



**KPCRBS/003**

**KENYA PIPELINE COMPANY RETIREMENT BENEFITS SCHEME  
THE FIT & PROPER TEST**

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**INTRODUCTION**

As a trustee you must be a person of integrity, honest, committed, and willing to learn and appreciate what being a trustee involves. Reading the Retirement Benefits Act and Regulations therein, the Schemes Trust Deed and Rules and any of the regular pension's publications is an excellent way of understanding the expectation of trustees and developments in the pensions industry. Among the key expectations of a trustee are to:

- Act in line with the trust deed and rules
- Act in the best interests of the scheme members and beneficiaries.
- Act impartially.
- Act prudently, responsibly and honestly.

The duty to act prudently means you must act in the way that a prudent person would act in their own affairs. In doing so, you must use any skills and expertise you have to the benefit of the pension scheme. Trustee's duties are to the scheme, regardless of any other position you may hold. Your other duties or obligations or relationships to any group or individual must not influence your impartiality, prudence and honesty.

It is required that an aspirant for Trusteeship pass a fit and proper test.

**Please fill out the questionnaire below honestly and accurately. It will be used as a basis of testing your fitness to be an eligible candidate for trusteeship by the Election Committee.**

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**1. PERSONAL INFORMATION**

Surname.....Other Names .....

Previous Names (if any) by which you have been known: .....

- i. Company Number.....
- ii. Election Category **DB** ☐ **DC** ☐ **BOTH** ☐
- iii. Year and Place of birth: .....
- iv. Personal Identification Number (PIN).....
- v. ID. Card/Passport number and date of issue.....
- vi. Personal Postal Address: .....
- vii. Residential Location (County, Estate, Area, Plot No.).....  
.....
- viii. Name(s) of your bankers during the last 5 years.....

**2. EMPLOYMENT/ BUSINESS RECORD (Please provide updated curriculum vitae)**

Name of Employer/ -----	Address	Period	Position -----	Dates		Reasons for Separation
				From	To	

**3. ACADEMIC AND PROFESSIONAL QUALIFICATION**

Qualification  (e.g Masters/Degree/ Diploma)	Institution	Course  (e.g BCOM/ BBA)	Dates		Attained  (e.g 1 <sup>st</sup> Class/ 2 <sup>nd</sup> Class /Pass/Distinction)
			From	To	

**4. QUESTIONNAIRE**

- 4.1 Have you at any time been convicted of any criminal offence in any jurisdiction? If so, give particulars of the court in which you were convicted, the offence, the penalty imposed and the date of conviction

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- 4.2 Have you, or any entity with which you have been involved, been censured, disciplined, warned (in the last 12 months) as to future conduct, or publicly criticized by any regulatory authority or any professional body in any country? If so, give particulars

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4.3 Have you been barred from being a trustee of any organization? If so give details.....

4.4 Have you ever been previously involved in the management or administration of a scheme which was deregistered for any failure on the part of the management or the administration? If so give details.....

4.5 Have you, or has any entity with which you are involved, or have been associated as a director, shareholder or manager, been the subject of an investigation, in any country, by a government department or agency, professional association or other regulatory body? If so, give particulars

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4.6 Have you ever been dismissed from any employment, or been subject to disciplinary proceedings by your employer or barred from entry of any profession or occupation? If so give particulars

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4.7 Have you ever been declared bankrupt by a court or has a bankruptcy petition ever been served on you? If so, give particulars.....

4.8 Have you ever been held liable by a court, for any fraud or other misconduct? If so, give particulars.....

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4.9 Has any entity with which you were associated as a director, shareholder or manager in any country made any compromise or arrangement with its creditors, been wound up or otherwise ceased business either while you were associated with it or within one year after you ceased to be associated with it? If so, give particulars

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4.10 Are you presently, or do you, other than in a professional capacity, expect to be engaged in any litigation in any country? If so, give particulars

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4.11 Indicate the names, addresses, telephone numbers and positions of three individuals of good standing who would be able to provide a reference on your personal and professional integrity. The referees must not be related to you and should have known you for at least five years.

No.	Name	Address	Phone Number	Occupation	Number of years known to me
1.					
2.					
3.					

4.12 On your personal financial matters do you have debts that are not being serviced or have been referred to credit bureaus or debt collectors? If yes, give details  
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4.13 Is there any additional information which you consider relevant for the consideration of your                    suitability or otherwise for the position(s) held/to be held? if so give particulars.....

4.14 Indicate if you are a member of another board and the position you hold (Chairman or Member).....  
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4.15 To the best of your knowledge explain the following;

- a) Duties of Trustees, powers and discretions  
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- b) Stakeholders roles and functions of a pension Scheme.

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c) Risks of being a Trustee

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d) Retirement Benefits Act, Retirement Benefits Regulations and the Scheme Trust Deed and Rules (TDR)

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e) Outline the role of the Pensions Regulator

4.16 Member Responsibility

a) Have you made your beneficiaries nominations? YES ☐ NO ☐

b) When was your last nomination? .....

c) Do you make Additional Voluntary Contributions? YES ☐ NO ☐

***NOTE: The information given in response to this questionnaire shall be kept confidential, except in cases provided for by law. The omission of material facts may represent the provision of misleading information.***

**5. DECLARATION**

I am aware that omitting material information intentionally or un-intentionally shall be construed to be an offence and may lead to rejection of my application to be nominated as a candidate for trusteeship. I certify that the information given above is complete and accurate to the best of my knowledge, and that there are no other facts relevant to this application of which the election committee should be aware.

**Candidates Name:** ..... **Signed:** .....

**Dated at** ..... **this**..... **Day of** ..... **20**.....

**WITNESSED BEFORE ME:**

**NAME**.....

**SIGNED**..... **(Witness)**

## **6. MANDATORY DOCUMENTS**

Valid certified copies of the following documents **MUST** be submitted with the form;

- (i) Certificate of good conduct/ EACC clearance certificate
- (ii) Credit Reference Bureau (CRB) Status certificate
- (iii) KRA tax compliance certificate
- (iv) HELB clearance certificate
- (v) Copies of Academic and Professional qualifications
- (vi) Updated Curriculum Vitae
- (vii) Two recent coloured passport size photograph
- (viii) Copy of PIN Certificate
- (ix) Copy of ID. Card/Valid Passport