

GUIDELINES FOR KISM MEMBERSHIP & LICENSE REGISTRATION

- ✓ Complete the membership application form obtained from the KISM secretariat or download from website
- ✓ A commissioner for oaths should certify copies of the following documents as true copies of the originals:
 - i. Copies of academic and professional examination certificates
 - ii. Certificates of membership of professional bodies
 - iii. Two passport size photographs
- ✓ Applicants are required to indicate the level of their professional experience and practical training during the last five years. Each employment record must be supported by a letter from the employer (including current employer) stating:
 - i. Date of commencement and /or termination
 - ii. Nature and scope of duties
 - iii. Whether the employment was on a fulltime or part time basis
- ✓ Relevant testimonials should also be submitted with the application
- ✓ If granted exemption from any sections, stages or part of any examination this should be stated.
- ✓ Holders of foreign qualifications will only be considered upon provision of a membership certificate from their respective institutes.
- ✓ Applicants with local qualification will be required to include a copy of the final certificate from their respective institutes.
- ✓ The prescribed fee payable is as contained in the second schedule of the Regulations.
- ✓ If a Kenyan, submit a copy of both sides of the identity card, if non-Kenyan, a current work permit together with the application.

PAYMENT PROCEDURE

- ✓ The membership fee can be paid to Kenya Institute of Supplies Management using the following options:
 - i. M-PESA Pay Bill: Enter the business number 552500. Enter your full name without spacing as the account number.
 - ii. KISM Bank Account: Payment can be made to Kenya Institute of Supplies Management, Standard Chartered Bank, Westlands Branch, A/C 0102096929100. The Deposit Slip should be submitted with application.
- ✓ The application will be processed within 45 days.
- ✓ Applicants are required to note that applications for registration will be received at the Institute's offices subject to compliance with all the requirements outlined in the registration guidelines.

SUBSCRIPTION FEES

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| 1. Student Member | KSh1,000 |
| 2. Associate Member | KSh 4,000 |

- 3. Member KSh 4,000
- 4. Corporate Member KSh 25,000

KSh. 500 administration fee will be charged to first time applicants (individuals)

SUBMISSION OF APPLICATIONS

Applications can be delivered to KISM premises at Nation Centre 12th floor or scanned and sent via email to membership@kism.or.ke