



ORPP SERVICE CHARTER

In this charter as detailed below, we set out our service commitments which have been prepared in response to the customer needs.

	Service/Product	Requirements	Timeline	User Charges
1.	Advising Applicants on the requirements for Registration	Request for Information	1 working day	Nil
2.	Name, color & symbol search	Written application List of proposed names Proposed symbol Proposed colors	7 working Days	Kshs. 500
3.	Provisional Registration	Written application Party Constitution Minutes of National Executive Council (NEC) founder meeting Dully filled Form PP1 Duly filled Form PP2 Ideology Statement Vetting Form Prescribed Fee	30 working days	Kshs. 100,000
4.	Verifying Party's Constitutions and Nomination Rules	3 Copies of party's Constitution 3 Copies Nomination Rules	7 working days	Nil
5.	Full Registration	Written Application 2 copies dully filled Forms PP4 & PP5	6 Months	Kshs. 500000

		Minutes of NEC Founder meeting Prescribed Fee		
6.	Change or amendment of particulars of a political party	Written application Published notice in at least two newspapers of national circulation Minutes of National Executive Council (NEC) meeting of decision Dully filled form- PP7	14 working days	Nil
7.	Confirmation of Membership status	National ID/ Valid Passport	10 minutes	Nil
8.	Update Party Membership resignation Resignation from a political party	2 Copies of a resignation letter (Addressed to the party, with a copy to ORPP) Copy of National ID/Passport Dully processed resignation letter from party member Copy of National ID/Passport	3 Working Days	Nil
9.	Party Membership Search	Written Application Copy of National ID	3 Working Days	Kshs. 500
10.	Managing political parties merger	Duly authenticated minutes of the respective political parties governing Councils of resolution to form merger Signing and depositing of official agreement	28 working days	Nil
11.	Managing political parties Coalitions	Provide evidence of authenticated coalition agreement Submit coalition name, symbol, slogan Depositing of coalition agreement with ORPP	-	Nil
12.	Update of Political Parties on compliance status	Written application for perusal	30 minutes	Nil

13.	Deregistering political party	Submit show cause why party not be deregistered Receipt of a published gazette notice of deregistration	90 days 14 days	Nil
14.	Winding up of a political party	Evidence of deregistration Notification to Attorney General An application of Attorney General to the High Court and its orders	-	Nil
15.	Administering Political Parties Fund	Political parties submission of: <ul style="list-style-type: none"> ▪ work plan, ▪ strategic plan, ▪ bank details and ▪ 3 signatories to its bank account ▪ The Accounting Officer 	Within a quarter	Nil
16.	Request for Party Documents	Written Application Copy of National ID	3 Working Days	Kshs. 10 per page
17.	Verification of independent candidates status	Written application and symbol Copy of National ID/passport	3 Working Days	Applicable cost
18.	Lodging of complaint (general)	Written complaint	7 days	Nil
19.	Access to information requests	Written application for information and intended purpose Copy of National ID	7 days	Cost dependent on format on which information is availed

Feedback

- Complaints, compliments, suggestions and feedback may be channeled via applicable avenues such as telephone, letters, e-mail, customer feedback platforms, suggestion boxes among others;
- Confidentiality and privacy shall be respected;
- All feedback shall be addressed within seven working days.

Accessibility:

Our offices are open to the public as follows:

Monday to Friday: 8.00am-1.00pm

2.00pm-5.00pm

The office remains closed on Saturdays, Sundays and all public holidays or under any other unavoidable circumstances for which, the reason(s) for closing will be communicated to you through ORPP official communication platforms.

Contact Information

The Registrar of Political Parties



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