 (3) (b) of this Act, a practising certificate ceases to be in force during any period when it is suspended pursuant to section 32 (1) (e) of this Act or, if that period is varied on appeal under section 33 of this Act, during the period as so varied.

(5) A person may surrender to the Registration Board a practising certificate issued to him and, in that event, the certificate ceases to be in force.

(6) Where a practising certificate ceases to be in force under subsection (2) of this section, the person to whom the certificate was issued shall deliver it to the Registration Board within fourteen days after the date on which he ceases to be registered.

(7) Any person who, without reasonable excuse, contravenes subsection (6) of this section is guilty of an offence and liable on conviction to a fine not exceeding five hundred shillings.

Application  
for registration.

**23.** (1) A person wishing to be registered as an accountant shall apply to the Registration Board.

(2) An application to be registered as an accountant shall be in the prescribed form and shall be accompanied by the prescribed fee.

(3) Where an application is made by a person in accordance with this section the Registration Board shall approve the application if it is satisfied that—

(a) he is of or above the age fixed by the Registration Board pursuant to subsection (4) of this section;

(b) he is qualified to be registered; and

(c) he is not disqualified from being registered,

and, if not satisfied, shall refuse the application.

(4) The Registration Board shall fix, by notice in the Gazette, the age which a person wishing to be registered must have attained.

(5) A person who, in an application to be registered, wilfully makes a false or misleading statement is guilty of an offence and liable on conviction to a fine not exceeding three thousand shillings or to imprisonment for a period not exceeding six months or to both such fine and imprisonment.

Qualifications.

**24.** (1) Subject to this section, a person is qualified to be registered if—

(a) he has been awarded by the Examinations Board a certificate designated the Final Accountancy Certificate;

(b) he holds a qualification approved under subsection (2) of this section by the Registration Board;

(c) he is, at the commencement of this Act, both ordinarily resident in Kenya and a member of any professional body specified in the schedule to the Accountants (Designation) Act repealed by section 45 of this Act, as in force immediately before the commencement of this Act; or

Cap. 524

(d) he is a person who, before the 27th November, 1976, was authorized by the Registrar of Companies under the provisions of section 161 (1) (b) of the Companies Act to hold the appointment of auditor of a company, and was so authorized at that commencement.

Cap. 486.

(2) The Registration Board may, from time to time, by notice in the Gazette, approve qualifications which it considers sufficient to allow a person to be registered, and may, in like manner, withdraw any such approval.

(3) Notwithstanding subsection (1) or (2) of this section, the Registration Board may require a person making application for registration to satisfy the Registration Board (in such manner as it directs) that his knowledge of local law and practice is, and that his professional conduct and general character have been such, as in the opinion of the Registration Board make him a fit and proper person to be registered, and unless the person so satisfies the Registration Board he shall not be treated as being qualified to be registered.

**25.** (1) Subject to this section, a person is disqualified from being registered—

**Disqualifications.**

(a) if he is convicted by a court of competent jurisdiction in Kenya or elsewhere of an offence involving fraud or dishonesty;

(b) if he is an undischarged bankrupt;

(c) if he is of unsound mind and has been certified to be so by a medical practitioner; or

(d) during any period when the Registration Board has determined under section 32 (1) (d) of this Act that he shall not be registered or during any such period as varied by the High Court under section 33 of this Act.

(2) A person shall not be treated as disqualified under subsection (1) (a) of this section if the Registration Board, having regard to—

(a) the period which has elapsed since the conviction concerned; or

(b) the circumstances of the offence determines that it would be unreasonable to so treat him.

(3) A person shall not be treated as disqualified under subsection (1) (b) of this section if the Registration Board is satisfied that the bankruptcy of the person concerned arose as a result of unavoidable losses or misfortunes.

(4) A person shall not be treated as being disqualified under subsection (1) (d) of this section if the High Court allows an appeal under section 33 of this Act.

Registration.

**26.** (1) The Registrar of the Registration Board shall cause to be kept a register in which shall be recorded—

(a) the name of any person whose application under section 23 of this Act is approved;

(b) the fact that a practising certificate is issued to any person or that any such certificate ceases to be in force under this Act;

(c) particulars of the cancellation under this Act of the registration of any person;

(d) the fact that the registration of any person is restored under this Act; and

(e) such other matters as the Registration Board may determine.

(2) The Registrar of the Registration Board may cause to be made such alterations in the register as are necessary to ensure that the matters recorded therein are accurate.

(3) The register may, at all reasonable hours, be inspected, and copies of all or any part of any entry in the register taken—

(a) without payment, by—

(i) any member of the police force or any public servant, acting in the course of his duty; or

(ii) any person authorized by the Registrar of the Registration Board; or

(b) on payment of such fee as may be prescribed, by any other person.

(4) The register shall be received in proceedings before any court or tribunal as evidence of the matters recorded therein which are required by or under this Act to be so recorded.

(5) A document purporting to be certified by the Registrar of the Registration Board—

(a) to be a true copy of an entry in the register;

(b) stating that a person is not, or was not on a date specified in the document, registered; or

(c) stating that a person is not, or was not on a date specified in the document, the holder of a practising certificate,

shall be received in proceedings before a court or tribunal as prima facie evidence of any such matters contained in the entry or of that fact, as the case may be.

(6) Proceedings on an inquiry under this Act before the Disciplinary Committee shall be deemed to be proceedings before a tribunal for the purposes of this section.

**27.** (1) Subject to this section, the Registration Board shall cancel the registration of a member of the Institute if—

Cancellation of registration.

(a) a determination that the registration of the member be cancelled is made under section 32 (1) (d) of this Act;

(b) any circumstance arises which, if the member were then a person applying for registration, would disqualify him under section 25 of this Act from being registered; or

(c) required under subsection (4) of this section to do so.

(2) The Registration Board shall not cancel the registration of a member of the Institute under subsection (1) (b) of this section unless it has afforded to the member an opportunity to show cause why his registration should not be cancelled.

(3) Subsections (2) and (3) of section 25 of this Act shall apply in relation to the cancellation of the registration of a member of the Institute under subsection (1) (b) of this section as they apply for the purpose of determining whether or not a person is disqualified from being registered.

(4) The Council may require the Registration Board to cancel the registration of a member of the Institute who fails to comply with the requirements of section 4 (4) of this Act.

(5) When the registration of a member of the Institute is cancelled under subsection (1) (a) of this section the Registration Board shall restore the registration if, on an appeal made under section 33 of this Act, the High Court allows the appeal.

(6) The Council may direct the Registration Board to restore the registration of a person whose registration is cancelled under subsection (1) (c) of this section and, if it does so, the Registration Board shall restore the registration.

(7) The registration of a member shall be restored by recording in the register particulars of the restoration.

(8) The registration of a member shall be cancelled by recording in the register particulars of the cancellation.

#### PART IV—DISCIPLINARY PROVISIONS

Professional  
misconduct.

**28.** (1) A member of the Institute is guilty of professional misconduct if—

- (a) he allows any person to practise in his name as an accountant unless such person is the holder of a practising certificate and is in partnership with him or employed by him;
- (b) he enters, for the purpose of or in course of practising as an accountant, into partnership with a person who does not hold a practising certificate or secures any professional business through the services of such a person or by means not open to an accountant;
- (c) he pays or allows or agrees to pay or allow, directly or indirectly, to any person (other than a person who holds a practising certificate, is a retired partner or the legal representative of such a partner) any share, commission or brokerage out of the fees for, or profits of, his professional services;
- (d) he accepts or agrees to accept any part of the fees of, or profits for, the professional work of an advocate, auctioneer, broker or other agent who is not the holder of a practising certificate;

- (e) he solicits clients or professional work either directly or indirectly, by circular, advertisement, personal communication or interview or by any other means;
- (f) he advertises professional attainments or services;
- (g) he discloses information acquired in the course of professional engagement to any person other than a client, without the consent of the client, or otherwise than required by law;
- (h) he certifies or submits in his name or in the name of his firm a report of an examination of financial statements and the examination of such statements and the related records have not been made by him or a partner or an employee in his firm;
- (i) he permits his name or the name of his firm to be used in connexion with an estimate of earnings contingent upon future transactions in a manner which may lead to the belief that he vouches for the accuracy of the forecasts;
- (j) he expresses his opinion on financial statements of any business or any enterprise in which he, his immediate family, his firm or any partner in his firm, has an interest, unless he discloses that interest when expressing the opinion;
- (k) he charges in respect of any professional employment, other than insolvency or receivership, fees which are based on a percentage of profits or which are contingent on results;
- (l) he fails to disclose in a financial statement or otherwise a material fact known to him and disclosure of that fact is necessary to ensure that the financial statement is not misleading;
- (m) he fails to report a material misstatement known to him to appear in a financial statement with which he is concerned in a professional capacity;
- (n) he is guilty of gross negligence in the conduct of his professional duties;
- (o) he expresses an opinion on any matter with which he is concerned in a professional capacity without obtaining sufficient information on which to base the opinion;

- (p) he fails to keep the funds of a client in a separate banking account or to use any such funds for purposes for which they are intended;
- (q) he includes in any statement, return or form to be submitted to the Council any particular knowing it to be false; or
- (r) he does or fails to do any other act which may be prescribed.

(2) For the purposes of subsection (1) (j) of this section, the immediate family of any person is his or her spouse, child, grandchild, parent, grandparent, brother, sister, uncle, aunt, first cousin or adopted child and also includes the child of his or her brother or sister or of his or her adopted child, and such relations of the half-blood, or such child of such relations of the half-blood, as well as of the whole-blood.

The Disciplinary  
Committee.

**29.** (1) There shall be a committee to be known as the Disciplinary Committee.

(2) The Disciplinary Committee shall consist of not less than three or more than five members who shall be appointed by the Council and the quorum of any meeting of such committee shall be three.

(3) There shall be a Chairman of the Disciplinary Committee who shall be appointed by the Council.

(4) Subject to this section, a member of the Disciplinary Committee holds office for three years and is eligible for re-appointment.

(5) The Council may, at any time, with or without cause, terminate the appointment of a member of the Disciplinary Committee or terminate the appointment of a member as Chairman of the committee.

(6) Where a member of the Disciplinary Committee is unable to exercise and perform his functions the Council may appoint a person to replace the member for such period as may be necessary.

Inquiry by the  
Disciplinary  
Committee.

**30.** (1) Where the Council has reason to believe that a member of the Institute may have been guilty of professional misconduct it shall refer the matter to the Disciplinary Committee which shall inquire into the matter.

(2) The provisions of the Fifth Schedule to this Act shall have effect with respect to an inquiry by the Disciplinary Committee pursuant to subsection (1) of this section.

**31.** (1) On the completion of an inquiry under section 30 of this Act into the alleged professional misconduct of a member of the Institute, the Disciplinary Committee shall submit to the Council a report of the inquiry which shall include one, or more than one, of the following recommendations, namely—

Recommendations after inquiry.

- (a) that no further action be taken against the member;
- (b) that the member be reprimanded;
- (c) that the member be reprimanded with publication of the reprimand in the Gazette;
- (d) that the registration of the member be cancelled and that he be not registered for such period (including life) as is specified; or
- (e) that any practising certificate held by the member be suspended.

(2) Where the Disciplinary Committee in a report makes a recommendation under subsection (1) (a) or (b) of this section the Council shall, if it agrees with the recommendation, inform the member of the Institute concerned that no further action is to be taken against him or reprimand the member, as the case may be.

(3) Where the Disciplinary Committee in a report makes a recommendation—

- (a) under subsection (1) (a) or (b) of this section and the Council does not agree with the recommendation; or
- (b) under subsection (1) (c), (d) or (e) of this section;

the Council shall, within fourteen days of the receipt of the report, forward to the Registration Board a copy of the report together with any recommendation referred to in subsection (1) of this section which the Council considers appropriate in the circumstances of the case, which recommendation may or may not be the same as the recommendation of the Disciplinary Committee.

**32.** (1) On the receipt pursuant to section 31 of this Act of a copy of a report relating to the alleged professional misconduct of a member of the Institute, the Registration Board

Determination by the Registration Board.

may make one, or more than one, of the following determinations, namely—

- (a) determine that no further action be taken against the member;
- (b) reprimand the member;
- (c) reprimand the member and cause the fact of the reprimand to be published in the Gazette;
- (d) determine that the registration of the member be cancelled and direct that he be not registered for such period (including life) as is specified; or
- (e) suspend the practising certificate of the member for such period as is specified.

(2) Before making a determination under subsection (1) of this section the Registration Board may, in writing, require the Council to furnish to the Registration Board such further evidence concerning any matter that is so specified, and the Council shall comply with the requirement.

(3) In order to comply with a requirement of the Registration Board under subsection (2) of this section the Council may direct the Disciplinary Committee to reopen and continue the inquiry concerned and the Disciplinary Committee shall do so to the extent that it is necessary to furnish the evidence required.

(4) A member of the Institute whose alleged professional misconduct is the subject of inquiry has no right to be heard by the Registration Board before it makes a determination under subsection (1) of this section.

(5) The Registration Board shall notify the member of the Institute whose alleged professional misconduct is the subject of inquiry of its determination under subsection (1) of this section.

(6) Subject to section 33 of this Act, a determination of the Registration Board under subsection (1) of this section is final.

**Appeals.**

**33.** (1) A person aggrieved by a determination of the Registration Board under section 32 (1) (d) or (e) of this Act may appeal to the High Court against the determination within ninety days of being notified of the determination.

(2) On an appeal the High Court may affirm (with or without variation of the period for which the person concerned is not to be registered or the period for which his practising certificate is suspended) the determination of the Registration Board or allow the appeal.

(3) A determination under section 32 (1) (d) or (e) of this Act has effect notwithstanding that an appeal is made against the determination, but in the event that the High Court allows the appeal—

- (a) section 27 (5) of this Act has effect in relation to the cancellation of the registration of the member of the Institute; and
- (b) the suspension of a practising certificate of the member of the Institute ceases to have effect.

34. (1) The Chief Justice may make rules governing appeals under section 33 of this Act and providing for the fees to be paid, the scale of costs of any appeal and the procedure to be followed therein.

Rules.

(2) Until rules are made under subsection (1) of this section, and subject to any such rules, the provisions of the Civil Procedure Code apply as if the determination appealed against was a decree of a subordinate court exercising original jurisdiction.

#### PART V—MISCELLANEOUS

35. (1) The Institute, Registration Board and the Examinations Board may each employ such persons as are necessary for the discharge of their respective functions.

Staff and protection of Institute, etc., from liability.

(2) No liability shall attach to the Institute, Registration Board or the Examinations Board or to any of their respective members, employees or agents for any loss or damage sustained by any person as a result of any act or omission done or made in good faith and without negligence in the performance or exercise or the intended performance or exercise of any duty or power imposed or conferred by or under this Act.

36. (1) The terms and conditions of employment of persons employed under section 35 of this Act shall be as are respectively determined by the Institute, the Registration Board and the Examinations Board.

Terms and conditions of employment of staff.

(2) For the purposes of subsection (1) of this section "terms and conditions" include conditions with respect to the duration of employment or with respect to dismissal from employment.

**Moneys**  
payable to  
the Institute  
and other  
bodies.

**37.** (1) There shall be payable to the Institute, the Registration Board and the Examinations Board such moneys as are appropriated by Parliament for their respective purposes.

(2) The Minister may give directions as to the amounts in which, and the times at which, moneys referred to in subsection (1) of this section are to be paid to the Institute, the Registration Board or the Examinations Board.

Accounts  
and audit.

**38.** (1) The Institute, the Registration Board and the Examinations Board shall each keep proper accounts and proper records in relation to the accounts and shall each prepare in respect of each accounting year a statement of accounts.

Cap. 412.

(2) The accounts and statements of accounts of the Institute, the Registration Board and the Examinations Board shall, subject to the overriding provisions of the Exchequer and Audit Act and *mutatis mutandis*, be audited by accountants appointed by the Institute or by either such board, as the case may be.

(3) As soon as the accounts and statement of accounts of the Institute, the Registration Board or the Examinations Board have been audited under subsection (2) of this section, the Institute and either such board, as the case may be, shall send to the Minister a copy of the statement together with a copy of any report made by the auditor concerned on that statement or on any such accounts.

(4) On the written request of the Minister the accounts and statements of the Institute, the Registration Board or the Examinations Board shall be made available to him or to any person nominated by him.

**Offences.**

**39.** (1) A person who—

(a) assumes or uses the title or designatory letters referred to in section 4 (2) (a) of this Act and who is not a Fellow of the Institute of Certified Public Accountants of Kenya;

- (b) assumes or uses the title or designatory letters referred to in section 4 (2) (b) of this Act and who is not a Member of the Institute of Certified Public Accountants of Kenya; or
- (c) assumes or uses the title Honorary Fellow of the Institute of Certified Public Accountants of Kenya and who is not such an Honorary Fellow,

is guilty of an offence.

(2) A corporate body (whether incorporated in Kenya or elsewhere) which uses any of the titles or designatory letters referred to in section 4 (2) (a) or 4 (2) (b) of this Act is guilty of an offence.

(3) Where a firm—

- (a) uses the title or designatory letters referred to in section 4 (2) (a) of this Act and each of the partners in the firm is not entitled to use the titles or designatory letters, as the case may be; or
- (b) uses the title or designatory letters referred to in section 4 (2) (b) of this Act and each of the partners in the firm is not entitled to use the title or designatory letters, as the case may be,

each of the partners of the firm is guilty of an offence.

(4) A person guilty of an offence under this section is liable on conviction to a fine not exceeding five thousand shillings, together with a further fine not exceeding four hundred shillings for each day on which the offence continues.

40. The Council, the Registration Board and the Examinations Board may exercise and perform its functions notwithstanding any vacancy among the members and the validity of any proceedings of the Council or either such board is not affected by any such vacancy or any defect in the appointment of a member.

Vacancy in membership.

41. The Minister may make regulations prescribing anything which is required to be or which may be prescribed under this Act, and for carrying out or giving effect to this Act.

Regulations.

## PART VI—TRANSITIONAL AND SAVINGS

Application.

**42.** The provisions of this Part of this Act shall have effect notwithstanding any other provision of this Act.

Convening  
first annual  
general  
meeting of  
Institute.

**43.** (1) To enable the first annual general meeting of the Institute to be convened the Minister may appoint a person to exercise and perform the functions of the Council under paragraph 5 of the First Schedule to this Act, and anything done by the person so appointed under that paragraph for that purpose shall be deemed to have been done by the Council.

(2) The Minister shall not appoint under section 9 (2) of this Act a member of the Council until after the Chairman has been elected at the first annual general meeting of the Institute.

(3) The person appointed pursuant to subsection (1) of this section shall, until the Chairman is elected, preside at the first annual general meeting of the Institute and may, for that purpose, exercise and perform all the functions under this Act of the Chairman.

Examinations  
Board,  
temporary  
membership.

**44.** (1) Subject to subsection (8) of this section, the members of the Examinations Board are those persons who immediately before the commencement of this Act, were members of the board known as the Kenya Accountants and Secretaries National Examinations Board (hereinafter in this section referred to as "the Former Board").

(2) A member of the Former Board shall hold office pursuant to subsection (1) of this section as a member of the Examinations Board and shall vacate the office in accordance with the terms of his appointment to the Former Board.

(3) A person appointed to the office of Secretary of the Former Board and holding that office at the commencement of this Act shall be deemed to have been appointed under section 16 of this Act to the office of Secretary to the Examinations Board and shall hold and vacate the office of Secretary to the Examinations Board in accordance with the terms of the instrument of his appointment by the Former Board.

(4) A member of the staff of the Former Board holding office at the commencement of this Act shall be deemed to have been appointed under section 35 of this Act and shall

hold and vacate office as an employee of the Examinations Board in accordance with the terms of the instrument of his appointment by the Former Board:

Provided that nothing in this subsection shall be taken as changing the status or rights, contractual or otherwise, of any public officer seconded to the employment of the Examinations Board unless he specifically so elects.

(5) Anything done by the Former Board before the commencement of this Act and having effect at that commencement which the Examinations Board is empowered or required to do under section 17 of this Act shall be deemed to have been done by the Examinations Board under that section.

(6) Where, before the commencement of this Act, the Former Board awarded to any person a certificate designated the Final Accountancy Certificate, that certificate shall, for the purpose of section 24 (1) (a) of this Act, be deemed to have been awarded to that person by the Examinations Board.

(7) The Minister may, by notice in the Gazette, specify the names of the persons who are, pursuant to subsection (1) of this section, members of the Examinations Board, and the notice shall be conclusive proof of membership of the Examinations Board for so long as subsection (1) of this section has effect.

(8) Subsection (1) of this section shall cease to have effect on such date as the Minister shall, by notice in the Gazette, appoint.

#### PART VII—REPEAL AND AMENDMENTS

45. The Accountants (Designations) Act is hereby repealed.

Repeal of  
Cap. 524.

46. (1) The Trade Unions Act is hereby amended by the repeal of subsection (3) of section 46 and the substitution therefor of the following new subsection—

Amendments.  
Cap. 233.

(3) The account shall be verified by statutory declaration, and the union shall cause the account to be audited by the holder of a practising certificate issued pursuant to section 21 of the Accountants Act, 1977.

Cap. 486.

(2) The Companies Act is hereby amended by the repeal of subsection (1) of section 161 and the substitution therefor of the following new subsection—

(1) A person or firm shall not be qualified for appointment as auditor of a company unless he or, in the case of a firm, every partner in the firm is the holder of a practising certificate issued pursuant to section 21 of the Accountants Act, 1977.

Cap. 489.

(3) The Building Societies Act is hereby amended by the repeal of section 15 and the substitution therefor of the following new section—

Auditor. 15. Every building society shall have one or more auditors, each of whom must hold a practising certificate issued pursuant to section 21 of the Accountants Act, 1977.

Cap. 412.

(4) Subject to the provisions of subsections (1), (2) and (3) of this section, where, in any written law, any reference is made to (in whatsoever terms), or is implied as referring to, a member or members of any of the professional bodies specified in the Schedule to the Accountants (Designations) Act, repealed by section 45 of this Act, such reference or implied reference shall be deemed, subject to the overriding provisions of the Exchequer and Audit Act and *mutatis mutandis*, in future to refer to the holder of a practising certificate, or to the holders of practising certificates, issued pursuant to section 21 of this Act.

## FIRST SCHEDULE

(s. 3 (4))

## THE INSTITUTE—CHAIRMAN OF THE INSTITUTE

1. (1) At each annual general meeting of the Institute a person shall be elected to the office of Chairman.

(2) Unless he earlier vacates the office, a person elected to the office of Chairman holds the office until another Chairman is elected.

(3) A person who holds the office of Chairman is eligible for re-election.

(4) A person who holds the office of Chairman may resign the office by writing under his hand delivered to the Council.

2. (1) On the advice of the Council, the Minister may appoint a person to act as Chairman—

(a) during a vacancy in the office of Chairman; or

(b) during any period when the Chairman is for any reason unable to exercise and perform the functions of his office.

(2) The Minister may at any time, on the advice of the Council, revoke the appointment of a person to act as Chairman.

(3) The appointment of a person to act as Chairman ceases to have effect—

- (a) if made during a vacancy in the office of Chairman, when the vacancy ends by the election of a Chairman;
- (b) if the person appointed resigns the office by writing under his hand delivered to the Minister; or
- (c) if the Minister revokes the appointment under subparagraph (2) of this paragraph.

#### MEETINGS OF THE INSTITUTE

3. (1) Subject to subparagraph (2) of this paragraph, an annual general meeting of the Institute shall be held not later than six months after the end of each year.

(2) The first annual general meeting of the Institute shall be held on such date as is convenient.

4. A special general meeting of the Institute—

- (a) may be held at any time; and
- (b) shall be held on a written request made to the Council and signed by not less than twenty members of the Institute.

5. (1) A meeting of the Institute shall be convened by the Council by giving to every member of the Institute a written notice—

- (a) stating the place where, and the day and hour when, the meeting is to be held; and
- (b) indicating the business which it is proposed to transact at the meeting.

(2) Notice of a meeting shall be given not less than fourteen days before the date on which it is to be held to each member of the Institute by posting the notice to the address of the member last known to the Institute, or by handing the notice to the member in person.

(3) The validity of any proceedings of the Institute shall not be affected by any failure to comply with the requirement of subparagraph (2) of this paragraph unless it is proved that the failure so to comply in relation to any member was a deliberate failure.

6. (1) The Chairman shall preside at all meetings of the Institute at which he is present.

(2) At a meeting of the Institute at which the Chairman is not present, the Vice-Chairman of the Council shall preside.

(3) At a meeting of the Institute at which neither the Chairman nor the Vice-Chairman of the Council is present, the members of the Institute present at the meeting shall elect one of their members to preside.

7. (1) Subject to this paragraph, the quorum at a meeting of the Institute is twenty members.

(2) Where a special general meeting of the Institute is convened—

(a) otherwise than pursuant to paragraph 4 (b) of this Schedule, and a quorum is not present when the meeting proceeds to business, the meeting shall stand adjourned until the same day on the following week, at the same time and place, and if a quorum is not present at or within fifteen minutes after that time, the members present shall constitute a quorum; or

(b) pursuant to paragraph 4 (b) of this Schedule, and a quorum is not present when the meeting proceeds to business the meeting shall be dissolved.

8. (1) No business shall be transacted at a meeting of the Institute unless—

(a) the business is indicated in the notice of the meeting as business which it is proposed to transact; or

(b) in the case of business not so indicated, the meeting decides to transact the business and the person presiding at the meeting agrees to the transaction of the business;

(2) Minutes of the proceedings at meetings of the Institute shall be kept in such manner as the Chairman or in his absence the person presiding at a particular meeting, directs.

9. The person presiding at a meeting of the Institute may adjourn the meeting from time to time and from place to place, with the consent of the meeting.

10. The person presiding at a meeting of the Institute may in his discretion limit the number of persons permitted to speak in favour of or against any motion and the time any such person may so speak.

11. (1) Questions arising at a meeting shall be determined by a majority of the members of the Institute voting on the question.

(2) Voting on any question shall be by a show of hands unless, before the declaration of the result of the voting on a show of hands, a ballot is demanded—

(a) by the person presiding at the meeting; or

(b) by at least two members of the Institute present,

in which event the question shall be determined by a ballot taken in such manner as the person presiding at the meeting directs.

(3) Where a ballot is held voting may be either done personally or by written proxy.

(4) An instrument appointing a proxy shall be in writing and shall be deposited with the Secretary to the Council not less than forty-eight hours before the meeting of the Institute at which it is to be used.

(5) A proxy to be used in any ballot at any meeting may be used at the meeting or, if the meeting is adjourned, in any ballot when the meeting is resumed after the adjournment but the holding of a proxy shall not be counted towards the quorum at any stage of any meeting.

(6) The person presiding at a meeting of the Institute has a deliberative vote, and, in the event of an equality of votes, also has a casting vote.

(7) A declaration by the person presiding at a meeting of the Institute that a resolution has or has not been carried and an entry to that effect in the minutes of the meeting is evidence of that fact.

## SECOND SCHEDULE

(s. 8 (4))

### THE COUNCIL—MEMBERS OF THE COUNCIL

1. (1) Each of the nine members of the Council (one of whom shall be the Vice-Chairman) referred to in section 9 (1) (b) of this Act shall be elected at an annual general meeting of the Institute.

(2) Subject to paragraph 2 of this Schedule, a member of the Council—

(a) elected pursuant to subparagraph (1) of this paragraph;

(b) appointed pursuant to section 9 (2) of this Act; or

(c) co-opted pursuant to subparagraph (3) of this paragraph,

holds office for the prescribed period, unless he earlier ceases to hold office.

(3) Subject to subparagraph (4) of this paragraph, where a member of the Council (including a member co-opted pursuant to this subparagraph) ceases to hold office before the expiration of the prescribed period or otherwise than under the provisions of paragraph 2 of this Schedule (where applicable) the Council may co-opt a person to hold that office.

(4) Subparagraph (3) of this paragraph does not apply to the member of the Council appointed pursuant to section 9 (2) of this Act.

(5) In this paragraph the "prescribed period" means—

(a) in relation to a member referred to in subparagraph (2) (a) of this paragraph, the period beginning with his election and ending at the commencement of the day on which the third annual general meeting after his election is to be held;

(b) in relation to a member referred to in subparagraph (2) (b) of this paragraph, the period of three years next following his appointment; or

(c) in relation to a member referred to in subparagraph (2) (c) of this paragraph, the period beginning with his being co-opted and ending at the commencement of the day on which the first annual general meeting after his being co-opted is to be held.

2. Of the nine members of the Council (including the Vice-Chairman) first elected by the Institute after the commencement of this Act—

(a) three (identified by agreement of the members of the Council or by lot) shall cease to hold office at the commencement of the day on which the second annual general meeting of the Council is to be held, save in the case of any such member who earlier ceases to hold office;

(b) three (so identified) shall cease to hold office at the commencement of the day on which the third annual general meeting of the Council is to be held, save in the case of any such member who earlier ceases to hold office; and

(c) the remaining three members shall cease to hold office at the commencement of the day on which the fourth annual general meeting of the Council is to be held, save in the case of any such member who earlier ceases to hold office.

3. A member of the Council may resign the office by writing under his hand delivered—

(a) in the case of the member appointed pursuant to section 9 (2) of this Act, to the Minister; or

(b) in the case of any other member, to the Council.

4. (1) Subject to paragraph 1 (3) of this Schedule, where a member of the Council ceases to hold office a member shall be elected to fill the vacancy at the annual general meeting of the Institute next following, or shall be appointed by the Minister, as the case may be.

(2) A member of the Council who ceases to hold office is eligible for re-election or re-appointment.

5. Paragraphs 1, 2, 3 and 4 of this Schedule do not apply to the Chairman.

#### VICE-CHAIRMAN OF THE COUNCIL

6. (1) There shall be a Vice-Chairman of the Council who shall be elected by the Council from amongst the members of the Council.

(2) The Vice-Chairman shall hold the office for the period of one year immediately following his election to the office or, if he ceases to hold office as a member of the Council before then, until he so ceases to hold office.

(3) Subject to paragraph 2 of the First Schedule of this Act, the Vice-Chairman may exercise and perform the functions of the Chairman if the Chairman is unable to exercise and perform those functions.

#### PROCEEDINGS

7. The quorum at meetings of the Council and the arrangements relating to meetings of the Council shall be such as the Council may determine.

8. The person presiding at a meeting of the Council has a deliberative vote, and, in the event of an equality of votes, also has a casting vote.

9. Minutes of the proceedings of the Council shall be kept in such manner as the Council directs, and, on the written request of the Minister, shall be made available to him or any person nominated by him.

#### THIRD SCHEDULE

(s. 11 (4))

##### THE REGISTRATION BOARD—MEMBERS OF THE REGISTRATION BOARD

1. (1) A member of the Registration Board shall hold office for the period of one year next following his appointment, unless he earlier ceases to hold office.

(2) A member of the Registration Board may resign the office by writing under his hand delivered to the Minister.

(3) A member of the Registration Board who ceases to hold office is eligible for re-appointment.

##### CHAIRMAN AND VICE-CHAIRMAN OF REGISTRATION BOARD

2. (1) The Minister shall appoint from amongst the members of the Registration Board a Chairman and a Vice-Chairman of the Board.

(2) The Chairman and the Vice-Chairman of the Registration Board shall hold his office until he ceases to hold office as a member of the Registration Board or until he resigns the office under subparagraph (3) of this paragraph.

(3) The Chairman or the Vice-Chairman of the Registration Board may resign the office by writing under his hand addressed to the Minister.

(4) The Vice-Chairman may exercise any of the functions of the Chairman if the Chairman is unable to exercise and perform those functions.

#### PROCEEDINGS

3. The quorum at meetings of the Registration Board and the arrangements relating to meetings shall be such as the Registration Board may determine.

4. The person presiding at a meeting of the Registration Board has a deliberative vote, and, in the event of an equality of votes, also has a casting vote.

5. Minutes of the proceedings of the Registration Board shall be kept in such manner as the Board directs, and, on the written request of the Minister shall be made available to him or any person nominated by him.

#### FOURTH SCHEDULE

(s. 14 (4))

#### THE EXAMINATIONS BOARD—MEMBERS OF THE EXAMINATIONS BOARD

1. (1) A member of the Examinations Board shall hold office for the period of two years next following his appointment, unless he earlier ceases to hold office.

(2) A member of the Examinations Board may resign the office by writing under his hand delivered to the Minister.

(3) A member of the Examinations Board who ceases to hold office is eligible for re-appointment.

#### CHAIRMAN AND VICE-CHAIRMAN OF EXAMINATIONS BOARD

2. (1) The Minister shall appoint from amongst the members of the Examinations Board a Chairman and a Vice-Chairman of the Board.

(2) The Chairman and the Vice-Chairman of the Examination Board shall hold his office until he ceases to hold office as a member of the Examinations Board or until he resigns the office under subparagraph (3) of this paragraph.

(3) The Chairman or the Vice-Chairman of the Examinations Board may resign the office by writing under his hand addressed to the Minister.

(4) The Vice-Chairman may exercise any of the functions of the Chairman if the Chairman is unable to exercise and perform those functions.

#### PROCEEDINGS

3. The quorum at meetings of the Examinations Board and the arrangements relating to meetings shall be such as the Examinations Board may determine.

4. The person presiding at a meeting of the Examinations Board has a deliberative vote, and, in the event of an equality of votes, also has a casting vote.

5. Minutes of the proceedings of the Registration Board shall be kept in such manner as the Board directs, and, on the written request of the Minister shall be made available to him or any person nominated by him.

## FIFTH SCHEDULE

(s. 30 (2))

## PROCEEDINGS ON INQUIRY

1. (1) The Council shall cause a statement to be prepared setting out the allegation of professional misconduct to be investigated by the Disciplinary Committee.

(2) The Secretary to the Council shall transmit to each member of the Disciplinary Committee and to the person whose conduct is the subject of investigation a copy of the statement prepared pursuant to subparagraph (1) of this paragraph.

2. (1) The Secretary to the Council shall give notice of the first date, time and place fixed for the inquiry to the person whose conduct is the subject of investigation.

(2) Every such notice shall, at least fourteen days before the first date fixed for the inquiry, be delivered to the person whose conduct is the subject of investigation by hand or be sent to him through the post by registered letter addressed to his address last known to the Council.

(3) Where a person whose conduct is the subject of investigation fails to appear either personally or by his advocate at the time and place fixed in the notice served on him, the inquiry may proceed in his absence.

(4) Notice of the adjournment of an inquiry shall be given to the person whose conduct is the subject of investigation in such manner as the Disciplinary Committee determines.

3. (1) A person whose conduct is the subject of investigation may appear at the inquiry either personally or by his advocate.

(2) The Institute may appear at the inquiry by an advocate.

4. (1) For the purpose of the conduct of the inquiry the Disciplinary Committee has power—

(a) to administer oaths;

(b) to summon persons to attend and give evidence; and

(c) to order the production of relevant documents, including court judgements.

(2) An oath may be administered by any member of the Disciplinary Committee or by the Secretary to the Council.

(3) Notices, orders and summonses of the Disciplinary Committee shall be issued under the hand of the Secretary to the Council.

5. (1) Subject to this Schedule, on the inquiry—

(a) the procedure to be followed is within the discretion of the Disciplinary Committee; and

(b) the Disciplinary Committee is not bound by the rules of evidence.

(2) Unless the Disciplinary Committee otherwise determines, the proceedings on the inquiry shall be held in camera.

(3) The Secretary to the Council shall keep or cause to be kept, a record of the proceedings on the inquiry.

6. (1) The decision of the Disciplinary Committee on the inquiry is that of the majority of the members present and voting for the purpose of making a decision.

(2) For the purposes of making the decision on the inquiry every member of the Disciplinary Committee has one vote, and, in the event of an equality of votes, the Chairman of the Disciplinary Committee also has a casting vote.

7. The validity of proceedings on the inquiry is not affected by any vacancy among the members of the Disciplinary Committee or any defect in the appointment of a member.

8. (1) A person served with a summons to appear as a witness at the inquiry who, without reasonable excuse, fails to attend as required by the summons, is guilty of an offence.

(2) A person appearing as a witness at the inquiry who, without reasonable excuse—

(a) refuses or fails to be sworn;

(b) refuses or fails to answer a question that he is required to answer by the Chairman of the Disciplinary Committee; or

(c) refuses or fails to produce a document that he was required to produce by a summons under this Act, served on him,

is guilty of an offence.

(3) A person guilty of an offence under this paragraph is liable on conviction to a fine not exceeding five thousand shillings.

9. (1) A member of the Disciplinary Committee has, in the performance of his duty as a member, the same protection and immunity as a judge.

(2) A person appearing before the Disciplinary Committee at the inquiry on behalf of the person whose conduct is the subject of investigation has the same protection and immunity as an advocate has in appearing for a party in proceedings in the High Court.

(3) A person summoned to attend or appearing before the Disciplinary Committee as a witness at the inquiry has the same protection, and is, in addition to the penalties provided by this Schedule, subject to the same liabilities, in any civil or criminal proceedings, as a witness in proceedings in the High Court.

10. Proceedings on the inquiry shall be deemed to be judicial proceedings for the purposes of Chapter XI of the Penal Code.