



COUNTY GOVERNMENT OF UASIN GISHU

DEPARTMENT OF COOPERATIVES AND ENTERPRISE DEVELOPMENT

SERVICE DELIVERY CHATTER| / HATI YA HUDUMA KWA WANANCHI



VISION /DIRA

A vibrant and self sustaining cooperative movement

Muungano wa ushirika wenye nguvu na unaojitegemea



MISSION /DHAMIRA

To provide legal and policy framework, build capacity for members, leaders and staff of cooperative and provide access to affordable credit to accelerate the growth of viable cooperative sector for sustaining social economic development

Kutoa mfumo wa kisheria na kisera, kujenga uwezo wa wanachama, viongozi na wafanyakazi wa vyama vya ushirika na kutoa upatikanaji wa mikopo nafuu ili kuharakisha ukuaji wa vyama vya ushirika vyenye uwezo na sekta kwa kuendeleza maendeleo ya kijamii na kiuchumi.

Our Commitment / Ahadi Yetu

We are committed to providing efficient, transparent, accountable and timely cooperative development services.

Tumejitolea kutoa huduma za maendeleo ya vyama vya ushirika kwa ufanisi, uwazi, uwajibikaji na kwa wakati.

Service Rendered (English)	Huduma Inayotolewa (Kiswahili)	Charges / Ada	Time Frame / Muda wa Ku- tolewa Huduma	Requirements / Mahitaji
General Inquiries (Face-to-face, Written, Email, Social Media, Telephone)	Maswali ya Jumla (Ana kwa ana, Barua, Barua Pepe, Mitandao ya Kijamii na Simu)	Free / Bure	Immediately / Mara Moja	Physical presence, written request, email or phone call / Kufika ofisini, barua, barua pepe au simu
Registration of Cooperative Societies	Usajili wa Vyama vya Ushirika	KSh 3,700 (NG); KSh 2,800 (UGC)	30 Days / Siku 30	Pre-cooperative meeting, completed application forms / Mkutano wa awali na fomu zilizojazwa
Preparation of Registration Documents	Maandalizi ya Nyaraka za Usajili	Agreed Fees / Ada ya Makubaliano	14 Days / Siku 14	Economic appraisal and four copies of by-laws / Tathmini ya kiuchumi na nakala nne za katiba
Registration of Amended By-laws	Usajili wa Marekebisho ya Katiba	KSh 1,000	30 Days / Siku 30	AGM resolution, proposed by-laws and amendment schedule / Azimio la mkutano mkuu, katiba iliyorekebishwa na ratiba ya marekebisho
Change of Society Name	Kubadilisha Jina la Chama	KSh 3,000	30 Days / Siku 30	AGM resolution and four copies of amended by-laws / Azimio la mkutano mkuu na nakala nne za katiba
Official Search	Utafutaji Rasmi wa Taarifa	KSh 1,000	5 Days / Siku 5	Application / Maombi
Renewal of Registration Certificate	Upyaishaji wa Cheti cha Usajili	KSh 2,000	30 Days / Siku 30	Application through Sub-County Cooperative Officer / Maombi kupitia Afisa wa Ushirika wa Kaunti Ndogo
Certification of Documents	Uthibitishaji wa Nyaraka	KSh 1,000	1 Day / Siku 1	Application / Maombi
Inspection of Cooperative Societies	Ukaguzi wa Vyama vya Ushirika	Applicant meets cost / Gharama hulipwa na mwombaji	30 Days / Siku 30	Application / Maombi
Inquiry and Liquidation	Uchunguzi na Ufilisi wa Chama	Charges as prescribed / Ada kulingana na sheria	90 Days / Siku 90	Gazette Notice / Tangazo la Gazeti la Serikali
Attendance of AGM/SGM	Kuhudhuria Mikutano Mkuu	Free / Bure	15 Days' Notice / Taarifa ya siku 15	Written invitation / Barua ya mwaliko
Filing Declaration of Wealth	Kuwasilisha Tamko la Mali	Free / Bure	30 Days / Siku 30	Completed declaration forms / Fomu zilizojazwa
Registration of Indemnity Forms	Usajili wa Fomu za Dhamana	Free / Bure	30 Days / Siku 30	Completed forms / Fomu zilizojazwa
Conflict Resolution	Utatuzi wa Migogoro	Free / Bure	7 Days / Siku 7	Registered complaint / Malalamiko yaliyosajiliwa
Approval of Borrowing Powers	Uidhinishaji wa Mamlaka ya Kukopa	Free / Bure	30 Days / Siku 30	AGM minutes, audited accounts, bank statement and application form / Kumbukumbu za mkutano mkuu, hesabu zilizokaguliwa, taarifa ya benki na fomu ya maombi
Registration of Charge	Usajili wa Dhamana	Free / Bure	30 Days / Siku 30	Special resolution and application form / Azimio maalum na fomu ya maombi
Market Research and Business Information	Utafiti wa Soko na Taarifa za Biashara	Free / Bure	Continuous / Endelevu	Registered cooperative society / Chama kilichosajiliwa
Audit of Cooperative Accounts	Ukaguzi wa Hesabu za Vyama	Minimum KSh 9,000 plus statutory charges / Kuanzia KSh 9,000 pamoja na ada za kisheria	30 Days / Siku 30	Trial balance, books of accounts and supporting documents / Mizania, vitabu vya hesabu na nyaraka husika
Registration of Audited Accounts	Usajili wa Hesabu Zilizokaguliwa	Free / Bure	7 Days / Siku 7	Audited accounts / Hesabu zilizokaguliwa
Cooperative Enterprise Development Fund Loans	Mikopo ya Mfuko wa Maendeleo ya Biashara za Ushirika	5% (Short-term); 8% (Long-term)	30 Days / Siku 30	Registration certificate, by-laws, audited accounts, bank statements, AGM resolution, IDs and KRA PINs / Cheti cha usajili, katiba, hesabu zilizokaguliwa, taarifa za benki, azimio la mkutano mkuu, vitambulisho na PIN za KRA
Capacity Building, Training and Benchmarking	Ujenzi wa Uwezo, Mafunzo na Ziara za Mafunzo	Free (Department Facilitated) / Bure (Idara hugharamia)	As Scheduled / Kulingana na Ratiba	Registered cooperative society or organized group / Chama kilichosajiliwa au kikundi kilichoandaliwa

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