



OFFICE OF THE REGISTRAR OF POLITICAL PARTIES

CITIZENS' SERVICE DELIVERY CHARTER

S/no.	Service	Requirements	User charges	Timeline
1.	Advising applicants on the requirements for registration	Request for information	Nil	1 working day
2.	Name, color, symbol Search & slogan	<ul style="list-style-type: none">• Written application• List of proposed party names• Proposed symbols• Proposed colours• Proposed slogans	Kshs. 500	14 working days
3	Submission of party documents	<ul style="list-style-type: none">• Proposed party constitution (2 copies)• Proposed party rules• Signed First minutes of the founder members	Nil	-



4.	Review of the submitted documents in no.3	<ul style="list-style-type: none"> Proposed party constitution Proposed party rules Signed First minutes of the founder members 	Nil	14 working days
5.	Submission of statement of ideology	<ul style="list-style-type: none"> 2 copies of the Ideology statement 2 copies party manifesto 	Nil	1 Working day (as scheduled)
6.	Application for provisional registration	<ul style="list-style-type: none"> Written application Approved Party constitution Approved party rules Signed minutes of the first meeting of the founding members Duly filled Form PP1 Duly filled Form PP2 Vetting Form Prescribed fee 	Kshs. 100,000 (Payable on banker's cheque upon approval of application)	-
7.	Review of the application in no.6	<ul style="list-style-type: none"> Written application Approved Party constitution Approved party rules Signed minutes of the first meeting of the founding members Duly filled Form PP1 Duly filled Form PP2 Vetting Form 	Nil	-



8.	Issuance of Provisional Registration Certificate	<ul style="list-style-type: none"> Printed Certificate 	Nil	30 days upon meeting requirements
9.a	Demonstration of membership recruitment	<ul style="list-style-type: none"> Membership recruitment plan Presentation of proposed methods to be used in recruitment 	Nil	1 day upon meeting requirements (as per scheduled meeting)
9.b	Application for full registration	<ul style="list-style-type: none"> Written application 2 Copies of approved party constitution and party rules 2 Copies duly filled forms PP4 & PP5 with necessary documentary evidence Original certificate of provisional registration Undertaking to be bound by the PPA and Political Parties Code of Conduct Prescribed fee 	Kshs. 500,000 (Payable on banker's cheque upon approval of application)	30 days
10.	Review of the application in no.9	<ul style="list-style-type: none"> Written application 2 Copies of approved party constitution and party rules 2 Copies duly filled forms PP4 & PP5 with necessary documentary evidence Original certificate of provisional registration Undertaking to be bound by the PPA and Political 	Nil	-



		Parties Code of Conduct		
11.	Issuance of Full Registration Certificate	<ul style="list-style-type: none"> Printed Certificate 	Nil	30 days upon meeting requirements
12.	Change or amendment of particulars of a political party	<ul style="list-style-type: none"> Written application Published notice in at least two newspapers of national circulation Notice, Minutes and signed list of attendees of party organ authorized to make change or amendment Duly signed and commissioned relevant statutory form 	Nil	14 days upon meeting requirements
13.	Confirmation of membership status	<ul style="list-style-type: none"> National Identity card/ Valid Passport Access to online platforms 	Nil	Instant
14.	Political party membership status/ other searches	<ul style="list-style-type: none"> Written application Copy of National Identity card / valid passport of applicant Authority letter accompanied with Copy of Identification of authorized individual where applicable 	Kshs. 500 Applicable fee	3 working Days



15.	Resignation from a political party	<p>a) Manual</p> <ul style="list-style-type: none"> • 2 Copies of a resignation letter (Addressed to the party, with a copy to Registrar of Political Parties) • Copy of National Identity card/Passport <p>b) Online</p> <p>Access to online platforms</p>	Nil	-
16.	Gazettement of political parties' merger	<ul style="list-style-type: none"> • Statutory Form PP20/PP21 • A signed declaration that rules and procedures of entering a merger have been followed • Certificates of full registration of merging parties • Constitution and rules of the new/merged party • Name, symbol, colours and slogan of the new party (if merging to form a new party) • Particulars of members of the governing body • List of location and address of the new party head and county offices • Duly authenticated minutes of the respective political parties governing body of resolution to form merger. • Signing and depositing of official merger agreement with the Registrar 	Nil	7 days



17.	Gazettement of political parties coalitions and coalition political parties	<ul style="list-style-type: none"> Evidence of authenticated coalition agreement Statutory Form PP19 A declaration that rules and procedures appertaining to the joining a coalition have been followed. Minutes of the body/organ mandated by the party to enter a coalition Submit coalition name, symbol, slogan Depositing of coalition agreement with the Registrar 	Nil	5 working days (upon issue of letter of confirmation)
18.	Update of political parties on compliance status	<ul style="list-style-type: none"> Written application 	Nil	7 days
19.	Deregistering of a political party	<ul style="list-style-type: none"> Submit show cause why party should not be deregistered Receipt of a published gazette notice of deregistration 	Nil	Lapse of 90 days Lapse of 14 days
20.	Winding up of a political party	<ul style="list-style-type: none"> Evidence of deregistration Notification to Attorney General An application of Attorney General to the High Court and its orders 	Nil	Depending on due process
21.	Administering Political Parties Fund	<p>Political parties' submission of:</p> <ul style="list-style-type: none"> Statutory Form PPF1 Statutory Form PPF2 Work Plan, Strategic Plan, Bank details and 3 signatories to its bank account The Accounting Officer 	Nil	Quarterly
22.	a) Certify that an Independent Candidate is	<ul style="list-style-type: none"> Submit a duly filled application form using the management information system established by the registrar. 	Applicable cost	7 days




	<p>not a Member of any Registered Political Party.</p> <p>b) Certify the Symbol Intended to be used by an Independent Candidate does not resemble the symbol of a Registered Political Party.</p>	<ul style="list-style-type: none"> Attach symbols intended to be used by the independent candidate for certification. 		
23.	<p>Lodging of complaints;</p> <p>a. General</p> <p>b. In relation to Political Parties</p>	Written complaint	Nil	7 days
24.	General Access to information	<ul style="list-style-type: none"> Written application for information and intended purpose Copy of National Identity card/valid passport 	Cost dependent on format on which information is availed	7 days


The ORPP is committed to courtesy and excellence in service delivery in line with Article 232 of the Constitution and relevant laws on public service.

Any service/good rendered that does not conform to service standards or any officer who does not live up to the commitments of this Charter should be reported to the address below:



Registrar of Political Parties

Office location:  Lion Place, 1st and 4thFloor, Karuna Close, Waiyaki Way, Westlands

Postal Address:  P.O. Box 1131-00606, Sarit Centre, Nairobi Kenya

Landline:  +254(0)204 022000

Mobile:  0772281357

Email:  info@orpp.or.ke (for general enquires)

Website:  <http://www.orpp.or.ke>

Social media platforms:  ORPPKenya ,  @ORPPKenya

OR

Commission on Administrative Justice (CAJ)

2nd Floor, Floor End Towers

Waiyaki Way-Westlands, Nairobi

P.O. Box 20414-00200

Nairobi

Mobile: +254-20-227000/2303000/2603000/2603765/2409574/0777125818/0800221349(Toll free)

info@ombudsman.go.ke/complain@ombudsman.go.ke

HUDUMA NI HAKI YAKO

