

**FORM OF APPLICATION FOR MEMBERSHIP OR  
TRANSFER OF CLASS OF MEMBERSHIP** No.  
**THE INSTITUTION OF ENGINEERS OF KENYA**  
(FOUNDED 1945 AS THE EAST AFRICAN ASSOCIATION OF ENGINEERS)  
**P.O. BOX 41346, NAIROBI EMAIL: iek@iekenya.org**  
**TEL: 0721729363**

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Names in full..... Surname.....  
(IN BLOCK LETTERS)  
Address for Communications.....

Telephone.....E-mail.....

(born on the ..... 19 ..... and being ..... years of age), being desirous of admission into THE INSTITUTION OF ENGINEERS OF KENYA in the class of.....

We, the undersigned, propose him, from personal knowledge, as a person in every way worthy of that distinction.

Signed ..... INITIALS ..... Membership.....

Name in Block Letters .....

Address .....

Signed ..... INITIALS ..... Membership.....

Name in Block letters .....

Address .....

We, the undersigned, concur, from personal knowledge, in recommending the Candidate as a person in every respect worthy of admission in the Institution.

Signed ..... INITIALS .....Membership.....

Name in Block Letters.....

Address.....

Signed ..... INITIALS.....Membership.....

Name in Block Letters .....

Address .....

The PROPOSER and SECONDERs are requested to initial those particulars of the Candidate's qualifications (on pages 2 and 3) of which they have personal knowledge. They may be invited to submit confidential reports to the Honorary Secretary of the Council.

**OBLIGATION AND CERTIFICATE**  
**(To be completed by the Candidate before the form is submitted)**

I, the undersigned, agree that, in the event of my admission to membership in any class in THE INSTITUTION OF ENGINEERS OF KENYA, I will be governed by the Constitution and By-laws of the Institution, as they now are, or as they may hereafter be altered; and that I will advance the objects of the institution as far as shall be in my power; provided that whenever I shall signify in writing to the Honorary Secretary that I am desirous of withdrawing from the Institution I shall, after the payment of any arrears which may be due by me at that period, be free from this obligation.

I certify that the statements on pages 1, 2 and 3 of this form are correct.

I am of..... Nationality \* by Birth/\* by Naturalization ('Strike out line which does not apply)

Date.....Signature of Candidate.....

Present Class of Membership..... (If applicable)

**STATEMENT OF QUALIFICATIONS**

<i>From (Month and Year)</i>	<i>To (Month and Year)</i>	GENERAL EDUCATION <i>(State School, College or University)</i>	<i>Initials of Proposers and Supporters</i>
<i>From (Month and Year)</i>	<i>To (Month and Year)</i>	ENGINEERING EDUCATION <i>(State School, College or University, Course of Study, taken and whether full day or part-time evening Courses)</i>	
<i>From (Month and Year)</i>	<i>To (Month and Year)</i>	PRACTICAL TRAINING (PUPILAGE, APPRENTICESHIP OR OTHER PRACTICAL TRAINING) <i>(State names of Engineers or Firms, and Town)</i>	
MONTH AND YEAR OBTAINED	DEGREES, DIPLOMAS, MEMBERSHIP OF PROFESSIONAL INSTITUTIONS, ETC. <b><i>(Give full details of Degrees (e.g. B.Sc., BSc(Eng); etc) and name of Univesity *</i></b>		<i>This section should not be initialed unless the signatories are entirely satisfied with the correctness of Statement(s)</i>
	* Candidate must submit documentary evidence of the qualification concerned with his application		

**SPECIAL NOTE**

THE INSTITUTION OF ENGINEERS OF KENYA is frequently requested by Government and similar bodies to advise on engineering matters. The details of experience of page 3 are of great value in selecting members to give such assistance.

**FOR OFFICE USE**

**EXPERIENCE SUBSEQUENT TO TRAINING**

(The particulars should cover the whole of the period)

	<i>Initials of Proposers and Seconders</i>
<p>(Month and Year) (Month and Year) From..... to..... Position held..... In the employ of..... of (Town)..... Concise description of work of Candidate..... ..... .....</p>	
<p>(Month and Year) (Month and Year) From..... to..... Position held..... In the employ of..... of (Town)..... Concise description of work of Candidate..... ..... .....</p>	
<p>(Month and Year) (Month and Year) From..... to..... Position held..... In the employ of..... of (Town)..... Concise description of work of Candidate ..... ..... .....</p>	
<p>(Month and Year) (Month and Year) From..... to..... Position held..... In the employ of..... of (Town)..... Concise description of work of Candidate..... ..... .....</p>	

<p style="text-align: center;"><i>(Month and Year)(Month and Year)</i></p> <p><i>From..... to..... Position</i></p> <p><i>held.....</i></p> <p><i>In the employ of..... of</i></p> <p><i>(Town).....</i></p> <p><i>Concise description of work of</i></p> <p><i>Candidate.....</i></p> <p>.....</p> <p>.....</p>	
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(If the space above is insufficient, please use separate sheet of paper)

Note: Applicants for election as Fellow or Member are also required to complete Form CM..

FOR OFFICIAL USE ONLY			
RECEIVED BY SECRETARY ON		SUBMITTED TO MEMBERSHIP COMMITTEE ON	
PASSED BY COMMITTEE ON		RECOMMENDED FOR CLASS OF	
PASSED BY COUNCIL ON		CANDIDATE NOTIFIED ON	

1. Candidate's Name:

Date of Birth:

Age:

(surname first)

From Mth/Yr	To Mth/Yr	2. Practical Training	Verifying Initials of Proposers and Supporters
<i>Organization Tree (Trees may also be given overleaf)</i> Verifying Initials		Candidate's present post Employer For Office use only I certify that all the information on this form is correct Candidate's Signature Date:	

Candidate's Name.....

	To Mth/Y r	<u>3. Practical Experience subsequent to Training</u>	Verifying Initials of Proposers and Supporters

## **PROFESSIONAL ENGINEER - EUSEC DEFINITION**

'A professional engineer is competent by virtue of his fundamental education and training to apply the scientific method and outlook to the analysis and solution of engineering problems. He is able to assume personal responsibility for the development and application of engineering science and knowledge, notably in research design, construction, manufacture, or management, or in the education of the engineer. His work is predominately intellectual and varied and not of a routine mental or physical character. It requires the exercise of original thought and judgement and the ability to supervise the technical and administrative work of others. His education will have been such as to make him capable of closely and continuously following progress in his branch of engineering science by consulting newly published work on a worldwide basis assimilating such information and applying it independently. He is thus placed in a position to make contributions to the development of engineering science or its applications.

His education and training will have been such that he will have acquired a broad and general appreciation of the engineering sciences as well as a thorough insight into the special features of his own branch. In due time he will be able to give authoritative technical advice, and to assume responsibility for the direction of important tasks in his branch.'

## **GENERAL INSTRUCTIONS FOR COMPLETION OF FORMS**

- 1 Application for election as Fellow, must be proposed by two Fellows, other classes of membership by two Corporate Members.  
Applicants for transfer to the class of Fellow need only give details of their experience subsequent to becoming Members
- 2 Supporters must be Corporate members. Supporters are not required on application for election as Graduate or Student
- 3 Your training and experience, including organization trees must be contained within the two sides of the Form CM.
- 4 Applicants for transfer to the Class of Fellow need to submit CV.
- 5 Certificates must be certified true copies of the originals by a Commissioner of Oaths.
- 6 CVs attached must be initialed by the proposers and seconders
- 7 Attach 2 passport size photos
- 8 All your proposers and supporters must be fully paid-up members.
- 9 Entrance fee. All cash payments to be deposited to IEK Account No **0102024134900**, Standard Bank, Kenyatta Av. Nairobi.  
Deposit slips to be presented for receipting.
- 10 ERB Certificate Certified by Commissioner for Oaths.

## **INSTRUCTIONS FOR COMPLETION OF FORM CM**

### 1 Practical Training (Form CM, Section 2)

Candidates should indicate in this section full details of practical experience which they have undergone in the form of formal apprenticeship, workshop training, site experience etc They should indicate whether or not the practical experience was under the supervision of a professional engineer

### 2. Experience subsequent to Training (Form CM, Section 3)

Include here the designations of all posts you have held, the names of your employers, the places of employment, and a brief description of your personal duties To aid the reader, please underline the names of your employers, and the title of each post that you have held The Committee's recommendations will be based on the details that you provide in this section and on information obtained as a result of replies to confidential enquiries You should thus provide a full and clear description of the degree of professional engineering responsibility carried during any of these periods If you are applying for election as a Member, you should draw attention particularly to those parts of your work that conform to the description of the professional engineer at the foot of this page The 'superior responsibility' required for election to Fellow may (but need not) be administrative or managerial.

If your present occupation carries a staff grading, you should provide details of this grading alongside each post mentioned.

Candidates engaged in the teaching profession should provide time-tables of their teaching duties relating to the period offered and particulars of any responsibility they may have for organising courses

If, when completing this section in a brief and concise manner you find that there is insufficient space, you should continue on the reverse of this form.

The candidate may submit drawings, designs and/or photographs and any other relevant documents to support the information inserted on Form CM for consideration by a Review committee of the Institution The Committee may require the candidate to attend an interview and to provide such further information as they may deem necessary.

### 3. Organisation Tree(s)

Give information in this section by means of organisation tree(s) to show the chains(s) of command in which you worked during all periods of which you are claiming recognition of responsible experience Indicate your position in relation to your immediate superior, equivalent, and immediate subordinate staff, and indicate against each post the name, initials and professional qualifications of the holder. Indicate also the number of persons under your control where 'his is not clear from the tree(s). Take particular care to indicate in this section the period(s) for which the tree(s) are applicable. One proposer or supporter should verify the information given in this section.

## **EXTRACT FROM THE BYE-LAWS**

4.02 Every candidate for election or transfer to the class of Fellow shall satisfy the Council that he: -

(i) is at least 33 years of age and has been a member of the Institution for a period of at least three years, provided that in the case of a candidate who has possessed for three years the qualifications for election to Membership, the council may waive the stipulations as to his having been a Member, and

(ii) has held a position of such responsibility for at least five years in the science or practice of engineering, as in the opinion of the Council justifies his election.

4.03 Every candidate for election or transfer to the class of Member shall satisfy the Council, who may at its discretion call the candidate for interview, that he

(a) is at least 25 years of age, and

(i) has passed or been exempted from the Corporate Membership examinations of an engineering Institution, Institute or Society approved for the purpose by the Council, or

(ii) has obtained a degree or diploma of a University or School of Engineering approved for the purpose by the Council,  
and

(b) has had at least three years adequate practical experience as a graduate engineer and additionally has had at least two years suitable experience in a position involving responsibility as an engineer, provided that the Council may, at their discretion, accept any additional period in a position of responsibility as an engineer in excess of two years in substitution for two years practical training.

4.04 Every candidate for election or transfer to the class of Companion shall satisfy the council that not being an engineer by profession he:-

- (a) either has rendered important services to engineering in the field of science, education, commerce, finance or law;
- (b) or is so connected with the applications of engineering science that his admission would be conducive to the interest of the Institution.

4.05 Every candidate for election or transfer to the class of Associate shall satisfy the Council that he:-

- (a) is at least 30 years of age, and
- (b) is not qualified for admission as a Corporate member; and
- (c) has had at least 5 years experience in a position of responsibility related to engineering.

4.06 Every candidate for admission or transfer to the class of Graduate shall satisfy the Council that he:

- (a) is at least 21 years of age; and
- (b) holds one of the educational qualifications prescribed in Bye-law 4.03 (b), and
- (c) intends in due time to seek Corporate Membership and that the work upon which he is engaged is conducive to this end.

No person shall remain a Graduate after 31st December in the year in which he has attained 40 years of age, except as provided for in Bye-law 4.08.

4.07 Every candidate for election to the class of Student shall satisfy the Council that:

- (a) he is neither under 18 years of age nor, subject to the provision of Bye-law 4.08, over 30 years of age; and
- (b) he is of good education; and
- (c) he is receiving adequate instructions in the theory of Engineering; and
- (d) has received or is receiving or intends to receive adequate practical training as an engineer.

No person shall remain a Student after 31st December in the year in which he has attained 35 years of age, except as provided for in Bye-law 4.08.

4.08 The Council may, at their discretion in individual cases, increase the upper age limit referred to in Bye-laws 4.06 and 4.07