



APPLICATION FOR REGISTRATION AS AN ENGINEERING CONSULTING FIRM

(To Be Completed By the Applicant in Block Letters)

Name of *sole proprietorship/partnership/body corporate:

Registered Address:

Physical Address (Location of Registered office)

Tel No.: Fax No.:

E-mail: Mobile No.:

PIN Reg. No.: VAT Reg. No.:

House No.: Block No.:

LR No.: Street Name:

Town/City:

1. DETAILS OF *SOLE PROPRIETOR/PARTNERS IN THE PARTNERSHIP:

(Where space provided is insufficient, please attach annexed sheet. Also attach copies of detailed CV's, certified copies of passport photographs and certified copies of ID card / Passport)

Name	Discipline	Professional Registration No.
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2. BOARD OF DIRECTORS IN THE BODY CORPORATE:

(Where space provided is insufficient, please attach annexed sheet. Also attach copies of detailed CV's, certified copies of passport photographs and certified copies of ID card / Passport.)

Name	Discipline	Professional Registration No.
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3. LIST OF SHAREHOLDERS IN THE BODY CORPORATE:

(Where space provided is insufficient, please attach annexed sheet.)

Name	Discipline	Professional Registration No. & Identity Card No.	shares held

4. LIST OF SERVICES PROPOSED TO BE OFFERED BY THE *SOLE PROPRIETORSHIP/PARTNERSHIP/BODY CORPORATE

(Where space provided is insufficient, please attach annexed sheet.)

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5. INFORMATION ON EMPLOYEES IN THE SOLE PRPRIETORSHIP/PARTNERSHIP/ BODY CORPORATE

(i) Number of engineers

Graduate Engineers: Employed

Professional Engineers: Consulting Engineers:

Temporary Engineers: Accredited Checkers:

(ii) Number of Technical Support Staff:

(iii) Number of Administrative Staff:

(iv) Others:

6. PARTICULARS OF EQUIPMENT/FACILITIES OWNED: (e.g. computers and accessories, Communications equipment, drawing office, surveying or other instruments etc.)

Name of equipment	Quantity	Ownership (produce evidence)	Remarks

7. NAME AND ADDRESS OF YOUR BANKERS:

8. DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION FORM:

- (i) Memorandum and Articles of Association certified by the Registrar of Companies;
- (ii) Statutory Declaration of *sole proprietor/all partners in the partnership/all directors and shareholders in the body corporate;
- (iii) Certified copies of certificates of Incorporation and Registration of business
- (iv) Certified copies of Practicing Licenses of the Engineers employed
- (v) Processing fee in case of Local Firms for the amount of KShs. 2,000 and registration fee for the amount KShs. 30,000 in bank draft/bankers cheques made payable to the Engineers Board of Kenya of which I understand is not refundable.
- (vi) Processing fee in case of Foreign Firms for the amount of US dollars 150 and application fee for the amount of US Dollars 500 which I understand is not refundable.

(vii) Past experience in Engineering Consultancy.

Name of person having Power of Attorney:

EBK Registration No.:

Signature:

Date:

Stamp / Seal:

FOR OFFICE USE ONLY	
Approved / Not Approved	
Date of Registration	
Registration Number.....	
Firm Registration Date	
Signature	Date

PENALTY

Any person, sole proprietorship, partnership or body corporate who procures or attempts to procure registration or a certificate of registration by knowingly making or producing or causing to be made or produced false or fraudulent declaration, certificate, application or representation whether in writing or otherwise, shall be liable to a fine not exceeding One Million Kenya Shillings.