



KenGen Staff Retirement Benefits Scheme
P. O BOX 47936 - 00100 – NAIROBI

TRUSTEE NOMINATION FORM

The Board of Trustees hereby invites pensioners of the KenGen Staff Retirement Benefits Scheme who are eligible and interested to be Trustees to fill out this Nomination Form.

Information to Candidates

1. All candidates and proposers must be pensioners of the KenGen Staff Retirement Benefits Scheme.
2. Candidates must be proposed by at least (3) three pensioners of the Scheme.
3. An Election Committee will oversee the election.
4. Nomination forms and fit and proper test questionnaire must be fully completed and returned to the Trust Secretary through email at jmuriuki@kengensrbs.co.ke by **Friday 7th July, 2023 on or before 4.30 pm.**

I.....ID. No.....S/no..... agree to offer myself for election as a Pensioners Representative Trustee of KenGen Staff Retirement benefits Scheme and I confirm that I hail from the below area; (Kindly tick/mark one option)

Nairobi	
Kiambu	
Kajiado	
Machakos	

(Attach a copy of your utility bill as proof of location)

Proposed by:

No.	Name	ID NO	Signature
1			
2			
3			

ROLES OF TRUSTEES

The duties of the Trustees shall include but not be limited to the following: -

- a) Administering the Scheme in accordance with the appropriate provisions.
- b) Keeping all proper books and records of account with respect to income, expenditure, liabilities and assets of the Scheme.
- c) Computing and preparing statements of benefits payable to Members.
- d) Liaising with the Retirement Benefits Authority, Sponsor, Members, Manager, Custodian, Administrator and any other professional engaged by the Trustees.
- e) Collecting, keeping and updating retirement benefits data for each Member including maintenance of individual membership records.
- f) Ensuring that the contributions based on correct pensionable emoluments are remitted to the Custodian as required by the appropriate provisions.
- g) Ensuring that the Scheme Funds are being invested by a Manager, duly appointed by the Trustees as required by the appropriate provisions.
- h) Communicating regularly with the Members, with respect to the affairs of the Scheme.
- i) Providing Members with annual membership benefits statements.
- j) Ensuring that documents intended to bind the Scheme are professionally prepared
- k) Convening an annual general meeting of members to enable members raise any matters related to the scheme provided that the minimum agenda for the meeting shall be as prescribed in the Act.

I confirm I have read and understood the roles of a Trustee.

Candidates Signature.....Date: