



P. O. BOX 44071, 00100, NAIROBI TEL. +254 020 2785000, +254 0111035600.

Email: [info@apstarsacco.coop](mailto:info@apstarsacco.coop) Website: [www.apstarsacco.coop](http://www.apstarsacco.coop)

## SACCO AGENCY APPLICATION FORM

### GENERAL INFORMATION

1. Name of the Proposed Agent .....
2. Type of Business/Commercial activity (State the type of business activity being carried out by the entity:  
.....
3. Legal Status of Business (Tick): Sole Proprietor  Partnership  Society  Company

### PERSONAL INFORMATION (IF APPLICABLE)

1. Surname:..... Other Names:.....
2. Year and Place of Birth:.....
3. Identification Card Number:.....
4. Relationship with the entity:.....
5. Educational Qualification ..... Occupation:.....
6. Business/Work Experience: .....

### BUSINESS INFORMATION

1. Postal Address:..... Email ..... Tel No .....
2. Physical address:.....
3. Name of Banker: (If any) .....

### DECLARATION

I certify that the information given above is complete and accurate to the best of my knowledge

Name : .....

Position/Role in the Business .....

Signed : ..... Date .....

**IMPORTANT** - This application should be accompanied with particulars listed overleaf as attachments

## REQUIREMENTS FOR APSTAR DT SACCO AGENTS

### FOR SOLE PROPRIETORS AND PARTNERSHIPS

- 1) Attach a FOSA transactional account statement. The transactional account at Apstar FOSA is for purposes of float settlements. Available accounts for this purpose are Biz Current Account for Individual persons or Pamoja Current Account for registered partnerships. Where applicant does not have the account, write a letter giving commitment that they are ready to open a transactional account in Apstar FOSA for float settlement if approved for appointment as an agent.
- 2) Copy of National ID(s)
- 3) Two passport size photos of the business owner(s)
- 4) Copy of KRA PIN(s)
- 5) Certificate of good conduct (Individual)
- 6) Current Business Permits for a business that has been in operation for at-least one year.
- 7) Valid/Current Business certificate (if available)
- 8) Latest 6 months' account statement
- 9) 3 colored photos of the premises (for 1 inside and 2 outside views)

### FOR LIMITED COMPANIES AND SOCIETIES

- 1) Attach a FOSA transactional account statement. The transactional account at Apstar FOSA is for purposes of float settlements. Available account for this purpose is Pamoja Current Account. Where applicant does not have the account, write a letter giving commitment that they are ready to open a transactional account in Apstar FOSA for float settlement if approved for appointment as an agent.
- 2) Copy of National IDs for the Directors/Authorized officials
- 3) Two passport size photos for the Directors/Authorized officials
- 4) 3 colored photos of the premise (for 1 inside and 2 outside views)
- 5) Copy of KRA PIN for the company and Directors/Authorized officials
- 6) VAT Registration Certificate (if applicable)
- 7) Registration Certificate and/or Certificate of Incorporation
- 8) Articles and Memorandum of Association (companies)
- 9) Resolution to carry out agent banking in partnership with the SACCO (bearing the company/society seal). This is optional during application but mandatory if appointed but before signing agreement.
- 10) Current Business Permits for a business that has been in operation for at-least one year.
- 11) 6 month's business statement of account
- 12) Latest Credit Reference Bureau (CRB) Report of the Company and Directors/Authorized Individuals
- 13) Latest Annual Returns / CR12

**NB: An approved agent will be required to sign a Sacco Services Agency Agreement**