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COMMISSION HOUSE
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NAIROBI

PSC/C&QA/VPRIN/VOL.III/147

2nd July, 2018

All Cabinet Secretaries
All Principal Secretaries
The Attorney General
Chief Executive Officers of Constitutional Commissions and Independent Offices
Chief Executive Officers of Statutory Commissions and Authorities
Chief Executive Officers of State Corporations
Vice Chancellors of Public Universities

2017/2018 VALUES AND PRINCIPLES COMPLIANCE EVALUATION REPORT

Article 234 (2)(h) of the Constitution and Section 63 of the PSC Act 2017 requires the Public Service Commission to evaluate and report to the President and Parliament on the extent to which the values and principles mentioned in Articles 10 and 232 are complied with in the public service. The Commission has therefore continued to undertake evaluation on Compliance with the Values and Principles since the year 2012.

The previous six (6) Compliance Reports contain recommendations meant for implementation by Ministries, Departments and Agencies (MDAs). A review of the implementation status of the subsequent reports from 2013 to 2017 indicates that some recommendations have remained unimplemented. Further, some crosscutting issues from the reports have been identified as performance gaps while others that are institution-specific remain outstanding across the public service.

In order to address the above concerns, the Commission introduced an online survey tool during the 2016/2017 evaluation process that greatly enhanced the effectiveness of data collection and analysis. The online tool has since been upgraded and will be used to collect data from all MDAs during the 2017/2018 evaluation.

Towards ensuring that MDAs are adequately prepared for the 2017/2018 reporting cycle, the Commission has organized a two (2) days sensitization programme that is scheduled to take place at the **Kenya School Monetary Studies (KSMS)** Nairobi from **20th August to 13th September 2018**. During the Workshop, a demonstration on how to fill the online tool will be made to all the participants.

The workshop targets all Heads of Human Resource Management and Development (HRM&D) and the technical officer handling Governance and Ethics in the institution. Please note that the Commission expects only the targeted officers to attend the workshop on the appointed dates as provided in the attached sensitization schedule. The Commission will provide an online link of the instrument to Heads of HRM&D after the sensitization exercise.

The online instrument must be filled by the sensitized nominees and submitted by the institutions on or before **28th September 2018** to facilitate completion of the 2017/2018 Values and Principles Compliance Evaluation Report for onward transmission to the President and Parliament.

Further, one of the critical areas for the 2016/17 evaluation included compliance with Section 16 of Leadership and Integrity Act, 2012 and the Schedule there-in. It was evident from the evaluation findings that many institutions had challenges with the filling of the schedule. The Commission has developed templates for all the 15 provisions for ease of filing (**copy attached**). Kindly note that this is in line with the Government's efforts to fight corruption and ensure an ethical public service.

Copies of the filed disclosures, both soft and hard copy, for all officers together with the names and contact details of the aforementioned two (2) officers be submitted to the Commission on or before Friday **27th July, 2018**. The soft copies of the dully filled templates should be sent to ethics@publicservice.go.ke.

The invited institutions outside Nairobi will cater for transport and accommodation for the nominees while the Commission will meet the cost of conference facilities and training materials. All nominees will also be required to come with laptops as the programme involves practical sessions.

Kindly note that copies of the Baseline report, the 2012/13, 2013/14, 2014/15 2015/16 and 2016/2017 reports, as well as the "*Framework for the Implementation of Values and Principles in Articles 10 and 232 of the Constitution in the Public Service*" can be downloaded from the Commission's website (i.e. www.publicservice.go.ke.) Please acquaint yourself with the above reference documents and any other relevant public service guidelines and regulations in preparation for the sensitization.

For any clarification, contact the Director Compliance and Quality Assurance, Mr. Wachinga Gikonyo, on 0772897920 or any of the following Team Members:

1. Mr. Gabriel Juma - 0721273658
2. Mr. Wesley Kipngetich - 0722473933
3. Mr. Francis Lemarkat - 0715425501
4. Mr. Isaac Mugo Kihus - 0722155340



DR. ALICE A. OTWALA (MRS), CBS
SECRETARY/CHIEF EXECUTIVE
PUBLIC SERVICE COMMISSION

Encl.

SENSITIZATION WORKSHOP ON CONSTITUTIONAL VALUES AND PRINCIPLES TO BE HELD AT THE KENYA SCHOOL OF MONETARY STUDIES (KSMS) NAIROBI - JULY AND AUGUST 2018

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|----------------|--|---|--|---|
| GROUP I | 20th – 21st August 2018 | <ol style="list-style-type: none"> 1. Alupe University College (Moi) 2. Chuka University 3. Cooperative University of Kenya 4. Dedan Kimathi University of Science and Technology 5. Egerton University 6. Garissa University 7. Jaramogi Oginga Odinga University of Science & Technology 8. Jomo Kenyatta University of Agriculture & Technology 9. Kaimosi Friends University College (Masinde M.) 10. Karatina University 11. Kenyatta University 12. Kibabii University 13. Kirinyaga University 14. Kisii University 15. Laikipia University 16. Maasai Mara University 17. Machakos University 18. Maseno University 19. Masinde Muliro University of Science & Technology 20. Meru University of Science and Technology 21. Moi University 22. Multi-Media University of Kenya 23. Murang'a University of Technology 24. Pwani University 25. Rongo University 26. South Eastern University 27. TaitaTaveta University 28. Technical University of Kenya 29. Technical University of Mombasa 30. Tom-Mboya University College (Maseno) 31. Turkana University College 32. University of Eldoret 33. University of Embu 34. University of Kabianga 35. University of Nairobi 36. Ewaso Ngiro North Development Authority 37. Independent Policing Oversight Authority | 2 officers per institution (57x2 = 114) | One (1) Head of HR; and One (1) technical officer handling governance and ethics |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|-----------------|--|---|----------------------------|--|
| | | 38. Kenya Accreditation Services 39. Kenya Animal Genetic Resources Centre 40. Kenya Copyright Board 41. Kenya Deposit Insurance Corporation 42. Kenya Film Commission 43. Kenya Industrial Estate Limited 44. Kenya Investment Authority 45. Kenya Leather Development Council 46. Kenya Meat Commission 47. Kenya Medical Research Institute 48. Kenya Medical Training College 49. Kenya Safari Lodges and Hotels 50. Kenya Yearbook Editorial Board 51. Nairobi Water Services Board 52. National Quality Control Laboratory 53. New Partnership for African Development (NEPAD) 54. Pharmacy & Poisons Board 55. Savings and Credit Societies Regulatory Authority 56. University of Nairobi Enterprises and Services Limited 57. Witness Protection Agency 58. Women Enterprise Fund 59. Youth Enterprise Development Fund Board | | |
| GROUP II | 22nd – 23rd August 2018 | 1. State Department for Interior 2. State Department for Immigration and Citizen Services 3. State Department for Correctional Services 4. Ministry of Defence 5. The National Treasury 6. State Department of Planning 7. Ministry of Foreign Affairs 8. Accountants Disciplinary Committee 9. Advocates Complaints Commission 10. Advocates Disciplinary Tribunal 11. Affirmative Action Social Development Fund 12. Africa Trade Insurance 13. Agha Khan Ismailia Provincial Council 14. Agricultural Development Corporation 15. Agricultural Finance Corporation 16. Agricultural Information Resource Center (AIRC) 17. Agricultural Information Resource Center Revolving Fund | 2 officers per institution | One (1) Head of HR; and One (1) technical officer handling governance and ethics |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|-------|------|---|---------------------|---------------------------|
| | | 18. Agriculture, Livestock, Food and Fisheries Authority (AFFA) 19. Agro-Chemical and Food Company limited 20. Animal Technicians Council 21. Anti-Counterfeit Agency 22. Anti-doping Agency of Kenya 23. Anti-Female Genital Mutilation Board 24. Anti-Money Laundering Advisory Board 25. Assets Recovery Agency 26. Athi Water Services Board 27. Auctioneers Licensing Board 28. Bandari College 29. Betting Control and Licensing Board 30. Board of Registered Architects and Quantity Surveyors 31. Bomas of Kenya 32. Brand Kenya Board 33. British Council in Kenya 34. Broadcast Content Advisory Council 35. Bukura Agricultural College 36. Business Premises Rent Tribunal 37. Business Services Registration Board 38. Capital Markets Authority 39. Capital Markets Tribunal 40. Car Loan Scheme for Electoral Commissioners Fund 41. Center for Mathematics, Science and Technology in Africa 42. Central Bank of Kenya 43. Chemelil Sugar Company Limited 44. Child Welfare Society of Kenya 45. Civil Registration of Persons 46. Civil Servants Accident Claim Fund 47. Civil Servants Housing Scheme Fund 48. Clinical Officers Council 49. Coast Development Authority 50. Coast Water Service Board 51. Commodities Fund 52. Communications Appeal Tribunal 53. Communications Authority of Kenya 54. Community Development Trust Fund 55. Competition Authority of Kenya 56. Consolidated Bank of Kenya 57. Public Service Commission 58. Kenya Water Institute - KEWI | | |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|-----------|---|---|----------------------------|--|
| GROUP III | 27 th – 28 th August 2018 | <ol style="list-style-type: none"> 1. State Department for Industrialization 2. State Department for Trade 3. State department for Co-operatives 4. Ministry of Health 5. State Department for Agricultural Research 6. State Department for Crop Development 7. Contingencies Fund 8. Contractors and Builders Retention Fund 9. Cooperatives Tribunal 10. Council for Legal Education 11. Curriculum Development Assessment & Certification Council (TVETCDACC) 12. Development Bank of Kenya 13. Directorate of National Cohesion and Values 14. Directorate of Resource Surveys and Remote Sensing 15. East African Court of Justice 16. East African Development Bank 17. East African Marine Cable System Limited 18. East African Portland Cement Company Limited 19. East African School of Aviation 20. Energy Regulatory Commission 21. Energy Tribunal 22. Engineers Registration Board of Kenya 23. Estate Agents Registration Board 24. Ewaso Nyiro South Development Authority 25. Export Processing Zones Authority 26. Export Promotion Council 27. Financial Reporting Center 28. Fish Marketing Authority 29. Gender Violence Protection Centers 30. Geologists Registration Board 31. Geothermal Development Company 32. Government Advertising Agency 33. Government Chemist 34. Government Clearance Agency Fund 35. Government Coast Agent 36. Government Digital Payments 37. Government Press 38. Health Records and Information Managers Board 39. Higher Education Loans Board 40. Huduma Centers 41. Industrial & Commercial Development Corporation 42. Industrial Development Bank | 2 officers per institution | One (1) Head of HR; and One (1) technical officer handling governance and ethics |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|-----------------|--|--|----------------------------|--|
| | | 43. Inspectorate of State Corporations 44. Institute of Capacity Development for Teachers in Africa 45. Institute of Certified Public Accountants 46. Institute of Certified Investments and Financial Analysts 47. Institute of Certified Public Secretaries of Kenya 48. Institute of Human Resource Management 49. Insurance Regulatory Authority 50. Insurance Tribunal 51. Integrated Project Delivery Unit 52. Intellectual Property Tribunal 53. Intergovernmental Budget and Economic Council 54. Inter-governmental Relations Technical Committee 55. Jomo Kenyatta Foundation 56. Parliamentary Service Commission 57. National Water Conservation & Pipeline Corporation (NWCPC) 58. Tana Water Services Board | | |
| GROUP IV | 29th – 30th August 2018 | 1. State Department for Livestock 2. State Department for Fisheries and Aquaculture and Blue Economy 3. State Department for Irrigation 4. State Department for Transport 5. State Department for Infrastructure 6. Sports Kenya 7. Kenya Accountants and Secretaries National Examination Board (KASNEB) 8. Kenya Agricultural and Livestock Research Organization 9. Kenya Airport Authority 10. Kenya Association of Youth Centers 11. Kenya Broadcasting Corporation 12. Kenya Building Research Centre 13. Kenya Bureau of Standards 14. Kenya Civil Aviation Authority 15. Kenya Conservatoire of Music 16. Kenya Co-operative Creameries 17. Kenya Cultural Centre 18. Kenya Dairy Board 19. Kenya Education Management Institute 20. Kenya Electricity Transmission Co. Ltd 21. Kenya Energy Generation Company (KENGEN) | 2 officers per institution | One (1) Head of HR; and One (1) technical officer handling governance and ethics |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|----------------|---|--|----------------------------|--|
| | | 22. Kenya Ferry Services 23. Kenya Film Classification Board 24. Kenya Fisheries Service 25. Kenya Forest Service 26. Kenya Forestry Research Institute 27. Kenya ICT Authority 28. Kenya Industrial Property Institute 29. Kenya Industrial Research & Development Institute 30. Kenya Industrial Training Institute 31. Kenya International Boundaries Office 32. Kenya Institute for Public Policy Research and Analysis 33. Kenya Institute of Business Training 34. Kenya Institute of Curriculum Development 35. Kenya Institute of Highways and Building Technology 36. Kenya Institute of Mass Communication 37. Kenya Institute of Special Education 38. Kenya Institute of Supplies Management 39. Kenya Institute of Technology 40. Kenya Literature Bureau 41. Kenya Marine & Fisheries Research Institute 42. Kenya Maritime Authority 43. Kenya Medical Laboratory Technicians and Technologists Board 44. Kenya Medical Supplies Agency 45. Kenya Law Reform Commission 46. National Cohesion and Integration Commission 47. Council of Governors 48. Simlaw Seeds Company 49. Kenya Medical Practitioners And Dentist Board 50. Kenya National Trading Corporation Ltd – KNTC 51. National Environment Trust Fund (NETFUND) 52. National Council For Population Development (NCPD) 53. Public Procurement Regulatory Authority (PPRA) | | |
| GROUP V | 3rd – 4th September 2018 | 1. State Department for Housing, Urban Development and Public Works 2. State Department for Shipping and Maritime 3. State Department for Devolution 4. State Department for the ASALs | 2 officers per institution | One (1) Head of HR; and One (1) technical officer handling |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|-------|------|--|---------------------|---------------------------|
| | | <ol style="list-style-type: none"> 5. State Department for Broadcasting and Telecommunication 6. State Department for Information Communication Technology 7. Kenya Meteorological Training College 8. Kenya National Assurance Company 9. Kenya National Bureau of Statistics 10. Kenya National Commission for Culture and Social Services 11. Kenya National Commission for UNESCO 12. Kenya National Examination Council 13. Kenya National Highways Authority 14. Kenya National Innovation Agency 15. Kenya National Labor Board and the Wages Council 16. Kenya National Library Services Board 17. Kenya National Qualifications Authority 18. Kenya National Shipping Line 19. Kenya National Theatre 20. Kenya National Trading Corporation 21. Kenya National Youth Council 22. Kenya News Agency 23. Kenya Nuclear Board 24. Kenya Nutritionists and Dieticians Institute 25. Kenya Petroleum Refineries 26. Kenya Pipeline Company Ltd. 27. Kenya Plant Health Inspectorate Service 28. Kenya Planters Cooperative Union Limited 29. Kenya Ports Authority 30. Kenya Post Office Savings Bank 31. Kenya Power Company 32. Kenya Railways Corporation 33. Kenya Railways Training School 34. Kenya Reinsurance Corporation Ltd. 35. Kenya Revenue Authority 36. Kenya Roads Boards 37. Kenya Rural Roads Authority 38. Kenya School of Agriculture 39. Kenya School of Government, Nairobi 40. Kenya School of Law 41. Kenya Seed Company 42. Kenya Sports Authority 43. Kenya South Sudan Liaison Office 44. Kenya Space Agency 45. Kenya Tourist Board 46. Kenya Trade Network Agency (KENTRADE) | | governance and ethics |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|-----------------|---|---|----------------------------|--|
| | | 47. Kenya Tsetse and Trypanosomiasis Eradication Council 48. Kenya Universities Central Placement Service 49. Kenya Urban Roads Authority 50. Kenya Utalii College 51. Kenya Veterinary Board 52. Kenya Veterinary Vaccine Production Institute 53. Vision 2030 Board 54. Judiciary 55. Independent Boundaries and Electoral Commission 56. National Gender & Equality Commission | | |
| GROUP VI | 5th – 6th September 2018 | 1. State Department for Sports 2. State Department for Culture and Heritage 3. State Department for Early Learning and Basic Education 4. State Department for University Education 5. State Department Vocational and Technical Training 6. State Department for Post-Training and Skills Development 7. Kenya Water Towers Agency 8. Kenya Wildlife Service 9. Kenya Wines Agencies Ltd. 10. Kenyatta International Convention Centre 11. Kenyatta National Hospital 12. Kerio Valley Development Authority 13. Konza Technopolis Development Authority 14. Lake Basin Development Authority 15. Lake Victoria North Water Services Board 16. Lake Victoria South WSB 17. LAPSSET Corridor Development Authority 18. Local Authorities Provident fund 19. Media Council of Kenya 20. Micro and Small Enterprise Authority 21. Mineral Rights Board 22. Miwani Sugar Company 23. Moi Teaching & Referral Hospital 24. Mount Kenya School of Leadership 25. Muhoroni Sugar Company 26. Mumias Sugar Company 27. Nairobi Centre for International Arbitration 28. Nairobi International Financial Centre 29. Nairobi Metropolitan Area Transport Authority 30. Nairobi Music Society 31. National AIDS Control Council | 2 officers per institution | One (1) Head of HR; and One (1) technical officer handling governance and ethics |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|------------------|---|--|----------------------------|--|
| | | 32. National and County Governments Coordinating Summit 33. National and County Governments Honours Advisory Committee 34. National Anti-Corruption Steering Committee 35. National Authority for the Campaign Against Alcohol and Drug Abuse 36. National Bank of Kenya 37. National Biosafety Authority 38. National Building Inspectorate 39. National Cancer Institute of Kenya 40. National Cereals and Produce Board 41. National Climate Change Council 42. National Commission for Science, Technology and Innovation 43. National Committee on Implementation of National Humanitarian Law 44. National Communications Secretariat 45. National Construction Authority 46. National Coordinating Agency for Population and Development 47. National Council for Children's Services 48. National Council for Law Reporting 49. National Council for Persons with Disabilities 50. National Counter-Terrorism Center 51. National Crime Research Centre 52. National Drought Management Authority 53. National Drought Emergency Fund 54. National Economic and Social Council 55. Office of the Director of Public Prosecution 56. Ethics and anti-Corruption Commission 57. Kenya National Commission on Human Rights | | |
| GROUP VII | 10th – 11th September 2018 | 1. State Department of East African Community (EAC) 2. State Department for Regional and Northern Corridor Development 3. State Department for Labour 4. State department for Social Protection 5. State Department for Tourism and Wildlife 6. State Department for Environment and Forestry 7. National Employment Authority 8. National Environment Management Auth. 9. National Environment Tribunal 10. National Environment Trust Fund | 2 officers per institution | One (1) Head of HR; and One (1) technical officer handling governance and ethics |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|-------|------|--|---------------------|---------------------------|
| | | 11. National Government Constituencies Development Fund 12. National Hospital Insurance Fund 13. National Housing Corporation 14. National Industrial Training Authority 15. National Intelligence Service 16. National Irrigation Board (NIB) 17. National Mining Corporation 18. National Museums of Kenya 19. National Oil Corporation of Kenya 20. National Productiveness Competitiveness Center 21. National Registration Bureau 22. National Research Fund 23. National Security Council 24. National Social Security Fund 25. National Sports Fund 26. National Transport and Safety Authority 27. National Water Harvesting Authority 28. National Youth Service (NYS) 29. NGOs Coordination Board 30. Northern Corridor Integration Projects Office 31. Northern Corridor Transit and Transport Co-ordination 32. Northern Water Services Board 33. Numerical Machining Complex 34. Nursing Council of Kenya 35. Nyayo Tea Zones Dev. Corp. 36. Nzoia Sugar Company Ltd. 37. Office of Registrar of Political Parties 38. Permanent Presidential Music Commission 39. Pest Control Products Board 40. Petroleum Development Levy Fund 41. Physical Planners Registration Board 42. Physiotherapy Council of Kenya 43. Policy Holders Compensation Fund 44. Postal Corporation of Kenya 45. Power of Mercy Advisory Committee 46. Privatization Commission 47. Public Health officers and Technicians Council 48. Public Procurement Oversight Authority 49. Public Sector Accounting Standards Board 50. Public Service Performance Management Unit 51. Radiation Protection Board 52. Referral Hospitals Authority 53. Commission on Administrative Justice 54. National Land Commission | | |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|-------------------|---|--|----------------------------|--|
| | | 55. Kenya National Audit Office | | |
| GROUP VIII | 12th – 13th September 2018 | <ol style="list-style-type: none"> 1. Ministry of Water and Sanitation 2. Ministry of Lands and Physical planning 3. Ministry of Energy 4. State Department for Petroleum 5. State Department for Mining 6. State Department for Public Service and Youth 7. State Department for Gender 8. State Law Office and Department of Justice 9. Refugee Appeals Board 10. Refugee Affairs Committee Min of Interior 11. Refugee Affairs Secretariat = " 12. Regional Centre on Ground Water Resources Education, Training and Research 13. Registrar of Sports –Sports kenya 14. Registration of Certified Public Secretaries Board 15. Rent Restriction Tribunal-Min. Inudstry 16. Restrictive Trade Practices Tribunal – Competition authority 17. Retirement Benefits Authority 18. Retirement Benefits Tribunal 19. Rift Valley Water Services Board 20. Rural Electrification Authority 21. School Equipment Production Unit 22. Scrap Metal Council 23. Settlement Trustee Fund-Min Lands 24. South Nyanza Sugar Company 25. Special Economic Zones Authority-kenya investment authority 26. Sports Stadia Management Board 27. Sports Tribunal –sports stadia 28. St. John Ambulance Association 29. Standards Tribunal 30. State Corporations Advisory Committee 31. State Corporations Appeal Tribunal 32. Street Families Rehabilitation Trust Fund-Mi. Devolution 33. Summit 34. Tana and Athi rivers Development Authority 35. Tanathi Water Services Board | 2 officers per institution | One (1) Head of HR; and One (1) technical officer handling governance and ethics |

| GROUP | DATE | NAME OF ORGANIZATION | NO. OF PARTICIPANTS | PARTICIPANT'S PARTICULARS |
|-------|------|---|---------------------|---------------------------|
| | | 36. Technical and Vocational Education and Training Authority (TIVET) 37. Technical Vocational Education Training Fund Board – As in no. 36. 38. Telcom Kenya Limited 39. Tourism Finance Corporation 40. Tourism Fund 41. Tourism Protection Service-Tourism Regulatory Authority 42. Tourism Regulatory Authority 43. Tourism Research Institute and Monitoring Mechanism – Tourism Regu Authority 44. Unclaimed Financial Assets Authority 45. Universal Service Fund Advisory Council-Communication Authority Kenya 46. Uwezo Fund 47. Valuers Registration Board 48. Victims Protection Board –Witness Protection Agency 49. Water Services Regulatory Board 50. Water Services Trust Fund 51. Water Storage and Flood Control Directorate-Min. Environment 52. Youth Advisory Board – National Youth Council 53. Office of the Controller of Budget 54. Commission on Revenue Allocation 55. Salaries and Remuneration Commission 56. Kenya Ordinance Factories Corporation 57. Kenya Scouts Association | | |

PUBLIC SERVICE COMMISSION

**SAMPLE TEMPLATES FOR SCHEDULE OF REGISTRABLE INTERESTS
(Section 16 (12) of the Leadership and Integrity Act, 2012)**

Name of Public Officer:

P/No:

Designation:

Pin No:

ID No.:

Date of Birth:

Gender:

Marital Status:

Physical Address:

Telephone No.:

Email Address:

Name of Institution:

Date of First Appointment:

Table 1: Directorships in public or private companies, whether or not remunerated directly or indirectly

| S/No | Name of Company | Tax Pin No. | Public/Private | Total No. of Shares | % of Shareholding | Nature of Remuneration(Direct/Indirect | Gross Annual Dividends | Gross annual turnover | Remarks |
|------|-----------------|-------------|----------------|---------------------|-------------------|--|------------------------|-----------------------|---------|
| | | | | | | | | | |
| | | | | | | | | | |

Table 2: Remunerated Employment (Including Office, Trade, Profession or Vocation Which Is Remunerated Or Which The Public Officer Has Any Pecuniary Interest)

| S/No | Name of Employer | Date of Appointment | Nature of Employment | Nature of Remuneration (Salary, Allowances, etc) | Gross Annual Income | Remarks |
|------|------------------|---------------------|----------------------|--|---------------------|---------|
| | | | | | | |
| | | | | | | |

Table 3: Securities (Shares, Bonds, Debentures Or Any Other Similar Holding) In A Company Or Enterprise Or Undertaking The Aggregate Nominal Or Market Value Of Which Exceeds A Prescribed Value While The Public Officer Was In Office

| S/No | Type of Security | Name of Company/Enterprise | No. of Shares/Bonds/Debentures, etc | Nominal/Market Value of Security | Remarks |
|------|------------------|----------------------------|-------------------------------------|----------------------------------|---------|
| | | | | | |
| | | | | | |

Table 4: Contracts for Supply of Goods and Services

| S/No | Name of Institution/Company | Tax Pin No. | Type/Nature of Contract | Types of Goods/ Services Supplied | Annual Value of Goods and Services Supplied | Remarks |
|------|-----------------------------|-------------|-------------------------|-----------------------------------|---|---------|
| | | | | | | |
| | | | | | | |

Table 5: Plans or Expectations For or Offers of Future Employment

| S/No | Name of Institution | Nature of offer of Future Employment | Proposed Commencement Date | Terms of Engagement | Nature of Exit from Public Service (Retirement, Resignation, etc) |
|------|---------------------|--------------------------------------|----------------------------|---------------------|--|
| | | | | | |
| | | | | | |

Table 6: Public Affairs Advice and Services to Clients

| S/No | Name of Institution | Nature of Advise/Service | Date Rendered | Nature of Remuneration | Gross Annual Pay | Remarks |
|------|---------------------|--------------------------|---------------|------------------------|------------------|---------|
| | | | | | | |
| | | | | | | |

Table 7: Shareholdings (Amounting or Not Amounting to a Controlling Interest)

| S/No | Name of Company/ Institution | Tax Pin No. | Total No. of Shares | % of Shareholding Held | Remarks |
|------|------------------------------|-------------|---------------------|------------------------|---------|
| | | | | | |
| | | | | | |

Table 8: Land and Property

| S/No | Type of Assets (Fixed/Movable) | Physical Location | Description of Asset | Date Acquired | Nature of Ownership | Estimated Market Value | Remarks |
|------|--------------------------------|-------------------|----------------------|---------------|---------------------|------------------------|---------|
| | | | | | | | |
| | | | | | | | |

Table 9: Sponsorship (From Companies, Trade Unions, Professional Bodies, Charities, Universities or Other Organizations or Individuals)

| S/No | Name of Institution | Purpose of Sponsorship | Duration of Sponsorship | Cost of Sponsorship | Remarks |
|------|---------------------|------------------------|-------------------------|---------------------|---------|
| | | | | | |
| | | | | | |

Table 10: Travel Facilities And Overseas Visits (Made By A Public Officer Or The Public Officer's Spouse Or Child Substantially Catered for by the Office of The Public Officer)

| S/No | Name of Institution | Name and relationship of the Traveler (Spouse , Child Etc) | Date of Travel | Destination | Duration | Cost of Travel | Purpose of Travel | Remarks |
|------|---------------------|--|----------------|-------------|----------|----------------|-------------------|---------|
| | | | | | | | | |
| | | | | | | | | |

Table 11: Gifts, benefits and hospitality (to a Public officer or the Public officer's spouse or partner or child or any other material benefit of a prescribed value, from a company, organization or person within Kenya or overseas, which relates substantially to the membership of to a Public office or Parliament or County Assembly)

| S/No | Source of Gift, Benefit or Hospitality | Date Gift, benefit or Hospitality given | Purpose of Gift, Benefit or Hospitality | Nature of Gift, Benefit and Hospitality | Name and Relationship of Beneficiary to the Public Officer | Approximate Value of Gift, Benefit or Hospitality | Remarks |
|------|--|---|---|---|--|---|---------|
| | | | | | | | |
| | | | | | | | |

Table 12: Miscellaneous Financial Interests (not falling within the above categories but which a reasonable member of the public would think might influence the conduct of a Public Officer in his office)

| S/No | Nature and Type of Interest | Value of Financial Interests | Description of Interest | Remarks |
|------|-----------------------------|------------------------------|-------------------------|---------|
| | | | | |
| | | | | |

Table 13: Non-financial interests (which may reasonably be thought to affect the way a member discharges the duties in a Public Office (such as unremunerated directorships; membership of public bodies such as hospital trusts, governing bodies of universities, colleges or schools, and other spheres of government; trusteeships, etc.)

| S/No | Nature and Type of Non-Financial Interest | Reason for Service/Participation | Description of Non-Financial Interest | Remarks |
|------|---|----------------------------------|---------------------------------------|---------|
| | | | | |
| | | | | |

Table 14: Pending civil and criminal cases touching on the Public officer or business associate or firm.

| S/No | Nature of Case Criminal/Civil) | Date of Commencement | Affected Party | Preferred Charges | Status of the Case (pending, ongoing, concluded) | Remarks |
|------|--------------------------------|----------------------|----------------|-------------------|--|---------|
| | | | | | | |
| | | | | | | |

Table 15: Possession of Dual Citizenship or Pending Applications for Dual Citizenship and the Status of Such Application

| S/No | Status of Citizenship (Kenyan/Dual) | Date Dual Citizenship Applied for | Date Dual Citizenship Granted | Country of second Citizenship | Remarks |
|------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------|---------|
| | | | | | |
| | | | | | |