



# SOUTH EASTERN KENYA UNIVERSITY

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## OPERATION OF TUCK - SHOPS IN SEKU MAIN CAMPUS - KITUI APPLICATION FORM

S/NO	PARTICULARS	Evaluation criteria
<b>1.</b>	<b>COMPANY DETAILS</b>	<b>4 Marks</b>
a	Company Name	
b	Physical Address	
c	Contact Person	
d	Type of the Company (Private, Public, partnership etc.	
<b>2.</b>	<b>REGISTRATION DETAILS</b>	<b>20 Marks</b>
a	Date of Registration	
b	Registration No. (attach copy of certificate)	
<b>3.</b>	<b>LEGAL REQUIREMENTS</b>	<b>10 Marks</b>
a	VAT Certificate No. (attach copy)	
b	Pin Certificate No. (attach copy)	
c	Tax compliance Certificate (attach copy) where applicable	
d	Current Trading License (attach copy)	
<b>4</b>	<b>OWNERSHIP DETAILS</b>	<b>3 Marks</b>
a	Names of Directors, Gender, Age, and % of Shares held.	1.
		2.
		3.
		4.
		5.
		6.
b	Citizenship of the Directors	
c	Name of the Managing Director	
<b>5</b>	<b>FINANCIAL STANDING</b>	<b>40 Marks</b>
a	State amount to be invested in the business.	
b	Prove of Financing e.g. by a bank (attach copy of statement)	
c	Financial guarantee (If any)	

<b>6.</b>	<b>NATURE OF BUSINESS</b>		<b>3 Marks</b>
a	Main business to be operated e.g. M-Pesa, Fast Food, General Grocers etc.		
b	State other complimentary businesses which you may wish to operate in the shop.		
c	Time you will operate the shop e.g. 8 am – 5 pm		
d	When do you intent to commence the business?		
<b>7</b>	<b>LOCATION PREFERENCE</b>		<b>2 Marks</b>
a	Where do you prefer to be allocated the shop (Please indicate by ticking )  1. Recreation Centre 2. Victoria Hostel 3. Elementaita Hostel		
<b>8</b>	<b>REFERENCES</b>		<b>3 Marks</b>
a	State where else you have operated a similar business if applicable		
b	Names of Referees if any		
<b>9</b>	<b>PERSONNEL</b>		<b>5 Marks</b>
a	List of personnel to work in the shop and their qualifications. (attach details)		
<b>10.</b>	<b>General Observation</b>		<b>10 Marks</b>
		<b>TOTAL</b>	<b>100 Marks</b>

This form must be filled and returned to the office of the Dean of Students by **29<sup>th</sup> April 2016** at 12.00 Noon. Attach any other necessary information.

**COMMITMENT TO ABIDE TO RULES AND REGULATIONS**

I / We the under signed commit ourselves to abide to the rules and regulations which may from time to time be put in place to govern the operation of the business.

We further commit ourselves to carry out legal businesses and will not sell anything contrary to the rules and regulations such as any form of drugs or anything that is contrary to University rules.

**Signed**

- 1. .... Date .....
- 2. .... Date .....
- 3. .... Date.....
- 4. .... Date.....

Official Rubber stamp.....

