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THE PUBLIC BENEFITS ORGANIZATIONS ACT

(No. 18 of 2013)

THE PUBLIC BENEFITS ORGANIZATIONS REGULATIONS,
2026

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THE PUBLIC BENEFITS ORGANIZATIONS ACT

(No. 18 of 2013)

IN EXERCISE of the powers conferred by section 69(1) of the Public Benefits Organizations Act, 2013, the Cabinet Secretary for Interior and National Administration makes the following Regulations—

THE PUBLIC BENEFIT ORGANIZATIONS REGULATIONS, 2026

PART I—PRELIMINARY

1. These Regulations may be cited as the Public Benefits Organizations Regulations, 2026. Citation.
2. In these Regulations, unless the context otherwise requires— Interpretation.

“authorised agent” has the meaning assigned to it under section 2 of the Act;

“asset” includes movable and immovable property, cash, bank accounts, investments, intellectual property, equipment, donations in kind and any other resource of economic value;

“federation” means a federation of forums recognised in accordance with regulation 26;

“forum” means a forum of public benefit organizations recognised in accordance with regulation 24; and

“permit” means a permit of exemption from registration issued in accordance with regulation 14; and

“Register” means the Register of Public Benefit Organizations maintained under regulation 41.
3. The object of these Regulations is to provide— Object of the Regulations.
 - (a) a framework for the management and oversight of public benefit organisations;
 - (b) the criteria for registration, suspension, cancellation and reinstatement of public benefit organizations; and
 - (c) for the co-ordination of forums and federation of forums.

PART II—PRE-REQUISITES FOR REGISTRATION OF A PUBLIC BENEFIT ORGANIZATION

4. (1) A person seeking to register a public benefit organization shall apply to the Authority in writing for a search on the availability of the proposed name of the public benefit organization. Search and reservation of name.
- (2) An application under subregulation (1) shall contain at least two proposed names of the public benefit organization and be accompanied by the fee set out in the First Schedule.
- (3) Upon receipt of the application under subregulation (1), the Authority shall conduct a search on the proposed name of the public benefit organization and where the search is—

- (a) successful, reserve the available proposed name pending registration of the public benefit organization; or
- (b) unsuccessful, notify the applicant indicating the reasons thereof.

(4) The reservation of a name under subregulation (3) shall be valid for a period of sixty days unless the reservation is extended.

(5) A person seeking an extension of reservation of name under subregulation (4) shall apply to the Authority in writing for the extension indicating the reasons thereof.

(6) Upon receipt of an application under subregulation (5), the Authority shall, where the application is—

- (a) approved, extend the reservation of the available proposed name for a further period not exceeding sixty days; or
- (b) rejected, notify the applicant indicating the reasons thereof.

5. The Authority shall not register a public benefit organization by a particular name if—

Prohibited names.

- (a) the name is similar to a name used by another public benefit organization;
- (b) the use of the name would constitute an offence under the Act or any other written law;
- (c) in the opinion of the Authority, the name is offensive or undesirable;
- (d) in the opinion of the Authority, the name is likely to give the impression that the public benefit organization is connected to a State organ, a county government or any other public entity.

6. (1) The activities of a public benefit organization shall be deemed to be for public benefit if—

Public benefit test.

- (a) the activity is a public benefit activity as defined under section 2 of the Act;
- (b) the activities fall within the areas specified in the Sixth Schedule to the Act;
- (c) the beneficiaries of the activities of the organization are identifiable;
- (d) the benefit is directly related to and is not incidental to the public benefit purpose; and
- (e) the benefits and activities do not offer private benefit to the directors of the organization or any immediate family member or close business associate of an office bearer of the organization.

(2) Where a public benefit organization has more than one charitable purpose or activity, the one public benefit activity or purpose

shall not be used to justify the lack of public benefit in another activity or purpose.

PART III—REGISTRATION OF PUBLIC BENEFIT ORGANIZATIONS

7. A group of persons shall not operate as a public benefit organization unless the persons—

Eligibility for registration as a public benefit organization.

- (a) demonstrate that they seek to engage in a public benefit activity; and
- (b) are registered in accordance with the Act and these Regulations.

8. (1) An application for registration of a public benefit organization shall—

Application for registration as a public benefit organization.

- (a) be made to the Authority in Form 1 as set out in the Second Schedule;
- (b) be accompanied by the fee specified in the First Schedule; and
- (c) be accompanied by—
 - (i) the constitution of the public benefit organization prepared in accordance with section 8(4) of the Act;
 - (ii) proof of reservation of the proposed name of the public benefit organization in accordance with regulation 4;
 - (iii) the minutes of the meeting containing the resolution of the organisation of its intention to be registered as a public benefit organization;
 - (iv) the particulars of the directors of the organization, a third of whom must be Kenyan nationals and resident in Kenya; and
 - (v) the physical address and postal address of the organization.

(2) Pursuant to section 9 of the Act, the Authority shall determine an application within sixty days of receipt of the application under subregulation (1) and may, where the application is—

- (a) approved, issue a certificate of registration in Form 2 as set out in Second Schedule; or
- (b) rejected, notify the applicant in writing indicating the reasons thereof.

(3) The Authority may impose such conditions as may be necessary in respect of a certificate of registration issued under subregulation (2)(a).

Bestowment of public benefit organization status

9. The Authority may bestow on an entity undertaking a public benefit activity the status of a public benefit organization on the entity's public benefit activity where the entity—

Eligibility for bestowment of public benefit organization status.

- (a) is incorporated in accordance with any relevant law in Kenya;
- (b) is in good standing with its respective registering body;
- (c) is not an institution specified under section 5(2) of the Act;
- (d) has been operating in or from Kenya and undertaking a public benefit activity for at least three years before seeking to be bestowed with the status of a public benefit organization under the Act;
- (e) has been undertaking a public benefit activity within the categories specified in the Sixth Schedule to the Act; and
- (f) has a governing body consisting of at least three persons or directors, a third of whom must be Kenyan nationals and resident in Kenya.

10. (1) An entity seeking to be bestowed with the status of a public benefit organisation under the Act shall apply to the Authority in Form 3 as set out in the Second Schedule and the application shall be—

Application for bestowment of public benefit organization status.

- (a) accompanied by the fee specified in the First Schedule;
- (b) accompanied by—
 - (i) the constituting document of the entity;
 - (ii) the certificate of registration of the entity issued by the relevant registration authority;
 - (iii) the minutes of the meeting of the entity containing the resolution seeking to be bestowed with the status of a public benefit organization;
 - (iv) the particulars of the directors or officials of the entity;
 - (v) the details of at least three persons who shall be the directors of the entity for purposes of the Act;
 - (vi) the audited accounts of the entity for the three years prior to the date of the application; and
 - (vii) the physical address and postal address of the entity.

(2) The Authority shall determine the application under subregulation (1) within sixty days of receipt of the application and may, where the application is—

- (a) approved, issue a certificate of bestowment of public benefit organization status in Form 4 as set out in Second Schedule; or

- (b) rejected, notify the applicant in writing indicating the reasons thereof.

(3) The Authority may impose such conditions as may be necessary in respect of a certificate of bestowment issued under subregulation (2)(a).

International public benefit organizations

11. (1) Pursuant to section 11(3) of the Act, an international organisation that seeks to—

Eligibility for registration as an international public benefit organization.

- (a) directly implement any activities or programmes in or from Kenya;
- (b) raise any membership subscriptions in or from Kenya;
- (c) engage in any other form of fundraising activities in or from Kenya; or
- (d) engaging directly with the beneficiaries in the implementation of the public benefit activity,

may apply to the Authority to be registered as an international public benefit organization.

(2) For purposes of subregulation (1)(a), an international organisation shall be deemed to be directly implementing activities if that organisation is—

- (a) actively involved in the planning, managing and delivering of activities and programmes; or
- (b) uses the staff, officers and infrastructure belonging to the implementing organisation in delivering activities and programmes.

(3) An international organisation may apply to the Authority to be registered as an international public benefit organization if the organisation—

- (a) is a body corporate and registered in accordance with the relevant law of its country of origin;
- (b) is in good standing with its respective registering authority; and
- (c) has been operating in the country of registration for at least three years prior to seeking registration under this Act.

12. (1) An application for registration of an international public benefit organization shall be made to the Authority in Form 1 as set out in the Second Schedule and the application shall be—

Application for registration as an international public benefit organization.

- (a) accompanied by the fee specified in the First Schedule;
- (b) accompanied by—

- (i) the constituting document of the organization;
- (ii) proof that the organisation is in good standing with the registering body in the country of registration;
- (iii) the certificate of registration of the organisation issued by the relevant registration authority in its country of registration;
- (iv) proof of reservation of the proposed name of the public benefit organization in accordance with regulation 5;
- (v) the minutes of the meeting of the organisation containing the resolution that it intends to seek registration as a public benefit organization;
- (vi) the particulars of the directors of the organisation, one-third of whom must be Kenyan nationals and resident in Kenya;
- (vii) proof of the source of the funding of the organization; and
- (viii) the details of the physical address and postal address of the organization.

(2) The Authority shall determine an application under subregulation (1) within sixty days of receipt of the application and may, where the application is—

- (a) approved, issue a certificate of registration in Form 5 as set out in Second Schedule; or
- (b) rejected, notify the applicant in writing indicating the reasons for rejection.

(3) The Authority may impose such conditions as may be necessary in respect of a certificate of bestowment issued under subregulation (2)(a).

13. (1) Pursuant to section 11(2) of the Act, an organization that does not intend to directly implement any activities in Kenya or operate from Kenya to implement activities or programmes in another country, shall apply for permit to operate in Kenya as an exempt international public benefit organization.

Eligibility for exemption from registration as an international public benefit organization.

(2) The indirect implementation of activities envisaged under subregulation (1) shall include—

- (a) collaborating with local partners and stakeholders to achieve its objectives in Kenya or from Kenya;
- (b) providing financial grants or assistance to other organisations to enable them to achieve their objectives in Kenya;
- (c) providing policy guidance to implementing partners and service providers to ensure effective delivery of their public benefit activities;
- (d) providing technical assistance to other organizations in Kenya in furtherance of their public benefit activities.

(4) An organization may be exempted from registration under subregulation (1) if the organization—

- (a) is a body corporate entity and registered in accordance with the relevant law of their country of origin;
- (b) is in good standing with its respective registering authority;
- (c) has been operating in the country of registration for at least three years prior to seeking registration in Kenya under this Act.

14. (1) An organisation shall apply to the Authority for a permit to operate as an exempted international public benefit organization in Kenya in Form 6 as set out in the Second Schedule and the application shall be—

Application for exemption from registration as an international public benefit organization.

- (a) accompanied by the fee specified in the First Schedule;
- (b) accompanied by—
 - (i) the constituting document of the organization;
 - (ii) the certificate of registration of the organisation issued by the relevant registration authority in its country of origin;
 - (iii) proof or reservation of the proposed name of the public benefit organization in accordance with regulation 4;
 - (iv) the minutes of the meeting from the board of the organisation specifying the decision to seek a permit to operate as an exempt international public benefit organization;
 - (v) the particulars of the directors, one of whom must be a Kenyan national resident in Kenya;
 - (vi) the postal address and physical address of the organization;
 - (vii) proof of the source of the funding of the organization from its country of origin; and
 - (viii) the particulars of the authorised agent of the organization.

(2) The Authority shall determine an application under subregulation (1) within sixty days of receipt of the application and may, where the application is—

- (a) approved, issue a permit to operate as an exempt international public benefit organization in Kenya in Form 7 as set out in Second Schedule; or
- (b) rejected, notify the applicant in writing indicating the reasons for rejection.

15. In addition to the requirements of section 11(5) of the Act, upon registration of an international public benefit organization under this Part, the organisation shall—

Obligations upon registration.

- (a) comply with the obligations of a public benefit organization specified under the Act and any other relevant law; and
- (b) be eligible to access any right or benefit that may accrue to a public benefit organization under this Act.

Cancellation and suspension of registration

16. (1) The Authority may cancel or suspend a certificate of registration issued under these Regulations on any of the grounds specified in section 18 or section 19 of the Act.

Suspension or cancellation of certificates of registration.

(2) At least thirty days before the cancellation or suspension of a certificate of registration, the Authority shall issue the organization with a notice on intended cancellation or suspension in Form 8 as set out in the Second Schedule.

(3) Where the Authority cancels or suspends the certificate of registration of a public benefit organization pursuant to section 18 or section 19 of the Act, the Authority shall—

- (a) strike the public benefit organization's name off the Register; and
- (b) notify the organization of the cancellation or suspension in Form 9 as set out in the Second Schedule.

(4) The Authority publish the names of public benefit organization that have been struck off from the Register in the manner specified under section 15(6) of the Act.

(5) Notwithstanding the provisions of this regulation, the name of a public benefit organization that is cancelled under subregulation (1), may be reserved for a period of thirty days, thereafter the name shall be available for registration by another public benefit organization.

17. (1) The Authority may cancel a permit issued in accordance with regulation 14(2)(a) where the organization—

Cancellation of permit.

- (a) directly implements its activities or programmes in Kenya;
- (b) implements activities that are not public benefit activities;
- (c) engages directly with beneficiaries of an activity or programme; or
- (d) fails to comply with the Act or these Regulations.

(2) The provisions of regulation 16(3), (4) and (5) shall apply to the cancellation of a permit.

18. Where the Authority has suspended a certificate of registration of a public benefit organization under regulation 16, the public benefit organization shall not—

Restrictions upon suspension.

- (a) withdraw funds from the bank account of the organization except for mandatory legal or statutory obligations;
- (b) undertake any activities, projects or investments;

- (c) borrow or lend funds to any person;
- (d) dispose of the assets of the organization;
- (e) renew or replace its registration certificate;
- (f) amend its register or change the particulars of the directors or membership; and
- (g) engage in new investments including purchase of assets.

19. (1) Where the Authority cancels a certificate of registration or a permit under regulation 16 or regulation 17, the Authority may, on its own motion or on application by the affected public benefit organization, restore a public benefit organization to the Register where—

Restoration upon cancellation.

- (a) the cancellation of the registration of the public benefit organization was erroneous;
- (b) the public benefit organization has remedied the reasons for cancellation; or
- (c) the Authority is of the opinion that the public benefit organization should be restored to the Register.

(2) An application by the public benefit organization for restoration to the Register shall be made to the Authority in Form 10 as set out in the Second Schedule.

(3) The Authority shall determine an application under subregulation (2) within fourteen days of receipt of the application and may, where the application is—

- (a) approved, restore the registration of the public benefit organization; or
- (b) rejected, notify the applicant of the rejection in writing indicating the reasons for the rejection.

(4) The Authority shall, by notice in the *Gazette*, publish the list of organizations restored to the Register under this regulation pursuant to section 15(6) of the Act indicating—

- (a) the date from which the restoration takes effect; and
- (b) the name of the organisation and, if the organization's name is restored to the Register under a different name, the former name and the new name of the organisation;

20. (1) A public benefit organization that has been suspended under regulation 16 may apply for reinstatement to the Authority in Form 10 as set out in the Second Schedule.

Reinstatement upon suspension.

(2) The Authority shall determine an application under subregulation (1) within fourteen days of receipt of the application and may, where the application is—

- (a) approved, reinstate the public benefit organization;
- (b) rejected, notify the applicant indicating the reasons for the rejection.

(3) The Authority shall, at least once every year and by notice in the *Gazette* and on the website of the Authority, publish a list of organizations reinstated under this regulation indicating the name of the organization and the date from which the reinstatement takes effect.

21. A person aggrieved by the decision of the Authority relating to the cancellation or suspension of the person's certificate of registration or permit may appeal to the Tribunal within thirty days of the Authority's decision.

Appeal upon cancellation or suspension.

PART III—SELF-REGULATION FORUMS AND FEDERATION OF SELF-REGULATION FORUMS

22. (1) Pursuant to section 23 of the Act, a registered public benefit organization may join and maintain membership in a self-regulation forum of public benefit organizations registered under this Act.

Recognition of self-regulation forums.

(2) A forum may be recognised as a self-regulation forum for purposes of the Act if —

- (a) the forum consists of at least ten registered public benefit organizations; and
- (b) the constituting members engage in related activities from the categories specified in the Sixth Schedule to the Act or operate within the same geographical area.

23. (1) A forum of registered public benefit organizations intending to be recognised as a self-regulation forum may apply to the Authority for recognition in the Form 11 set out in the Second Schedule and the application shall be—

Application for recognition of a forum.

- (a) accompanied by the fee specified in the First Schedule; and
- (b) accompanied by—
 - (i) the constituting documents of the forum;
 - (ii) proof of reservation of the proposed name of the forum in accordance with regulation 4;
 - (iii) a description of the geographical or thematic area of operation of its constituting members;
 - (iv) the minutes of the meeting where the resolution to form a forum was passed signed by the office bearers of the constituting members;
 - (v) the minutes of the meeting of each constituting public benefit organizations where the resolution to join the forum was passed;
 - (vi) the particulars of the office bearers of the forum;
 - (vii) the certificates of registration of the constituting members of the forum; and
 - (viii) a code of conduct and standards for the forum.

(2) The Authority shall determine the application under subregulation (1) within sixty days of receipt of the application and may, where the application is—

- (a) approved, issue a certificate of recognition in Form 12 as set out in Second Schedule; or
- (b) rejected, notify the applicant in writing indicating the reasons for rejection.

24. Pursuant to section 24(2) of the Act, a federation of forums may be constituted if—

Recognition of federations of forums.

- (a) the federation consist of at least five forums of public benefit organizations; and
- (b) the constituting forums engage in related activities from the categories specified in the Sixth Schedule or operate within the same geographical region.

25. (1) A federation of forums constituted under regulation 24 may apply to the Authority for recognition in the Form 11 set out in the Second Schedule and the application shall be—

Application for recognition of a federation of forum.

- (a) accompanied by the fee specified in the First Schedule; and
- (b) accompanied by—
 - (i) the constituting document of the federation;
 - (ii) proof of reservation of the proposed name of the federation in accordance with regulation 4;
 - (iii) a description of the area of geographical or thematic operation of the federation;
 - (iv) the minutes of the meeting where the resolution to form a federation was made;
 - (v) the minutes of the meeting of the constituting forums of public benefit organizations where resolutions to join the federation were passed;
 - (vi) the particulars of the proposed office bearers of the federation;
 - (vii) the certificates of recognition of the forums of public benefit organizations intending to constitute the federation; and
 - (viii) the code of conduct for the members of the federation.

(2) The Authority shall determine an application under subregulation (1) within sixty days of receipt of the application and may, where the application is—

- (a) approved, issue a certificate of recognition in Form 12 as set out in Second Schedule; or
- (b) rejected, notify the applicant in writing indicating the reasons for rejection.

PART IV—OBLIGATIONS OF, AND MATERIAL CHANGES IN,
PUBLIC BENEFIT ORGANIZATIONS

26. Each public benefit organization shall keep up-to-date records in respect of the following —

Public benefit organizations to keep records.

- (a) its audited accounts;
- (b) its annual financial statements prepared in accordance with the accounting standards specified Authority, in consultation with the Institute of Certified Public Accountants;
- (c) a detailed inventory of the assets of the organization; and
- (d) an annual report of its activities and programmes.

27. (1) Pursuant to section 31 of the Act, each public benefit organization shall submit to the Authority an annual report of the organization in Form 13 as set out in the Second Schedule containing the information specified in section 31 of the Act.

Annual report.

(2) The report submitted under subregulation (1) shall be accompanied by the fee set out the First Schedule.

28. (1) Without prejudice to the provisions of section 63 of the Act, the Authority may conduct other inquiries on a public benefit organization in respect of—

Other inquiries.

- (a) any breach or non-compliance with the requirements of the Act and these Regulations; or
- (b) any irregularity in the manner of the conduct of the affairs of the public benefit organization.

(2) After concluding an inquiry under subregulation (1), the Authority may take such action as may be necessary to ensure compliance with the Act or to regularise any irregularity in the conduct of the affairs of the organization.

29. (1) Where a public benefit organization makes a material change in the organization, the organization shall notify the Authority of the change in accordance with subregulation (3).

Material changes.

(2) The changes envisaged under subregulation (1) include any changes in—

- (a) the constitution or other constitutive document of the organization;
- (b) the composition of the governing body of the organization;
- (c) the particulars of the directors or officials of the organization provided during registration;
- (d) the physical address or postal address of the organization's principal place of operation;
- (e) the banking arrangements of the organization; or
- (f) the authorized agent, in the case of an international public benefit organization.

- (3) A notification under regulation (1) shall be made—
- (a) in the case of a change in the membership of the governing body of an organization, within thirty days of the change;
 - (b) in the case of a change in the particulars provided during registration, within sixty days of the change; and
 - (c) in the case of any other change, within sixty days of the change.

(4) Despite subregulation (3), where a material change occurs in an exempt international public benefit organization or an organization conferred with public benefit organisation status, the organization shall seek the prior approval of its principal regulator and thereafter, within thirty days of receiving the approval, notify the Authority of the material change.

(5) A notification of a material change under regulation (1) shall—

- (a) be made to the Authority in Form 14 as set out in the Second Schedule; and
- (b) accompanied by—
 - (i) the minutes of the meeting passing the resolution in relation to the change duly signed by the office bearers of the organization; and
 - (ii) the fee set out in the First Schedule

(6) The Authority shall consider the notification under subregulation (1) within thirty days of receipt of the notification and may where the change is—

- (a) approved, effect the change in the register of public benefit organizations;
- (b) rejected, notify the organization in writing indicating the reasons for the rejection.

30. (1) A forum or federation of forums shall notify the Authority of any change in—

- (a) the constitution or other constitutive document of the forum or federation;
- (b) the composition of the governing body of the forum or federation;
- (c) the membership of the forum or federation;
- (d) the particulars of the office bearers of the forum or federation;
- (e) the physical address or postal address of the forum or federation or its principal place of operation; and

Material changes in forums and federation of forums.

- (f) the banking arrangements of the forum or federation.
 - (2) A notification subregulation (1) shall be—
 - (a) made to the Authority in Form 14 as set out in the Second Schedule; and
 - (b) accompanied by—
 - (i) the minutes of the meeting at which the resolution relating to the change was passed that is duly signed by the office bearers of the forum or federation of forums;
 - (ii) the minutes of the meeting of the public benefit organization where the resolution to join or leave the forum was passed signed by the office bearers of the constituting organizations, where necessary;
 - (iii) the reasons for the change in the forum or federation of forums; and
 - (iv) the fee set out in the First Schedule.
 - (3) A notification under subregulation (1) shall be made—
 - (a) in the case of a change in the membership of the governing body of the forum or federation of forums, within sixty days of the change;
 - (b) in the case of a change in the membership of the forum or federation of forums, within sixty days of the change;
 - (c) in the case a change in the particulars provided during registration under these Regulations, within sixty days of the change; and
 - (d) in any other case, within thirty days of the change.
 - (4) The Authority shall consider the notification under subregulation (1) within thirty days of receipt and may, where the application is—
 - (a) approved, effect the change in the register of public benefit organization and notify the applicant of the change; or
 - (b) rejected, notify the applicant in writing indicating the reasons for the rejection.
31. (1) A public benefit organization may change its name—
- (a) by a resolution passed by its members in accordance with its constitution;
 - (b) under the direction of the Authority; or
 - (c) by an order of the Court.
- (2) Where the members of a public benefit organization pass a resolution for change of name, the organization shall lodge with the Authority a notice of the change in Form 15 as set out in the Second Schedule.

Change of name
of a public benefit
organization.

(3) The notification under subregulation (2) shall be accompanied by—

- (a) the minutes of the meeting where the resolution to change the name was made;
- (b) proof of reservation of the proposed name in accordance with regulation 4;
- (c) the fee set out in the First Schedule.

(4) Despite subregulation (2), where the application for change of name is made by an exempt international public benefit organization or an organization conferred with the status of a public benefit organisation, the organization shall first seek the approval of its principal regulator and thereafter, within thirty days of receiving the approval, notify the Authority of the change.

(5) The Authority shall determine the application under subregulation (2) within fourteen days of receipt of the application and may, where the application is—

- (a) approved, effect the change and issue a certificate of change of name in Form 16 set out in the Second Schedule;
- (b) rejected, notify the applicant in writing specifying the reasons for the rejection.

(6) The Authority may direct a public benefit organization to change its name if—

- (a) the name is too similar to a name appearing in the register of public benefit organizations; or
- (b) the name was registered erroneously.

(7) Where the Authority orders a change of name under subregulation (6), the Authority shall—

- (a) in writing, notify the public benefit organization of the proposed change of name;
- (b) give the public benefit organization an opportunity to be heard including providing an alternative name for the public benefit organization;
- (c) specify the period within which the public benefit organization is to comply with the direction.

(8) Upon completion of the procedure under subregulation (7), the Authority shall issue a certificate of change of name in Form 16 set out in the Second Schedule.

(9) Where the Court orders a change of name, the Authority shall effect the change of name in accordance with subregulation (7) and (8).

(10) The Authority shall, at least once every year and by notice in the *Gazette*, publish a list of public benefit organizations that have changed their name under this regulation specifying—

- (a) the date from which the change of name takes effect; and
- (b) the name of the organization.

32. (1) Where a change of name of a public benefit organization has been made under regulation 31, the change shall—

Effect of change of name.

- (a) have effect from the date on which the certificate of change of name is issued;
- (b) not affect any rights or obligations of the public benefit organization;
- (c) not affect the ownership of any assets or other property vested in the public benefit organization;
- (d) not affect any liabilities enforceable by the public benefit organization; and
- (e) not invalidate any legal proceedings by or against the public benefit organization.

(2) Any legal proceedings that might have been commenced against the public benefit organization by its former name may be continued under its new name.

PART V—DISSOLUTION AND DEREGISTRATION OF A PUBLIC BENEFIT ORGANIZATION

33. (1) A public benefit organization that passes a resolution for voluntary dissolution under section 61 of the Act shall notify the Authority, within fourteen days of the passing of the resolution.

Voluntary dissolution of an organization.

(2) A notification under subregulation (1) shall be signed by at least two-thirds of the members of the organization and be accompanied by—

- (a) the certificate of registration of the public benefit organization;
- (b) the minutes of the meeting containing the resolution to dissolve the public benefit organization; and
- (c) the reasons for the resolution to voluntarily dissolve.

(3) Upon receipt of the notice under subregulation (1), the Authority shall—

- (a) ensure that the notice is in accordance with the constitution of the public benefit organization; and
- (b) verify the safety of assets of the organisation is guaranteed.

(4) Where the Authority is satisfied that the public benefit organization has complied with the Act and these Regulations, and that the assets of the organization are safe and have been accounted for, it shall deregister the organization and strike its name from the register of public benefit organisations.

(5) The Authority shall, at least once in each year, publish in the *Gazette* the list of public benefit organizations that have been dissolved.

34. (1) The Authority may deregister a public benefit organization where the public benefit organization —

Deregistration of an organization by the Authority.

- (a) has failed to comply with the Act or these Regulations;
- (b) has failed to undertake the public benefit purpose for which it was registered for a period of three years;
- (c) is engaged in activities involving money laundering or other economic crimes; or
- (d) has contravened any other written law of Kenya.

(2) Where the Authority intends to deregister a public benefit organization under subregulation (1), the Authority shall, in writing—

- (a) notify the public benefit organization in writing of the intention specifying the reasons thereof;
- (b) give the public benefit organization a reasonable opportunity to be heard; and
- (c) specify any remedial actions to be taken by the organisation to address the cause for deregistration, including the period within which the public benefit organization is to comply .

(3) Where the organization fails to undertake the remedial measures under subregulation (2)(c), the Authority shall deregister the public benefit organization and strike its name from the register of public benefit organizations.

(4) The Authority shall, at least once in each year, publish in the *Gazette* a list of public benefit organizations that have been deregistered in the manner specified under section 15(6) of the Act.

35. Where the Court orders the Authority to deregister a public benefit organization, the Authority shall deregister the organization in accordance with regulation 34.

Deregistration of an organization by Court.

36. For purposes of safeguarding the assets of a public benefit organization—

Safeguarding of assets of an organization.

- (a) any asset of a public benefit organization shall be held in the registered name of the public benefit organization;
- (b) the public benefit organization shall maintain a detailed inventory of its assets including the location of the assets; and
- (c) the public benefit organization shall use the assets solely for the accomplishment of the purposes for which it was registered.

37. (1) Where a public benefit organization intends to voluntarily dissolve, wind itself up or cancel its registration, the public benefit organization shall submit to the Authority—

Safety of assets on dissolution or deregistration.

- (a) the resolution of its governing body identifying the public benefit organization where assets may be transferred;

- (b) a list of the liabilities of the organization;
- (c) a list of the assets of the organization; and
- (d) a list of public benefit organisations organizations with similar objectives and the organization nominated to receive assets upon deregistration or dissolution.

(2) The assets of a public benefit organization that intends to voluntarily dissolve, deregister or wind up shall be transferred to a public benefit organization in good standing with the Authority.

(3) A public benefit organization deregistered under this regulation shall not dispose its assets without the approval of the Authority.

PART X—MISCELLANEOUS PROVISIONS

38. (1) Pursuant to section 65 of the Act, a public benefit organization may engage in lawful economic activities to support the public benefit purposes for which the organization was established.

Engaging in economic activities.

(2) When a public benefit organization engages in economic activities pursuant to subregulation (1), it shall ensure that—

- (a) it obtains all necessary licenses, permits and authorisations from the relevant regulatory authority to engage in the respective economic activity;
- (b) it operates in the best interests of the organization;
- (c) it applies sound financial and business practices; and
- (d) the proceeds of the economic activity are solely used to advance the public benefit activity for which it was registered.

39. The Authority shall keep and maintain a register of public benefit organizations registered under section 15 of the Act and in accordance with these Regulations.

Register of Public Benefit Organizations.

40. (1) Where a certificate or permit issue under these Regulations is defaced, damaged or lost, the public benefit organization to whom it was issued or granted may apply for a replacement of the defaced, damaged or lost certificate of registration or permit.

Replacement of lost or damaged certificates and other documents.

(2) An application under subregulation (1) shall be made in writing to the Authority and accompanied by the fee set out in the First Schedule.

(3) The Authority shall determine the application under subregulation (1) within thirty days of receipt of the application and where the application is approved, the Authority shall—

- (a) issue a duplicate or certified copy of the certificate or permit only where the certificate or permit is valid at the time the application is made;

- (b) the certificate or permit shall be valid for the same period as the original document.

(4) Where an application under this regulation is rejected, the Authority shall notify the applicant indicating the reasons thereof.

(5) A person may, in writing and accompanied by the fee specified in the First Schedule, apply for the certification of any document by the Authority

41. Any document required to be submitted to the Authority under these Regulations may be lodged or submitted in electronic form.

Electronic submission.

42. A person who contravenes any provision of these Regulations for which no specific penalty is provided shall be liable, on conviction, to the penalty specified under section 64 of the Act.

Penalties.

43. (1) When implementing paragraph 5 of the Fifth Schedule to the Act, every non-governmental organisation registered before the commencement of the Act shall be issued with a certificate or permit, as the case may be, in accordance with these Regulations.

Compliance by existing non-governmental organizations.

(2) For purposes of issuance of a certificate or permit under subregulation (1), a non-governmental organization shall provide the following information to the Authority—

- (a) the information specified in the Form 1 set out in the Second Schedule;
- (b) a copy of the constitution or constituting document of the non-governmental organization authenticated by the directors or officials of the organisation;
- (c) minutes of the meeting of the non-governmental organisation containing the resolution to be registered in accordance with the Act and these Regulations;
- (d) the particulars of the members of the governance structure of the non-governmental organization;
- (e) a copy of the certificate of registration as non-governmental organization under the repealed Act

(3) The Authority shall consider the information and documents provided under subregulation (2) and issue a certificate or permit, as the case may be, in accordance with these Regulations.

(4) For purposes of subregulation (2)(e), the “repealed Act” means the Non-Governmental Organizations Co-ordination Act, 1990.

44. The Non-Governmental Organizations Co-ordination Regulations, 1992 are revoked.

No. 19 of 1990.
Revocation of L.
N. No. 152 of
1992.

FIRST SCHEDULE

(rr. 4(2), 8(1)(b), 10(1)(b), 12(1)(b), 14(1)(b), 14(1)(b), 27(c), 31(2), 41(2), 41(5))

FEES

No.	Description of fee	Amount (Kshs)
1.	Application for a name search and reservation of a proposed name for a public benefit organization	1,000
2.	Application for extension of a proposed name for a public benefit organization	1,000
3.	Application for registration as a public benefit organization	25,000
4.	Application for bestowment of public benefit organization status	20,000
5.	Application for registration as an international public benefit organization	45,000
6.	Application for exemption from registration as an international public benefit organization	75,000
7.	Application for recognition of a forum of public benefit organizations	10,000
8.	Application for recognition of a federation of forums of public benefit organizations	20,000
9.	Filling of annual report for a registered public benefit organization	2,000
10.	Notification of material changes in a public benefit organization:	
	(a) change or addition of officials	4,000
	(b) change of authorized agent	20,000
	(c) change of banking arrangements	4,000
	(d) change of name of a public benefit organisation	15,000
	(e) change of name for an international public benefit organisation	27,500
	(f) Amendment of Constitution	4,000
11.	(g) Material changes in a forum or federation of forums	5,000
	Fees for:	
	(a) Replacement of certificate of registration or permit of registration	10,000
	(b) certified copies of documents from the Authority	4,000
	(c) file search	4,000
	(d) certification of other documents by the Authority	4,000

SECOND SCHEDULE

(rr. 4(2); 8(1)(b); 10(1)(b); 12(1)(b); 14(1)(b); 14(1)(b); 27(c); 31(2); 41(2); 41(5))

FORMS

FORM 1 (rr. 8(1)(a); 12(1)(a); 44(2)(a))

APPLICATION FOR REGISTRATION OF A PUBLIC BENEFIT ORGANIZATION

PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM

1. This form is to be completed by any organization that seeks registration and incorporation as a national/international public benefit organization.
2. Your organisation must have a minimum of five directors.
3. Three out of five of your directors cannot be related to each other
4. One-third of your directors must be Kenyans and resident in the country.
5. Please note that some of the Information you give in this application will be publicly available in the Public Benefits Organisations Register.
6. Applicants must meet the public benefit test to be registered which requires that the organisation:
 - a. It must have public benefit purposes
 - b. Its activities must provide public benefit
 - c. Its constitution must not allow its property to be distributed or applied for purpose swchich are not for public benefit
 - d. It must not confer private benefit through its activities
 - e. There should be no undue restrictions in accessing the benefits offered by the Organisation

PART 2: PARTICULARS OF THE PROPOSED ORGANISATION

NAME AND GOVERNANCE STRUCTURE

7. Name of PBO
8. Governance Structure

☐

Membership

☐

Non-Membership

ADDRESS OF THE PROPOSED PUBLIC BENEFIT ORGANISATION

9. County
10. Sub county
11. Physical address
12. Postal address Postal code
13. Organization's Phone number
- Email of the Organization

PART 3: REGISTRATION STATUS (*International Public Benefit Organisations' only*)

14. Please state the name of your parent organisation

.....

15. Please state the country in which your parent organisation is registered as a PBO/Charity

.....

16. Please state the public benefit /charity registration number of your parent organization;

.....

17. Provide the contact details of your parent organisation;

.....

PART 4: PUBLIC BENEFIT PURPOSES OF THE PROPOSED ORGANISATION

Public Benefit Purpose of the proposed PBO (*Your organisation's purposes are usually set out in the objects, section of your constitution. The purposes say what your organisation has been set up to achieve and reflect its broad aims rather than the day-to-day activities*).

18. Please choose any of the following activities that closely relates to your public benefit purposes:

- (i) Agriculture
- (ii) Children
- (iii) Culture
- (iv) Disability
- (v) Energy
- (vi) Education
- (vii) Environmental and Conservation
- (viii) Gender
- (ix) Governance
- (x) Poverty Eradication
- (xi) Health
- (xii) Housing & Settlement
- (xiii) Human Rights
- (xiv) HIV/AIDS
- (xv) Information
- (xvi) Informal sector
- (xvii) Legal Aid
- (xviii) Old Age

- (xix) Peace Building
- (xx) Population & Reproductive Health
- (xxi) Refugees
- (xxii) Disaster prevention, preparedness and mitigation
- (xxiii) Relief Pastoralism and marginalized communities
- (xxiv) Sports
- (xxv) Water and sanitation
- (xxvi) Animal welfare
- (xxvii) Youth

19. State your public benefit purpose as provided in your constitution

.....

.....

.....

20. Please list your specific objectives (*Ensure that they contribute directly to the main objective*)

.....

.....

.....

.....

.....

21. Who are your beneficiaries: ☐ Public ☐ Section of the public

(a) If your beneficiaries are a section of the public, please list them

- (i) Children
- (ii) The Elderly
- (iii) Youth
- (iv) Commercial sex workers
- (v) Drug and alcohol addicts
- (vi) Homeless people
- (vii) Orphans and Vulnerable children
- (viii) Persons with disability
- (ix) Refugees
- (x) Street Children
- (xi) The Poor
- (xii) Youth
- (xiii) Prisoners and ex-convict

- (xiv) People living with HIV/AIDs
 - (xv) Caregivers for vulnerable groups (OVCs, Elderly, PLWAs)
 - (xvi) Others not listed here (please specify)
22. Do you intend to charge fees for your services? Yes, or No (please note that charging fees is considered as a restriction to the beneficiaries)
23. If the Organisation charges fees are there any concessions for those who cannot pay the fees?
24. What are the services for which the Organisation charges fees?

PART 5: GEOGRAPHICAL AREAS OF OPERATION

25. Where do you intend to operate in Kenya (State the Counties of operation)

PART 6: FINANCIAL YEAR

26. Indicate your financial year (this is a 12-month period for example January to December)

PART 7: PERSONAL PARTICULARS OF DIRECTORS AND OFFICIALS

1. Chairperson

Name -----

Nationality -----

ID/Passport No -----

KRA pin -----

Phone number -----

Email -----

Signature -----

2. Treasurer

Name -----

Nationality -----

ID/Passport No -----

KRA pin -----

Phone number -----

Email -----

Signature -----

3. Secretary

Name -----

Nationality -----

ID/Passport No -----

KRA pin-----

Phone number -----

Email -----

Signature -----

4. Director

Name -----

Nationality -----

ID/Passport No -----

KRA pin-----

Phone number -----

Email -----

Signature -----

5. Director

Name -----

Nationality -----

ID/Passport No -----

KRA pin-----

Phone number -----

Email -----

Signature -----

6. Director

Name -----

Nationality -----

ID/Passport No -----

KRA pin-----

Phone number -----

Email -----

Signature -----

7. Director

Name

Nationality

ID/Passport No

KRA pin

Phone number

Email

Signature

8. Director

Name

Nationality

ID/Passport No

KRA pin

Phone number

Email

Signature

PART 6: COMPOSITION OF BOARD MEMBERS

27. Are any of the members of your board related? Yes or No

28. If so, how many of your board members are related?

DATA PROTECTION STATEMENT

Any information you provide will be held securely and in accordance with Article 31 of the Constitution of Kenya and the statutory laws on data protection. Selected information will appear on the Public Benefits Organizations Register in accordance with Section 15 of the Public Benefits Organizations Act.

The Authority, in compliance with Section 25 (5) of the PBO Act 2013, shall ensure that the activities of public benefit organizations are open and accessible to scrutiny by their respective stakeholders upon request, except for personal matters and proprietary information.

DECLARATION

It is an offence to give an answer that you know is untrue or misleading.

I certify that the information entered in this form is correct to the best of my knowledge.

Signed by Chairperson/ Secretary

Name

Designation

Date

Signature

FORM 2

(r. 8(2)(a))

Serial Number.

CERTIFICATE OF REGISTRATION AS A PUBLIC BENEFIT ORGANIZATION

I Director of the Public Benefit Organizations
Regulatory Authority, certify that

.....
.....

has been registered as Public Benefit Organization in accordance with section 10 of the
Public Benefits Organizations Act.

Dated the..... day of 20.....

.....

Director

Public Benefit Organizations Regulations Authority



FORM 3

(r. 10(1)(a))

APPLICATION FOR BESTOWMENT OF PUBLIC BENEFIT STATUS

PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM

1. This form is to be completed by any organization seeking to be bestowed with public benefit status
2. You can only apply to be bestowed with public benefit status if your organisation has been incorporated under a relevant law in Kenya other than the Public Benefits Organisations Act.
3. You will be required to provide evidence that your organization is in good standing and compliant with your current regulator or registrar
4. Please note that some of the information you give in this application will be publicly available in the Public Benefits Organisations Register.
5. Applicants must meet the public benefit test to be registered which requires that the organisation:
 - a. It must have public benefit purposes
 - b. Its activities must provide public benefit
 - c. Its constitution must not allow its property to be distributed or applied for purpose which are not for public benefit
 - d. It must not confer private benefit through its activities
 - e. There should be no undue restrictions in accessing the benefits offered by the Organisation

PART 2: PARTICULARS OF THE PROPOSED PUBLIC BENEFIT ORGANIZATION

1. NAME AND GOVERNANCE STRUCTURE

- a) Name of Entity
.....
- b) Governance Structure

☐

Membership

☐

Non-Membership

2. ADDRESS OF THE PROPOSED PUBLIC BENEFIT ORGANIZATION

- a) Physical Address of the proposed organization
- b) County
- c) Sub-county
- d) Physical address
- e) Postal address..... Postal code
- f) Organization's telephone number
- g) Email of the Organization

PART 3: LEGAL FORM OF APPLICANT

1. Under which law is your organization currently incorporated?
.....
2. Date of Incorporation-.....
3. Registration/incorporation number

PART 4: PUBLIC BENEFIT PURPOSES OF THE PROPOSED PUBLIC BENEFIT ORGANISATION

Public Benefit Purpose of the proposed organisation (*Your organisation's purposes are usually set out in the objects, section of your constitution. The purposes say what your organisation has been set up to achieve and reflect its broad aims rather than the day-to-day activities*).

1. Please choose any of the following activities that closely relates to your public benefit purposes.
 - (i) Agriculture
 - (ii) Children
 - (iii) Culture
 - (iv) Disability
 - (v) Energy
 - (vi) Education
 - (vii) Environmental & Conservation
 - (viii) Gender
 - (ix) Governance
 - (x) Poverty Eradication
 - (xi) Health
 - (xii) Housing & Settlement
 - (xiii) Human Rights
 - (xiv) HIV/AIDS
 - (xv) Information
 - (xvi) Informal sector
 - (xvii) Legal Aid
 - (xviii) Old Age
 - (xix) Peace Building
 - (xx) Population & Reproductive Health
 - (xxi) Refugees
 - (xxii) Disaster prevention, preparedness and mitigation
 - (xxiii) Relief

-
- (xxiv) Pastoralism and marginalized communities
- (xxv) Sports
- (xxvi) Water and sanitation
- (xxvii) Animal welfare
- (xxviii) Youth
2. State your public benefit purpose as indicated in your constitution or constituting document
-
-
-
3. Please list your specific objectives ((Ensure that they contribute directly to the main objective)
- a)
- b)
- c)
4. Who are your beneficiaries ☐ Public ☐ Section of the public
- (a) If your beneficiaries are a section of the public, please list them
- (i) Children
- (ii) The Elderly
- (iii) Youth
- (iv) Commercial sex workers
- (v) Drug and alcohol addicts
- (vi) Homeless people
- (vii) Orphans and Vulnerable children
- (viii) Persons with disability
- (ix) Refugees
- (x) Street Children
- (xi) The Poor
- (xii) Youth
- (xiii) Prisoners and ex-convict
- (xiv) People living with HIV/AIDs
- (xv) Caregivers for vulnerable groups (OVCs, Elderly, PLWAs)
- (xvi) Others not listed here (please specify)

(b) Do you intend to charge fees for your services? Yes, or No (*please note that charging fees is considered as a restriction on access to services*)

(c) If the Organization charges fees are there any concessions for those who cannot pay the fees?

.....
(d) What are the services for which the Organization charges fees?

PART 6: GEOGRAPHICAL AREAS OF OPERATION

1. Where do you intend to operate in Kenya (State your Counties of operation).

.....
2. Will you organization operate from Kenya to deliver programmes in other countries? Yes /No

.....
3. If the answer is yes to Question 2 above then please list the countries

PART 7: FINANCIAL YEAR

Indicate financial year (*this is a 12-month period for example January to December*)

.....
PART 8: PARTICULARS OF DIRECTORS AND OFFICIALS (Please note that the organization must have a minimum of five directors to be registered)

1. Chairperson

Name

Gender

Year of birth

Nationality

ID/Passport No.

KRA pin

Phone number

Email

Signature

2. Treasurer

Name

Gender

Year of birth

Nationality
ID/Passport No.
KRA pin
Phone number
Email
Signature

3. Secretary

Name
Gender
Year of birth
Nationality
ID/Passport No.
KRA pin
Phone number
Email
Signature

4. Director/official

Name
Gender
Year of birth
Nationality
ID/Passport No.
KRA pin
Phone number
Email
Signature

5. Director/official

Name
Gender
Year of birth
Nationality

ID/Passport No.
KRA pin
Phone number
Email
Signature

6. Director/official

Name
Gender
Year of birth
Nationality
ID/Passport No.
KRA pin
Phone number
Email
Signature

7. Board Member

Name
Gender
Year of birth
Nationality
ID/Passport No.
KRA pin
Phone number
Email
Signature

DATA PROTECTION STATEMENT

Any information you provide will be held securely and in accordance with Article 31 of the Constitution of Kenya and the statutory laws on data protection. Selected information will appear on the Public Benefits Organizations Register in accordance with Section 15 of the Public Benefits Organizations Act.

The Authority, in compliance with Section 25 (5) of the PBO Act 2013, shall ensure that the activities of public benefit organizations are open and accessible to scrutiny by their

respective stakeholders upon request, except for personal matters and proprietary information.

DECLARATION

It is an offence to give an answer that you know is untrue or misleading.

I certify that the information entered in this form is correct to the best of my knowledge.

Signed by the Chairperson/Secretary

Name

Designation

Date

Signature

FORM 4

(r. 10(2)(a))

Serial Number.

CERTIFICATE OF BESTOWMENT OF PUBLIC BENEFIT ORGANIZATION
STATUSI Director of the Public Benefit
Organizations Regulatory Authority, certify that.....
.....has this day been bestowed with Public Benefit Organization status in accordance
with section 7 of the Public Benefits Organizations Act.

Dated this day of 20.....

Director

Public Benefit Organizations Regulations Authority



FORM 5

(r. 12(2)(a))

Serial Number.

CERTIFICATE OF REGISTRATION AS AN INTERNATIONAL PUBLIC BENEFIT
ORGANIZATION

I Director of the Public Benefit Organizations
Regulatory Authority, certify that

.....
.....

has this day been registered as an International Public Benefit Organization under
section 11(2)(b) of the Public Benefits Organizations Act.

Dated this day of 20.....

.....

Director

Public Benefit Organizations Regulations Authority



FORM 6

(r. 14(1)(a))

APPLICATION FOR EXEMPTION FROM REGISTRATION AS AN
INTERNATIONAL PUBLIC BENEFIT ORGANIZATION

PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM

1. This form is to be completed by any organization seeking exemption from registration
2. You can only apply for registration as an Exempt organisation if your organisation does not intend to directly implement activities or programmes in Kenya or raise any subscriptions or engage in any other form of raising of funds in Kenya.
3. Furnish the Authority with the complete governance structure of your organisation.
4. Please note that some of the information you give in this application will be publicly available in the Public Benefit Organisations Register.
5. Applicants must meet the public benefit test to be registered which requires that the organisation:
 - a. Its activities must provide public benefit
 - b. Its constitution must not allow its property to be distributed or applied for non-charitable purposes
 - c. It must not confer private benefit through its activities
 - d. There should be no undue restrictions in accessing the benefits offered by the Organisation.

PART 2: PARTICULARS OF THE PROPOSED PUBLIC BENEFIT ORGANIZATION
NAME AND GOVERNANCE STRUCTURE

1. Name of Organization
2. Governance Structure ☒ Membership ☐ Non-Membership
3. ADDRESS OF THE PROPOSED PUBLIC BENEFIT ORGANIZATION
 - a) Physical Address of the proposed PBO
 - b) County
 - c) Subcounty
 - d) Physical address
 - e) Postal address..... Postal code
 - f) Organization's Phone number
 - g) Email of the Organization

PART 3: REGISTRATION STATUS

4. Please state the country of registration of the organization

.....

5. Please state the public benefit /charity registration number of your parent organization

.....

6. Contact details of the Parent Organisation

.....

PART 4: PUBLIC BENEFIT PURPOSES OF THE PROPOSED EXEMPT ORGANISATION

Public Benefit Purpose of the proposed PBO (*Your organization's purposes are usually set out in the objects, section of your constitution. The purposes say what your organization has been set up to achieve and reflect its broad aims rather than the day-to-day activities*).

7. The public benefit purposes in the Public Benefit Act 2013 are listed below. Please choose one that relates closest to your charitable purposes.

- (i) Agriculture
- (ii) Children
- (iii) Culture
- (iv) Disability
- (v) Energy
- (vi) Education
- (vii) Environmental & Conservation
- (viii) Gender
- (ix) Governance
- (x) Poverty Eradication
- (xi) Health
- (xii) Housing & Settlement
- (xiii) Human Rights
- (xiv) HIV/AIDS
- (xv) Information
- (xvi) Informal sector
- (xvii) Legal Aid

- (xviii) Old Age
- (xix) Peace Building
- (xx) Population & Reproductive Health
- (xxi) Refugees
- (xxii) Disaster prevention, preparedness and mitigation
- (xxiii) Relief
- (xxiv) Pastoralism and marginalized communities
- (xxv) Sports
- (xxvi) Water and sanitation
- (xxvii) Animal welfare
- (xxviii) Youth

8. State your public benefit purpose as indicated in your constitution

.....

9. Please list your specific objectives (Ensure that they contribute directly to the main objective)

- (a)
- (b)
- (c)

PART 5: COUNTRIES OF OPERATION

.....

PART 6: FINANCIAL YEAR

Financial year (this is a 12-month period for example January to December)

.....

PART 7: PARTICULARS OF DIRECTORS AND OFFICIALS (Please note that the organization must have a minimum of five directors one-third of whom must be Kenyans who are resident in the country to be registered)

1. Director

Name

Position

Nationality

Passport No

Phone number

Email

Signature

2. Director

Name

Position

Nationality

Passport No

Phone number

Email

Signature

3. Director

Name

Position

Nationality

Passport No

Phone number

Email

Signature

PART 8: PARTICULARS OF THE AUTHORIZED AGENT (The Authorised Agent must be a Kenyan Citizen retained by the Organization upon whom official notices, summons and other processes may be served)

Name

Gender

ID Number

KRA Pin

Phone Number

Email Address

Physical address

Postal address

Postal code

Nationality

Educational Qualifications

Profession/Occupation

Signature

DATA PROTECTION STATEMENT

Any information you provide will be held securely and in accordance with Article 31 of the Constitution of Kenya and the statutory laws on data protection. Selected information will appear on the Public Benefits Organizations Register in accordance with Section 15 of the Public Benefits Organizations Act.

The Authority, in compliance with Section 25 (5) of the PBO Act 2013, shall ensure that the activities of public benefit organizations are open and accessible to scrutiny by their respective stakeholders upon request, except for personal matters and proprietary information.

DECLARATION

It is an offence to give an answer that you know is untrue or misleading.

I certify that the information entered in this form is correct to the best of my knowledge.

Signed by one of the Directors

Name:

Designation:

Signature:

Date:

FORM 7

(r. 14(2)(a))

Serial Number.

PERMIT TO OPERATE AS AN EXEMPT INTERNATIONAL PUBLIC BENEFIT
ORGANIZATION

I Director of the Public Benefit Organizations
Regulatory Authority, certify that

.....
.....

has this day been exempted from registration as an international Public Benefit
Organization under section 11(2)(a) of the Public Benefit Organizations Act.

Dated this day of 20

.....

Director

Public Benefit Organizations Regulations Authority



FORM 8

(r. 16(3))

NOTICE OF INTENDED CANCELLATION OR SUSPENSION OF REGISTRATION
OR PERMIT AS A PUBLIC BENEFIT ORGANIZATION

TAKE NOTICE THAT the Public Benefit Organizations Regulatory Authority in accordance with section 19(1) of the Public Benefits Organizations Act 2013 intends to cancel/suspend your certificated of registration/permit under the said Act on the following grounds:

Dated this day of 20

.....

Director

Public Benefit Organizations Regulations Authority

FORM 9

(rr. 16(4)(b); 17)

CANCELLATION OR SUSPENSION OF A CERTIFICATE OF REGISTRATION

The Public Benefit Organizations Regulatory Authority in accordance with section 19(1) of the Public Benefits Organizations Act 2013 has cancelled/suspended your registration/exemption from registration on the grounds that:

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

Dated this day of 20

.....

Director

Public Benefit Organizations Regulations Authority

FORM 10

(r. 19(2); 20(1))

APPLICATION FOR REINSTATEMENT/ RESTORATION AS A PUBLIC BENEFIT
ORGANIZATION

To the Director
Public Benefits Organizations Authority
P.O. Box 44617 – 00100
NAIROBI.

FROM

.....
.....

The applies for the
review of the decision of the Public Benefit Organization Regulatory Authority made on
..... 20..... to suspend/cancel/deregister the
registration of
as a public benefit organization under the Act for the following reasons
.....
.....
.....
.....
.....

Signed by the chairperson

Name

Date

Signature (*Office bearer*)

*(attach supportive documents if any)

FORM 11

(rr. 23(1)(a); 25(1)(a))

APPLICATION FOR RECOGNITION OF A FORUM OF PUBLIC BENEFIT
ORGANIZATIONS

PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM

1. This form is to be completed by self-regulating Forums/Federation of forums of registered Public Benefit Organisations seeking recognition
2. Must have a minimum membership of 10(ten) and a membership of 5(five) as a Forum and Federation of forums respectively
3. Each forum/Federation of forums seeking registration must accompany its application for recognition with a register of members, duly signed minutes establishing the forum signed by the founding members, the constitutive documents of the forum/Federation of forums and the code of conduct and standards of the forum/Federation of forums.

PART 2: PARTICULARS OF THE FORUM

Name of the Forum-

Objectives of the Forum

.....

.....

.....

Number of Members of the Forum

What is the nature of the forum/Federation of forums? (Thematic based/Geographically based/both Thematic and Geographically based)

.....

If the forum is thematic based, please state the thematic area(s) to be addressed by the forum?

.....

If the forum is geographically based, please state the counties covered by the forum

.....

PART 3: CONTACT DETAILS OF THE FORUM

- a) County
- b) Subcounty
- c) Physical address
- d) Postal address..... Postal code.....
- e) Phone number
- f) Email

PART 4: OFFICIALS

Chairperson

Name

Email:

Telephone:

Secretary

Name

Email:

Telephone:

Treasurer

Name:

Email:

Telephone:

Signed

Chairperson-----

Name

Signature

Date:

FORM 12

(rr. 23(2)(a); 25(2)(a)))

Serial Number.

CERTIFICATE OF RECOGNITION OF A FORUM/FEDERATION OF FORUMS OF
PUBLIC BENEFIT ORGANIZATIONS

I Director of the Public Benefit Organizations
Regulatory Authority, certify that

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

has this day been recognised as a self-regulatory forum/federation of forums of public
benefit organizations in under section 23(1) of the Public Benefit Organizations Act.

Dated this day of 20

.....

Director

Public Benefit Organizations Regulations Authority



FORM 13

(r.27(b))

ANNUAL REPORT

PUBLIC BENEFIT ORGANIZATIONS REGULATORY AUTHORITY
ANNUAL REPORT**Please read these notes before filling this form**

Public Benefit Organization(PBOs) are required to submit annual Reports accompanied by an Audit Report. The Audit report must be prepared in accordance with PBO Act from recognised Auditors in good standing with the Institute of Certified Public Accountants of Kenya(ICPAK). The accounts and financial statements MUST be in **Kenya Shillings** and be presented in a manner consistent with Section 30(1) of the PBO Act. PBOs shall submit Annual Reports within 6 months from the date of completion of their financial year.

To the Director PBORA P. O. Box 44617 Nairobi

Financial year Starting on Ending on

SECTION A - ESTABLISHMENT INFORMATION**A1) Particulars of the PBO**

Name

Registration No.

Date of Registration

Category of PBO (tick appropriate checkbox)

National ☐ International ☐

Exempt ☐ Bestowed with PBO ☐

Status

KRA PIN

Postal Address

Physical Address

Telephone

Cell Phone

Email

Website

Social media handles (official X or Facebook accounts)

Where a PBO wishes to change any of its particulars, they are required to notify the Authority. (see regulations)

III Administration costs			
a) General administration costs			-
b) Administration Personnel emoluments & benefits			
(i) Local Staff			-
(ii) International Staff			-
IV Other Running Costs			-
V Payments total	2,000.00	-	2,000.00

B4(I) Closing Balance[B 2(v)-B3(V)]

II Cash & Bank balance (As per Audited financial statements)

-

B5) Accounts audited in the last Financial Year.Yes ☐

(Tick where appropriate)

No ☐

If No, state the reason:

Name of Audit FirmAuditor in charge of AuditPracticing Certificate No.

.....

.....

.....

B6. Please provide the following Banking details

	<u>Name of Bank</u>	<u>Bank Branch</u>	<u>Account Number</u>	<u>Currency</u>
i)	_____	_____	_____	_____
ii)	_____	_____	_____	_____
iii)	_____	_____	_____	_____

PBOs are required to obtain bank authorization letters to open and operate bank accounts from the PBO regulatory Authority

☐ ☐ ☐ ☐ ☐ ☐
B7 Contributions from the local community and government**i) From Local Community** (Tick where appropriate)Estimated amount

Material	☐	_____
Labour	☐	_____
Financial	☐	_____
Other (Specify)	☐	_____

ii) From Government (Tick where appropriate)

Tax waiver and VAT Exemption	☐
Other (Specify)	☐

Items/Goods grantedTax Waiver/VAT ExemptionAmount granted

SECTION C - PERSONNEL**C1) State the number of Employees and Volunteers both local and International i) Stationed in Kenya**

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
Previous Year	-		
Current Year	-		

ii) Stationed in other countries (Specify _____)

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
Previous Year			-
Current Year			-

iii)**Volunteers/Interns**

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
			-
Current Year			-

C2) Privileges accorded to Volunteers/Interns

	Local		International	
	Volunteers	Interns	Volunteers	Interns
Allowances/Stipends	☐	☐	☐	☐
Housing	☐	☐	☐	☐
Insurance	☐	☐	☐	☐
Medical	☐	☐	☐	☐
Training	☐	☐	☐	☐
Others (Specify)	☐	☐	☐	☐
	☐	☐	☐	☐

C3) Number of staff members trained during the reporting period

	<u>Local Staff</u>	<u>International Staff</u>	<u>Total</u>
In-house Training			-
Professional Training			-
Other Training (Specify)			
			-
			-
Total	-	-	-

Previous Year

SECTION D - PROJECTS

Note that "Projects in Other Countries" as referred to in this Section are the activities which were administered, supervised or co-ordinated from the Kenyan office of this NGO. Sectors here refers to the main result (Target Objective) expected from project implementation, while it is true that a project could have various components; the basis usually is to achieve a result in a specific sector i.e a HIV/AIDS Sector project could have an non security, microfinance components.

Nature of Project Carried Out	Beneficiary category	Approx. No Beneficiaries	Name County(s)	Spending Per county	Duration of Project (Years)	Completion status (Completed/Ongoing)	Amount Spent in Kenya (KES)	Amount spent in other countries
Agriculture								
Animal welfare								
Culture								
Disability								
Drug and Alcohol Addiction								
Education								
Energy								
Environmental Conservation								
Health								
HIV/AIDS awareness/mitigation								
Housing and Settlement								
ICT								
Peace building								
Population & Reproductive Health								
Promotion of Good Governance								
Promotion of Human Rights								
Relief of Poverty								
Relief/Disaster Management								
Road Safety								
Sports								
Water and Sanitation								
Welfare								

ii) How did you implement your projects this financial year? (for International NGOs only)

☐ Worked Through a Local Partner☐ Implemented Directly☐ Worked Through a Local Partner and implemented directly

D3) Type of Organization collaborated with and Nature of Collaboration

(Projects carried out in Kenya only) (Tick where appropriate)

[illegible]

FORM 14

(rr.30(4)(a); 31(3)(a))

NOTIFICATION OF MATERIAL CHANGES IN A PUBLIC BENEFIT ORGANIZATION

PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM

1. All public benefit organizations must notify the Authority of any changes and await its approval. Changes shall only take effect after approval by the Authority.
2. All notifications must be accompanied by the minutes of the meeting where it was resolved to change the organization's name, duly signed by the directors of the organization.
3. You will be required to explain the reasons for the changes to your name.
4. You shall be required to notify the public that you have changed your name by publishing the change in at least one newspaper with national circulation.
5. The amended constitution should accompany the notification.

PART 2: NOTIFICATION OF CHANGE

To the Director/CEO

Public Benefit Organizations Regulatory Authority

P.O. Box 44617 – 00100

NAIROBI.

We the Directors of Organization
 hereby gives notice in accordance with the provisions of Section 8(8) of the Public
 Benefits Organizations Act and Regulation of the Public
 Benefit Organizations Regulations, that the organization

.....
 (insert description of the change) on.....20..... to

.....
 for the following reasons:

.....

The new details of the change are as follows (provide the news details of the proposed
 change in the organization)

.....

Signed

Name of authorized officer

Date:.....

FORM 15

(r. 31(2))

NOTIFICATION OF CHANGE OF NAME OF A PUBLIC BENEFIT
ORGANIZATION

PART 1: IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM

1. Changes shall only take effect after approval by the Authority.
2. All notifications must be accompanied by reserved name, the minutes of the meeting where it was resolved to change the organisation's name, duly signed by the director of the organisation.
3. You will be required to explain the reasons for the changes to your name.
4. You shall be required to notify the public that you have changed your name by publishing the change in at least one newspaper with national circulation.
5. The amended constitution should accompany the notification.

PART 2: NOTIFICATION OF CHANGE OF NAME

To the Director

Public Benefits Organizations Authority

P.O. Box 44617 – 00100

NAIROBI.

We the Directors of
 Organization hereby give notice in accordance with the provisions of Section 8(8) of the
 Public Benefits Organizations Act and Regulation --- of the Public Benefit Organizations
 Regulations, that the organization intends to change its name from

To

NAMES OF REGISTERED OFFICIALS	DESIGNATION	SIGNATURE
-------------------------------	-------------	-----------

1.		
2.		
3.		
4.		
5.		

Date signed

FORM 16

(r.32(3)(a); 32(6))

Serial Number.

CERTIFICATE OF CHANGE OF NAME OF A PUBLIC BENEFIT
ORGANIZATIONSI Director of the Public Benefit Organizations
Regulatory Authority, certify that
a Public Benefit Organization registered under the Public Benefit Organizations Act has
officially changed its name to.....
and that this change has been duly approved in accordance the Public Benefit
Organizations Regulations as applied for.

Dated this day of 20

.....

Director

Public Benefit Organizations Regulations Authority



Made on the 24th February, 2026.

KIPCHUMBA MURKOMEN,
*Cabinet Secretary for
Interior and National Administration.*