



RETAIL TRADE ASSOCIATION OF KENYA

RETRAK/APP/FORM/ORD/JAN 2017
ORDINARY MEMBERSHIP APPLICATION FORM

IMPORTANT

- This application form is only applicable to ordinary membership category
- The application to be filled in duplicate, one copy to be retained by the applicant and the others to be submitted to **RETRAK**.
- Attach a copy of the Company's / Business Certificate of Incorporation
- Please note that membership may be terminated if the business engages in any illegal trade by the laws of the land.
- Please note that **RETRAK** may call for verification or proof of any information furnished herein.
- Please note that the information you provide in this form will be treated as confidential.

ORDINARY MEMBERSHIP APPLICATION FORM

SECTION I: COMPANY CONTACTS

Company/Business Name:

Postal Addresses:

Postal Code:

Physical Addresses:

Nearest town.....

Telephone Nos:

Fax Nos.:

E-mail Addresses:

Web Site:



RETAIL TRADE ASSOCIATION OF KENYA

SECTION II COMPANY DETAILS

1. Nature of Business:

2. No. of Branches:

3. When was the business established:

4. Type of Ownership: (a) Company (Legal status)

(b) Sole proprietorship

(c) Partnership

5. Full names and Nationality of the company Directors/Partner/ Sole proprietor as at the date of this application

	Full Name	Nationality	ID/Passport No	Address
i				
ii				
iii				
vi				
v				
vi				

6. Names and contacts of the Senior Managers

	Designation	Full Name	E-mail	Phone No.
i	General Manager/CEO			
ii	Financial Controller			
iii	Operations Manager			
iv	Sales/Marketing Manager			
v	HR Manager			

7. Number of Employees: Total.....

(i) Management employees

(ii) Unionisable employees (a) Permanent:

(b) Casual:



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8. Structure of Annual Membership Fee

- a) New members are required to pay an Entrance Fee as indicated in column (1),
- b) The Entrance Fee indicated in column (1) is a one-off payment i.e. at the time of joining the Association.
- c) In the second year after joining, members will only be required to pay the annual subscription fee indicated in column (2) or as may be determined by the Executive Committee as per clause 16 of the Memorandum & Articles of Association.

9. Attach the following requisite statutory licenses/permits.

- a) Certificate of Incorporation
- b) Trade License

10. Referred for RETRAK Membership by.....

SECTION III: EXPECTATIONS

What are your expectations from RETRAK?

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DECLARATION

I hereby declare that the information given above is complete and correct.

Full name:

Designation:

Signature:Date:

For and on behalf of our company/business:

I am applying for membership of Retail Trade Association of Kenya (RETRAK) and agree to be bound by its memorandum and articles of association and any rules thereunder which are now or may at any time be in force;



RETAIL TRADE ASSOCIATION OF KENYA

To notify Retail Trade Association of Kenya of any changes in Directors/Partners/Management or ownership during the period of our membership to the Association and also to notify the association of any other changes on any information given in the application form including turnover.

FOR OFFICIAL USE ONLY

Approved by the RETRAK Board of Directors.

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Date

Signature.....