

NO. 25 OF 2013

SPORTS ACT

SUBSIDIARY LEGISLATION

List of Subsidiary Legislation

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SPORTS REGISTRAR REGULATIONS, 2016

[L.N. 158/2016.]

PART I — PRELIMINARY

1. Citation

These Regulations may be cited as the Sports Registrar Regulations, 2016.

2. Interpretation

In these Regulations, unless the context otherwise requires—

“**agent**” means a representative of a professional sports person or a representative of a sports person who earns his or her living from sport;

“**amateur sports**” means sports from which the sports person draws no monthly remuneration;

“**branch**” means the organizational unit of a national sports body at the county level;

“**coach**” means a person who conducts training for a sports person or a sports team and who may be employed as such, and includes a trainer;

“**county sports association**” means a branch of a national sports body whose area of operation is within a county, or a sports organization whose reach is only in a county;

“**licence**” means a certificate issued to a professional sports body, coach, agent, or a professional sports person for the purposes of carrying out the activities of the relevant sport;

“**member**” means an individual or a body affiliated to a sports organization;

“**professional sports body**” means a body that promotes the development of professional sport;

“**sports club**” means a body registered for the purposes of developing sports and which is affiliated to one or several national or county sports organizations, or a private sports club and includes sports training camps, sport academies and gyms;

“**sports official**” means a person in charge of the management of a sports organization or club and includes employees involved in the running of the sports organization or club;

“**sports organization**” means a body registered for purposes of promoting sports by whatever name; and

“**sub-branch**” means the organizational unit of a national sports body or its branch at the district or sub-county level.

PART II — REGISTRATION

3. Contents of constitution

Subject to section 46(4)(a) and the Second Schedule to the Act, the constitution of a sports organization seeking registration shall state—

- (a) the aims and objectives of the organization which shall include—
 - (i) promotion and development of sports;
 - (ii) maintaining good standing with all governing and regulatory bodies of its sports;
 - (iii) coordinating technical information on physical training, equipment, design, coaching and performance analysis;
- (b) its dispute resolution mechanisms set in accordance with rules of their international bodies and the Act;

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- (c) the requirement on its members to observe anti-doping rules of the Anti-Doping Agency of Kenya, those of their international federations and of the World Anti-doping Agency; and
- (d) such other matters as the Registrar may determine from time to time.

4. Application for registration

(1) A sports organization may apply to the Registrar to be registered as a sports club, a county sports association or a national sports association.

(2) The application for registration of a sports organization shall be made in the Form A set out in the First Schedule.

(3) Subject to section 46 of the Act, an application for registration of a sports organization shall be accompanied by—

- (a) a short term, medium term and long-term strategic plan;
- (b) an updated register of all affiliates, clubs, officials and athletes;
- (c) for national governing bodies, evidence of branch offices in at least twenty four counties either at the time of application which number shall be progressively achieved within three years, unless the nature of the sport is such that it cannot be established in several counties;
- (d) the national sports federation responsible for the registration of the organization's branches and sub-branches;
- (e) for county sports associations, the club or sub-county sport organization affiliated to it;
- (f) a copy of logos and emblems of the sports body;
- (g) certified copies of certificates of compliance for the body seeking registration or the officials proposing registration of the organization including value added tax certificate, Kenya Revenue Authority Personal Identification Number certificate, National Social Security Fund certificate and National Hospital Insurance Fund certificate;
- (h) certified copies of clearance certificates of the Chairperson, Secretary and Treasurer of the organization from the Criminal Investigation Department, the Ethics and Anti-Corruption Commission, Kenya Revenue Authority, Credit Reference Bureau, and Higher Education Loans Board or such other clearance as may be determined from time to time by the Registrar;
- (i) audited accounts with reports on all its activities and the use and disbursement of all its funds for its preceding financial year together with such other reports as the Registrar may require from time to time;
- (j) identification documents of the officials proposing registration of an organization; and
- (k) a certified copy of certificate of registration.

(4) Where an organization is applying for registration for the first time, the organization may use the particulars of an interim official.

(5) Where an organization applying for registration is a county sports association or County sports club, the requirements for registration shall apply with necessary modifications.

(6) The Registrar may, within ninety days of the date of receipt of the application, issue a certificate of registration in the Form B set out in the First Schedule.

5. Power of the Registrar

(1) Upon considering an application for registration of a body as a sports organization, the Registrar may—

- (a) issue a certificate of registration subject to conditions; or

- (b) reject the application for registration in the Form C set out in the First Schedule and indicate the reasons thereof.

(2) A person that is dissatisfied with the decision of the Registrar under this regulation may—

- (a) within twenty one days of the decision, apply to the Registrar to refer the matter to arbitration or mediation as the case may be; or
- (b) appeal to the Tribunal.

6. Elections after registration

A sports organization shall hold elections within ninety days from the date of the registration and shall furnish the Registrar with the change of particulars within thirty days.

7. Cancellation of registration

(1) Where the Registrar cancels a certificate of registration under section 51, the Registrar shall notify the sports organization of the intended cancellation in the Form D set out in the First Schedule.

(2) Upon receipt of the notice of intended cancellation, the aggrieved organization shall appear before the Registrar within fourteen days of receipt of such notice.

(3) After the hearing under paragraph (3), the Registrar may—

- (a) revoke the notice of intended cancellation in writing; or
- (b) cancel the registration and within fourteen days inform the aggrieved organization of the cancellation in the Form E set out in the First Schedule.

(4) After cancellation, the name of the sports organization shall be available to any other applicant.

8. Dissolution of an organization or sports body

(1) A sports organization may be dissolved voluntarily or through insolvency proceedings and the rules of winding up of a company shall apply with necessary modifications.

(2) Where a sports organization or a sports club is dissolved voluntarily—

- (a) the decision to voluntarily dissolve shall be made by its supreme decision making organ at the organization's annual general meeting;
- (b) the Registrar shall be notified at least three months prior to the planned dissolution in the Form L set out in the First Schedule; and
- (c) the sports organization to be dissolved shall respect the rights of its creditors.

(3) Once the organization is dissolved, the Registrar shall remove the name of the organization from the register of sports organizations.

9. Replacement of an entity

An organization seeking to replace another organization as a national governing body, county governing association, a club or a professional sports body for a particular sport shall apply for registration in the Form A set out in the First Schedule.

10. Removal of an office bearer by the Registrar

(1) A person, body or sports organization may make a complaint to the Registrar for the removal of an office bearer on grounds of—

- (a) non-compliance with the requirements of Chapter Six of the Constitution;
- (b) the continued holding of the office contradicts the Constitution or the Act;
- (c) inability to perform the functions of office arising from mental or physical incapacity;
- (d) conviction of a criminal offence and sentenced to a term of imprisonment;
- (e) failure to comply with the terms and conditions of being an office bearer; or
- (f) bankruptcy.

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(2) A person seeking the removal of an office bearer of a sports organization on any of the grounds stated under paragraph (1) shall as apply to the Registrar in the Form M set out in the First Schedule.

(3) The Registrar shall consider the complaint and, if is satisfied that it discloses a ground for removal under paragraph (1), require the office bearer to respond to the complaint.

(4) If the Registrar determines that there is sufficient ground for the removal of the office bearer, the Registrar shall notify the office bearer of the removal.

(5) Once removed from office—

- (a) the office bearer shall not be eligible to hold office in another sports organization for at least five years; and
- (b) the sports organization where the office bearer was shall replace the said office bearer within ninety days.

11. Registration fees

The fees payable for registration shall be as set out in the Second Schedule.

PART III — LICENSING

12. Licensing of a sports person

(1) An athlete, coach, player or agent may apply to the Registrar for a licence to operate as a professional sports person.

(2) An application for a licence shall be made in the Form F set out in the First Schedule and shall provide—

- (a) proof of nationality;
- (b) evidence of academic and professional qualifications from recognized institutions;
- (c) in case of agents or managers, evidence of certification from the relevant international federation;
- (d) in the case of foreigner national, a recommendation letter from his or her national sporting body;
- (e) certificates of compliance from—
 - (i) the Directorate of Criminal Investigation;
 - (ii) the Kenya Revenue Authority;
 - (iii) the Ethics and Anti-Corruption Commission; and
- (f) a statutory declaration that the applicant will observe anti-doping law.

(3) The Registrar may—

- (a) issue a licence in the Form G set out in the First Schedule; or
- (b) reject the application for a licence and give the reasons thereof.

(4) A sports person who is suspended from a sports body in any country—

- (a) shall not apply for a licence during the period of the suspension; and
- (b) shall disclose information of the present or previous suspension in the application.

13. Validity of licence

A licence issued under these Regulations shall be valid for two years from the date of issue or renewal as the case may be.

14. Revocation of licence

(1) The Registrar shall, if satisfied that there are sufficient grounds, notify a sports person or a sports organization of an intention to revoke their licence in the Form H set out in the First Schedule.

(2) A sports organization or a sports person who receives the notice under paragraph (1) shall, within fourteen days of such notice, appear before the Registrar to be heard.

(3) The Registrar shall notify a sports person or a sports organization of the revocation of its licence in Form I set out in the First Schedule if the Registrar determines that there are sufficient grounds for revocation.

15. Surrender of licence

A sports person who is suspended for more than six months shall have their licence revoked and shall surrender their licence to the Registrar.

16. Licensing of a professional sports body

(1) An organization may apply to the Registrar for a licence to operate as a professional sports body.

(2) An application for a licence shall be made in Form J set out in the First Schedule and shall provide—

- (a) the documents required for registration under regulation 4 of these Regulations;
- (b) copies of contracts of all sports persons under their charge;
- (c) where the organization has members under the age of eighteen years, information on its existing or intended arrangements to protect the underage sportspersons; and
- (d) such other information as may be required by the Registrar on a case by case basis.

(3) The Registrar shall issue a licence in the Form K set out in the First Schedule.

17. Licensing fees

The fees payable for licensing shall be as set out in the Second Schedule.

PART IV — DIVISION OF SPORTS ORGANISATION'S REVENUE

18. Division of sports organisations revenue

(1) The revenue obtained from advertising and merchandising for events and activities organized by—

- (a) the national governing body of a sport, shall be shared between the national governing body, its branches, and team members in the ratio of 70:20:10 unless the donor has specified otherwise; or
- (b) a branch of a national governing body of a sport, shall be shared between the national governing body and the branch in the ratio of 20:80 unless the donor has specified otherwise.

(2) The net revenue from image rights shall be shared between the sports person and the National office in the ratio of 90:10.

PART V — INSPECTION

19. Appointment of Inspectors

(1) The Registrar shall appoint an inspector to carry out inspections of sport organizations pursuant to section 52 of the Act.

(2) An inspector appointed under paragraph (1), shall produce the appointment letter prior to entering the premises of the sport organization which the inspector is required to inspect.

(3) Upon production of the appointment letter under paragraph (2), the officials or employees of the concerned sport organization shall not hinder, block or prevent the inspector from entering the premises.

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(4) Where the inspector considers it necessary to investigate the conduct of an official or employee of the sports organization, the inspector may require such officer or employee to step aside in order to allow investigations to be done.

(5) The Registrar may at any time remove a person as an inspector if that person is unfit to act as an investigation officer or is unable to discharge the function of such an inspection.

(6) An inspection shall not exceed a period of three months from the date of appointment of an inspector but in exceptional circumstances the Registrar may extend the inspection period.

(7) The Registrar shall, within thirty days of receipt of the inspection report under section 52 (4) of the Act, notify the concerned sport organization of the findings of the inspection in writing.

(8) Upon receipt of the report under paragraph (7), the sports organization shall have an opportunity to be heard on the findings and recommendations of the inspection report within fourteen days from the date of the notice.

PART VI — ELECTIONS

20. Elections

(1) An organization shall hold election in accordance with the Rules provided in its constitution.

(2) Notwithstanding paragraph (1), a sports organization seeking to hold an election shall—

- (a) appoint an independent panel consisting of at least five members to conduct the election;
- (b) include observers from at least one umbrella sport organization, the Ministry responsible for matters related to sports and the Registrar's office;
- (c) observe the principle of non-discrimination as provided in their Constitution;
- (d) inform the Registrar at least four weeks prior to the expected date of the elections;
- (e) conduct the election in an open, free and fair environment;
- (f) ensure that the nominated candidates obtain clearance from the Directorate of Criminal Investigation, the Kenya Revenue Authority; the Ethics and Anti-Corruption Commission, the Credit Reference Bureau and the Higher Education Loans Board; and
- (g) ensure that the office of the chairman or president, secretary and treasurer are reserved for Kenyan citizens only.

(3) An observer in an election and the returning officer shall, within seven days of the election, submit a separate report to the Registrar on the credibility of the elections.

(4) The sports organization shall, within twenty one days, notify the Registrar of the newly elected office bearers in the Form R set out in the First Schedule.

(5) The Registrar may register a newly elected office bearer, if satisfied with the election and the election process.

(6) The newly elected office bearers shall hold office for a period of four years and may be elected for one further term.

(7) A person who is dissatisfied with the results of an election may appeal to the Tribunal within thirty days of the election.

PART VII — ARBITRATION AND MEDIATION

21. Arbitration and mediation

(1) Where a person or sports organisation refers a sports dispute to the Registrar for arbitration or mediation—

- (a) the Registrar may arbitrate or mediate the dispute or, in writing, appoint a competent officer from the office to arbitrate or mediate the dispute;
- (b) the Registrar may, where necessary, appoint an arbitrator, a mediator or a panel of arbitrators or mediators from the list of arbitrators or mediators provided by the Chartered Institute of Arbitrators or any other relevant institution; and
- (c) the person, body or organization that required the dispute to be referred to arbitration or mediation shall pay the fees set out in the Second Schedule.

(2) An organization, a body or a person that is dissatisfied with the decision of an arbitrator, mediator, arbitration or mediation panel may appeal to the Tribunal within twenty one days of the decision of the panel.

PART IX — MISCELLANEOUS

22. Register

(1) The Registrar shall keep and maintain a register of sports persons and sports organizations registered and licensed in the Form N set out in the First Schedule.

(2) A sports person or organization that amends any of its particulars shall notify the Registrar within fourteen days of the change in particulars in the Form R set out in the First Schedule.

23. Inspection of register

(1) The register shall be available for inspection on the payment to the Registrar of the fee set out in the Second Schedule and the Registrar shall issue the certificate of official search in the Form P set out in the First Schedule.

(2) A certificate of official search issued by the Registrar shall be conclusive evidence of the facts contained therein.

24. Annual reports

A registered sports organization shall on an annual basis provide the Registrar with—

- (a) updated details of the current office bearers and their contacts;
- (b) audited financial statements;
- (c) minutes of the most recent annual or bi-annual general meetings;
- (d) proof of valid and acceptable accident and health insurance cover for the sports persons and officials.

25. Appeal

A person aggrieved by the decision of the Registrar under these Regulations may appeal to the Tribunal within thirty days from the date of the decision of the Registrar.

Sports

[Subsidiary]

FIRST SCHEDULE

FORMS

FORM A

REPUBLIC OF KENYA

OFFICE OF THE SPORTS REGISTRAR

[Rules 4(2) & 9.]

APPLICATION FOR REGISTRATION

Name of Applicant

Apply to be registered as (National sports organization, County sports association, sports club)

Of address (physical and postal including e-mail, telephone)

Sources of funding:

National/International affiliation (if any, provide evidence)

I/We have attached the following documents to support this application: (you may use extra paper to write the List)

Names, addresses (including e-mail and telephone contact) and signatures:

Office Bearer/ interim official	Name	M/F	Nationality	Postal address	E-mail address	Telephone contact	Profession/ Occupation
Chair-person							
Secretary							
Treasurer							

Documents accompanying an application for registration:

- (a) Certified copy of the constitution of the organization/association
- (b) A short-, medium- and long-term strategic plan
- (c) An updated register of all affiliates, clubs, officials and athletes
- (d) Evidence of branch offices in at least 24 counties (For National Governing bodies)
- (e) Evidence of Clubs and or Sub-Counties sports organizations affiliated to it (for County sports associations)
- (f) Copy of logos and emblems
- (g) Certified copies of VAT, PIN, NSSF and NHIF compliance certificates of the body seeking registration (or certificates for the officials proposing registration of a body).

Sports

[Subsidiary]

- (h) Certified copies (in respect of Chairman/President, Secretary and Treasurer) of Certificate of Good Conduct, Clearance by Kenya Revenue Authority, Kenya Anti-Corruption Commission, Clearance from Credit Reference Bureau, and Higher Education Loans Board
- (i) A Passport size photo certified copies of identification documents (National ID, Passport) for the Chairman/President, Secretary and Treasurer
- (j) Copy of logos and emblems
- (k) Audited accounts for the previous year (where applicable)
- (l) Prescribed fees
- (m) Certified copy of Certificate of registration (if any)

We hereby confirm that we have been duly authorized to make this application on behalf of the above named organization/association/club.

We confirm that the above information is true and accurate to the best of our knowledge and belief

<i>Office Bearer/ interim official</i>	<i>Name</i>	<i>Signature</i>
Chairperson		
Secretary		
Treasurer		

Dated at this day of

FORM B

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
 [Rule 4(6).]

Registration No.

CERTIFICATE OF REGISTRATION

I,
Sports Registrar, hereby certify that I have this day registered

..... as a

.....
to conduct sporting activities in accordance with Sports Act

Given under the common seal of the Registrar on this day
of 20

Conditions:

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

Registrar

Sports

[Subsidiary]

FORM C

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 5 (1)(b).]

NOTIFICATION OF REJECTION OF REGISTRATION

TO

I,, Sports Registrar hereby inform you that your application for the registration of dated has been rejected for the following reasons:

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

Dated at this day of 20.....

Registrar

FORM D

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 7(2).]

NOTIFICATION OF INTENDED CANCELLATION OF REGISTRATION

TO

I,, Sports Registrar hereby give you notice that in accordance with section 52 it is my intention to cancel your registration under the said Act on grounds that:

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

You are hereby invited to appear before the Registrar on at for a hearing before the intended cancellation. Failure to appear on the said date will lead to cancellation without any further reference to you.

Dated at this day of 20.....

Registrar

FORM E

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 7(4).]

CANCELLATION OF REGISTRATION

TO

I,, Sports Registrar hereby inform you that your registration certificate no. has been cancelled on the following grounds:

.....

You are hereby required to surrender the cancelled certificate to the Registrar within seven (7) days of this notice.

Dated at this day of20

Registrar

FORM F

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 12(2).]

APPLICATION FOR A LICENCE FOR A SPORTS PERSON

Name of Applicant of address (physical and postal including e-mail, telephone)

Apply to be licensed as a professional sports person in the discipline/sport of

Documents accompanying an application for licensing:

- (a) Certified copies of PIN, NSSF and NHIF compliance certificates of the body seeking registration (or certificates for the officials proposing registration of a body)
- (b) Certified copies of Certificate of Good Conduct, Clearance by Kenya Revenue Authority, Kenya Anti-Corruption Commission, Clearance from Credit Reference Bureau, and Higher Education Loans Board
- (c) A Passport size photo
- (d) Certified copies of identification documents (National ID, Passport)
- (e) Proof of nationality (copy of national ID/passport)
- (f) Evidence of academic and professional qualifications from recognized institutions
- (g) Recommendation letter from the club or sports body desirous to hire such a person
- (h) In case of foreigners - a recommendation letter from their National sporting body
- (i) A statutory declaration that the applicant will observe anti-doping rules
- (j) Prescribed fees

I certify that I am not currently serving a suspension in any country.

I confirm that the above information is true and accurate to the best of my knowledge and belief

Dated at this day of 20.....

Sports

[Subsidiary]

FORM G

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 12(3)(a).]

Licence No.

LICENCE OF A PROFESSIONAL SPORTS PERSON

I,
Sports Registrar, hereby certify that I have this day licensed
.....as
a professional sports person in the discipline
of

from to

Given under the common seal of the Registrar
on this day of 20.....

Registrar

FORM H

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 14(1).]

NOTIFICATION OF INTENDED REVOCATION OF LICENCE

TO
.....

I,, Sports Registrar hereby give you notice that
in accordance with section 46 it is my intention to revoke your licence under the said Act
on grounds that:

.....
.....

You are hereby invited to appear before the Registrar on
at for a hearing before the intended cancellation. Failure to appear
on the said date will lead to revocation without any further reference to you.

Dated at this day of 20

Registrar

FORM I

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 14(3).]

REVOCAION OF LICENCE

TO

I,, Sports Registrar hereby inform you that your Licence No. has been revoked on the following grounds:

You are hereby required to surrender the revoked certificate to the Registrar within seven (7) days of this notice.

Dated at this day of 20

Registrar

FORM J

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 16(2).]

APPLICATION FOR A LICENCE FOR PROFESSIONAL SPORTS BODIES

Name of Applicant

Of address (physical and postal including e-mail, telephone)

.....

Apply to be licensed as () Professional sports () professional sports person (tick whichever is applicable)

..... in the discipline/sport of

Sources of funding (where applicable):

National/International affiliation (if any, provide evidence)

Names, addresses (including e-mail and telephone contact) and signatures:

Office Bearer/ Interim Official	Name	M/F	Nationality	Postal address	e-mail address	Telephone contact	Profession/ Occupation
Chairperson							
Secretary							
Treasurer							

Documents accompanying an application for licensing:

- (a) Certified copy of the constitution of the organization/association
- (b) A short-, medium- and long-term strategic plan
- (c) An updated register of all affiliates, clubs, officials and athletes
- (d) Evidence of branch offices in at least 24 counties (For National Governing bodies)
- (e) Evidence of Clubs and or Sub-Counties sports organizations affiliated to it (for County sports associations)

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- (f) Copy of logos and emblems
- (g) Certified copies of VAT, PIN, NSSF and NHIF compliance certificates of the body seeking registration (or certificates for the officials proposing registration of a body)
- (h) Certified copies (in respect of Chairman/President, Secretary and Treasurer) of Certificate of Good Conduct, Clearance by Kenya Revenue Authority, Kenya Anti-Corruption Commission, Clearance from Credit Reference Bureau, and Higher Education Loans Board
- (i) A Passport size photo certified copies of identification documents (National ID, Passport) for the Chairman/President, Secretary and Treasurer
- (j) Copy of logos and emblems
- (k) Audited accounts for the previous year (where applicable)
- (l) Proof of nationality (copy of national ID/passport)
- (m) Evidence of academic and professional qualifications from recognized institutions
- (n) Recommendation letter from the club or sports body desirous to hire such a person
- (o) In case of foreigners - a recommendation letter from their National sporting body
- (p) A statutory declaration by the Chairman that the applicant will observe anti-doping rules
 - (aa) Prescribed fees
 - (bb) Certified copy of Certificate of registration (if any)

We hereby confirm that we have been duly authorized to make this application on behalf of the above named organization/association/club.

We confirm that the above information is true and accurate to the best of our knowledge and belief

Office Bearer/interim official	Name	Signature
Chairperson		
Secretary		
Treasurer		

Dated at this day of 20

FORM K

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 16(3).]

Licence No.

LICENCE OF A PROFESSIONAL SPORTS BODY

I,
Sports Registrar, hereby certify that I have this day licensed as
a professional sports organization in the discipline of

from to

Given under the common seal of the Registrar

on this day of 20.....

Registrar

FORM L

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 8(2)(b).]

NOTIFICATION OF INTENDED DISSOLUTION

TO: THE SPORTS REGISTRAR

.....

We,, registered/licensed under No.
do hereby give notice of our intention to dissolve within the next three (3) months. We
undertake to take care of the interests of creditors to the best of our ability.

Reasons for the planned dissolution:

.....
.....

Dated at this day of, 20

<i>Office Bearers</i>	<i>Name</i>	<i>Signature</i>
.		
.		
.		

Action taken by the Registrar's Office:

.....
.....

Name and Signature of Officer:

Dated at this day of 20

FORM M

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 10(2).]

COMPLAINT FORM

Date:

Name of Complainant:

Address (include telephone number and e-mail)

.....
.....

Details of the party complained against

Name

Address

.....

Sports

[Subsidiary]

COMPLAINT(S)

[state the complaint(s) and attach supporting documents]

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

Signature

For official Use:

Action taken by Registrar's Office –

.....
.....

Officer's signature:

Dated

FORM Q

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR

DISSOLUTION OF REGISTERED/LICENSED ENTITY

TO: THE SPORTS REGISTRAR

.....

We,, registered/licensed under No.
do hereby give notice of our intention to dissolve within the next three (3) months. We
undertake to take care of the interests of creditors to the best of our ability.

Reasons for the dissolution:

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

We attach hereto:

- 1. Minutes of the governing body, and
- 2. A statement of accounts.

Dated at this day of, 20

Office Bearers	Name	Signature
.		
.		
.		
.		

FORM N

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rule 22(1).]
REGISTER

Registry No.

File Ref.

Name of entity

Physical location of registered office

.....

Postal address of registered office

..... (Tel./e-mail)

<i>Date of application</i>	<i>Date of Rejection</i>	<i>Date of registration</i>	<i>Date of cancellation of registration</i>	<i>Date of registration of dissolution</i>	<i>Remarks</i>

Officials:

<i>Title</i>	<i>Full Name</i>	<i>Contacts</i>	<i>Date of election</i>	<i>Date of removal</i>

Register of members:

<i>Year</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
Male									
Female									
Totals									

Sports

[Subsidiary]

FORM P

REPUBLIC OF KENYA
 OFFICE OF THE SPORTS REGISTRAR
 [Rule 23(1).]
CERTIFICATE OF OFFICIAL SEARCH

Registry No.
 File Ref.
 Name of entity
 Physical location of registered office

 Postal address of registered office
 (Tel./e-mail)

<i>Date of application</i>	<i>Date of Rejection</i>	<i>Date of registration</i>	<i>Date of cancellation of registration</i>	<i>Date of registration of dissolution</i>	<i>Remarks</i>
.					
.					
.					
.					

Officials:

<i>Title</i>	<i>Full Name</i>	<i>Contacts</i>	<i>Date of election</i>	<i>Date of removal</i>
.				
.				
.				
.				
.				
.				

Register of members:

<i>Year</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
Male									
Female									
Totals									

Dated at this day of

Registrar

FORM R

REPUBLIC OF KENYA
OFFICE OF THE SPORTS REGISTRAR
[Rules 20(4) & 22(2).]
**NOTIFICATION OF CHANGE OF PARTICULARS
OF A REGISTERED OR LICENSED PERSON**

TO: THE SPORTS REGISTRAR

(Name)
hereby gives notice in accordance with the provisions of of the Sports
Act that the following changes have been made on, 20

.....
.....

The information I/we have provided hereinabove is true and accurate to the of my/our
knowledge and belief.

Dated at this day of, 20

<i>Office Bearers</i>	<i>Name</i>	<i>Signature</i>
.		
.		
.		
.		

SECOND SCHEDULE**FEES**

[Rules 11 & 17.]

<i>Item</i>	<i>Category</i>	<i>Amount (Ksh)</i>
Registration	Multi-Sport Organization	50,000
	County Multi-Sport Association	50,000
	National Sports Organization	10,000
	County Sports Association	10,000
	Club affiliated to a national sports organization or County sports association	1,000
	Private Sports Club	50,000
Licensing	Professional Sports Organization	100,000
	Professional sports person	2,000
Voluntary dissolution of a Sports body	National Sports body	1,000
Arbitration or mediation	One member panel	90,000
	Three member panel	150,000

Sports

[Subsidiary]

Filing of Returns/change of particulars		1,000 .
Certification of a document	Copy of a certificate	500
	Constitution	50 shillings per page
	Award	500 .
Inspection Fees		50,000 .
Others		10,000 .
Certificate of Official Search		500 .
Inspection of a register		500 .
Any other activity which no provision has been made under this Schedule		400

