

The Vihiga County Mechanical and Transport Fund
Regulations, 2019

REPUBLIC OF KENYA

VIHIGA COUNTY GOVERNMENT

DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE

In exercise of the powers conferred by Section 116 of the Public Finance Management Act 2012 , as read with section 15 of the Vihiga county mechanical and transport Fund Act 2018 the County Executive Committee Member for Finance and Planning in consultation with the County Executive Committee Member for Transport and infrastructure will make the following regulations-

THE REGULATIONS

- | | |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Citation | 1. These regulations may be cited as the Vihiga County (Mechanical, Transport and Plant Maintenance) Fund Regulations 2018 and shall commence operation on the date of the publication in the Kenya Gazette. |
| Application and Validity | 2. The Regulations shall apply to Vihiga County in respect of the placed property under the department of Transport and Infrastructure and shall be valid for ten years. |
| Interpretation | 3. In these regulations, unless the context requires-
“machineries” means mechanical equipment in the custody of the Fund. |

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“plant” means any machine or equipment used in manufacturing or industrial production.

“Transport” means all kinds of vehicles under the Fund used for transport purposes.

“the county executive committee member” means the County Executive Committee Member appointed under section 35 of county government Act.

“the relevant department” means the county government department of Transport and Infrastructure.

“placed property” means property machines, transport, plant and other county equipment placed under the Fund.

“authorized officer” includes

- a) the holder of the office of county chief officer in a county department or
- b) in case of a department that is not assigned or under direct administration of a county chief officer, the head of that department.

Establishment
of the Fund

4. (1) There is established the Vihiga County (Mechanical and Transport) Fund.

(2) There shall be paid into the Fund-

(a) Monies allocated and appropriated with the Fund from the county revenue fund from time to time by county assembly;

(b) Any grants, gifts, donations, loans or other endowment given to the fund;

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- (c) Monies that may accrued in the cost of exercise or performance of its functions into the Act ;
- (d) Interest earned and income from the investment of the funds of the Fund and;
- (e) Monies from any other sources.

(3) There shall be paid from the fund:-

- a) Expense for maintenance, repair and replacement of machines and equipment.
- b) Operation expenses incurred in the administration of the fund in accordance with Regulation 197 (1) (d) of the Public Finance Management Act Regulations 2015, (County Governments) including debts and other liabilities incurred by the fund and,
- c) Any other specified and defined activity approved by the management committee

The object and purpose of the Regulations

5. The object and purpose of the regulations is –
- (a) to provide the necessary legal framework for the establishment of a Fund to manage the placed property in the county;
 - (b) to provide the required criteria for charging fees and other levies for hire or use of the placed property by private developers and other beneficiaries;
 - (c) to set up the Fund for the maintenance of the placed property;

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- (d) to create a revolving Fund for the administration, planning, management, operation and maintenance of effective, economical and efficient mechanical and Transport services ;
- (e) to give power to the County Executive Committee Member Finance to issue guidelines for the better administration of the Fund.

Purpose of the Fund

- 6. (1) The purpose for which the Fund is established is to provide the required funding for-
 - (a) the acquisition of new and the replacement of worn out or obsolete machineries, transport, plant and equipments;
 - (b) the running costs of the placed property;
 - (c) the maintenance, repairs, overhaul, service, and other routine operations of the machineries and equipments; and
 - (d) the general administration of the Fund.
 - (e) additional funds
 - (f) a revolving fund for the administration, planning, development , management and operation
 - (g) technical consultancy, mechanical and transport services
 - (h) any other services as may be directed by the fund management committee.
- (2) The Fund shall also receive and hold the monies due to the Fund as provided in Regulation 6.

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Establishment of
the Management
Committee

7. (1) There is established the Vihiga County Mechanical and Transport Fund Management Committee.
- (2) The Fund Management Committee shall comprise of-
 - a. The chairperson who shall be elected from amongst the management committee members on its first sitting
 - b. The Fund Administrator shall be the chief officer transport and infrastructure appointed under Section 116(2) of Public Finance Management Act, 2012 and shall be the secretary
 - c. Accountant in the Department of Transport and Infrastructure
 - d. County Director Transport and Infrastructure
 - e. A procurement Officer of Transport and Infrastructure
 - f. Mechanical Superintendent
 - g. Revenue Officer in the Department of Transport and Infrastructure
 - h. County Transport Officer

Functions of
the Committee

8. (1) The functions of the Fund Management Committee shall be;
 - a) Ensure prudent management of the Fund
 - b) Review from time to time hire rates for all vehicles, plant and equipment and fees for services rendered by the department
 - c) Determine the provision for the administration, planning development, management, regulation, operation and maintenance of effective economical and efficient Mechanical and Transport services in Vihiga County

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- d) Receive, consider and approve quarterly reports, statements of accounts and other reports of the Fund from the Fund Administrator
- e) Not later than three months after the end of each financial year ensure presentation of the financial statements to the Auditor general and the County Assembly
- f) Approve expenditure of any funds of the Fund including the monthly disbursement from the County Treasury
- g) Formulate policies and rules for effective management, operation and maintenance of machines and equipment
- h) To guide and advice the officer administering the fund on all matters of the fund including the use and hiring of the machines and equipment of the fund
- i) To receive, consider and review any complaints relating to the overall administration of the Fund
- j) Advise on the investment of any surplus held in the reserve account of the Fund and
- k) Perform and exercise all other functions and powers conferred on the committee by this act or the county executive committee member of transport and infrastructure.

Tenure of the committee member

9. (1) A member of the Committee shall serve for a term of three years and may be reappointed to one similar term.
- (2) Despite subregulation (1), a member of the Committee may vacate office-
- (a) in case of death;

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(b) by reason of mental or physical ailment as certified in writing by a Government medical practitioner rendering the member incapable of performing the functions assigned to the Committee;

(c) if he or she loses the office by virtue of which he or she became a member or;

(3) The Committee shall function notwithstanding a vacancy in its membership.

Remuneration
of a Committee
Member

10. The personal emoluments of the management committee members and staff providing service to the fund shall be determined in accordance with Salaries and Remuneration Commission guidelines

Meetings of the
Committee

11.(1) The committee shall meet six times every year but the Chairperson may, upon requisition in writing by at least three members convene a special meeting of the committee at any time.

(2) The Committee shall regulate its own affairs.

(3) The quorum for the Committee shall be one third of the membership.

(4) In absence of the Chairperson, the members present shall elect one member amongst the members present to chair the meeting of the day.

(5) In the absence of the secretary, the County Director for Transport and Infrastructure shall take minutes of the day's meeting.

(6) The Chairperson shall convene an emergency meeting of atleast three members.

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(7) (1) A notice of Management committee meeting shall be given in writing to each member atleast five days before the day of the meeting.

(2) The notice of the Management Committee meeting given under sub-section (1) shall state;

- a) The time of the meeting
- b) The venue of the meeting
- c) The agenda of the meeting

(3) The minutes of the previous committee meeting shall be circulated atleast six hours before the commencement of the next meeting.

The Fund
Administrator

12. (1). The Officer administering the Fund shall be the Accounting Officer of the Department of Transport and Infrastructure or a person appointed in writing for that purpose by the County Executive Committee Member for Finance

Duties of the Fund
Administrator

13. (1) The duties of the Fund Administrator shall be -
(a) the day to day administration of the Fund;
(b) the operation of the bank accounts of the Fund;
(c) the supervision of the Fund officers;
(d) the maintenance of the records of the Fund;
(e) provision of secretarial services to the Committee;

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- (f) implementation of the decisions, development plans and projects of the Committee and;
 - (g) Perform and exercise all other functions and powers conferred on the Fund Administrator by the Act or the County Executive Committee member of transport and infrastructure.
- (2) The Fund Administrator shall be answerable to the Committee.

Removal of the
Fund
Administrator

- 14.(1) The Fund Administrator may vacate office on any of the following grounds-
- (a) death;
 - (b) Upon reassignment of duties by the Governor
 - (c) Upon resignation of the Fund Administrator through a notice in writing.
 - (d) A petition filed by atleast five members of the committee to the chairperson citing grounds of incompetence, abuse of office, gross misconduct and violation of provisions of Chapter 6 of the Constitution and forwarded by the Chairperson to the County Executive Committee member for Finance for further investigations and removal.
 - (e) by reason of mental or physical ailment as certified by a Government medical practitioner rendering him or her incapable of discharging the functions of the respective office;
- (2) In case of absence or vacancy in the office of the Fund Administrator, the County Director for Transport and Infrastructure shall act for not more than Six months.

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(4) Nothing in this regulation shall be construed to bar an officer who is serving in the Fund on deployment from being redeployed back to the office of origin.

The Fund
Accounts

15.(1) There shall be maintained a Mechanical and Transport Fund Account in a reputable commercial bank in the County identified by the Committee into which shall be paid all monies due to the Fund.

(2) The Fund accounts items as maintained by the Fund shall be

- a) Capital Fund Account
- b) Renewals Account
- c) Operations Account

(2) The signatories to the Fund Accounts shall be-

- (a) The Secretary of the Management Committee and;
- (b) Two other members nominated by the Committee at the first meeting.

(3) A transaction on the Fund Account shall not be valid without the signatures of any two of the signatories with the approval of the Management Committee.

(4) No monies shall be drawn directly from the Fund Account except by way of transfer to an Operation Account.

(5) A withdrawal from the Fund Account shall be accompanied by a minute of the Committee specifying the purpose for which the withdrawal is sought and signed by all signatories.

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(6) No money shall be withdrawn from the Fund Account except upon a request in writing from the Fund Administrator approved by the Committee.

(7) The Committee shall not approve any withdrawal under sub-regulation (6) unless the request is accompanied by an expenditure plan.

Operation
Account

16.(1) There shall be maintained, with the approval of the Committee, a current Operation Account in a reputable bank in the county into which shall be paid all monies approved by the Committee in accordance with regulation 17 by way of transfer from the Fund Account.

(2) No other monies shall be paid into or held in the Operation Account.

(3) if any monies is paid into the Operation Account other than in accordance with these regulations, the same shall, under a minute of the Committee be immediately withdrawn from the Operation Account and paid into the Fund Account.

(4) The Operation Account shall be used to meet all the expenditures required for the administration of the Fund

(5) The Capital Account shall be used to meet all expenditure for purchase of new plant and machinery

(6) The Renewal Account shall be used as a savings account to accrue funds for maintenance of Plant and Machinery.

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Expenditures,
procurement
and disposals

17.(1) Subject to regulation (6) all monies drawn from the Operation Account shall be used to finance the expenditures of the Fund including-

- (a) payment of allowances for the Fund Administrator, the Committee Members and secretariat
- (b) office and other stationery;
- (c) maintenance, repairs and service of machineries, vehicles, plant and other equipments of the Fund;
- (d) payment of insurance premiums for the machineries, vehicles, plant or equipments.

(2) Every procurement of goods or services and every disposal under these regulations shall comply with the provisions of the Public Procurement and Disposals Act 2015 and other laws governing public procurement and disposals.

Placement of
the property
under the Fund

18.(1) Within fourteen days of commencement of these regulations, all machineries, vehicles, plant or other equipment due to the Fund shall be placed under the administration of the Fund by way of an inventory order title “placed property” signed by the County Executive Committee Member for Transport and Infrastructure.

(2) The inventory order shall be in Form 2 of the Schedule and shall contain in sufficient detail all information concerning the placed property.

Hire or use of the
Fund property

19.(1) The Fund property shall be used only upon hire on payment in advance of the prescribed charges.

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(2) (a) On issuance of a certificate of exemption from the Fund Administrator, the County Executive Committee Member for Transport and Infrastructure shall approve the use of such placed property in form 4a in the schedule.

(b) On application of a certificate of exemption by a department or an officer of Vihiga County Government, the Fund Administrator may issue a certificate of exemption in form 4b in the schedule for such use.

(3) Application for hire or use of the property shall be in Form No. 3 of the Schedule subject to the conditions contained therein.

(4) No property shall be released for use on any county government activity or for hire in contravention of this regulation.

Maintenance
of the placed
property

20.(1) The Fund Administrator, Chief Mechanical Superintendent, plant operators using or having custody of Fund property shall ensure its safety, mechanical fitness, maintenance and proper service during the period.

(2) The plant or machine operator shall be the one responsible for safety and mechanical fitness of the placed property in his or her custody as approved in Sub-section (1)

(3) Nothing in this regulation shall be construed to require any person to maintain any property of the Fund at his or her own cost except where the maintenance has been necessitated by improper use of the property

Custody and
security of
placed
property

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21.(1) All placed property shall remain under the custody of the Fund Administrator.

(2) The Committee shall take measures to ensure that the Fund property is-

(a) accommodated within enclosures, yards or premises that are safe and secure,

(b) inaccessible to all unauthorized persons,

(c) not in or out of the custody of the Fund Administrator except in accordance with these regulations.

3. That in circumstances wherein the placed property is due to be put to use beyond the boundaries of the County of Vihiga, the fund administrator shall seek the authorization of the County Secretary.

4. 1) all placed property shall fitted with tracking gadgets

2) No placed property shall be put to use by the fund administrator unless it's fitted with tracking device

Movement registers and work tickets

22.(1) There shall be maintained a movement register in Form No. 5 of the Schedule for all placed property.

(2) The Chief Mechanical Superintendent shall inspect, ascertain and record the condition of placed property before its release as contemplated in sub-regulation (1) above.

(3) Every outward and inward movement of the property shall be recorded in the register.

(4) A returned property report in Form No. 6 filed with the Fund Administrator for every property returned or moved inward.

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(5) (1) there shall be kept a work ticket in which shall be filled the details of the driver or operator of placed property while in use or outward movement as per form No. 7

(2) The work ticket in Sub-section (1) above shall be signed at either time by the following officers;

- a) The fund administrator or the chief officer
- b) The county Director of Transport and Infrastructure
- c) County Transport Officer
- d) In absence of the officers in Sub-section (2) a, b and c above, the chief mechanical superintendent may be authorized by the Fund Administrator in writing to sign only during the period of their absence.
- e) No placed property shall leave the yard without a duly signed work ticket by an Authorized Officer.

Indemnity
commitment

23.(1) No placed Fund property shall be released for use on hire before the hirer signs indemnity commitment form No. 8 of the Schedule to indemnify the County Government of any loss or damage to the property hired or to third parties during the period under hire.

(2) The indemnity commitment shall not operate to protect a driver or operator who occasions loss or damage by his or her own negligence or recklessness that would have been avoided by due diligence.

Authority to drive
or operate

24.No person shall drive or operate any placed property without the authorization in writing of:-

- a) The fund administrator or the chief officer

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- b) The county Director of Transport and Infrastructure
- c) County Transport Officer
- d) In absence of the officers in Sub-regulation (24) a, b and c above, the chief mechanical superintendent may be authorized by the Fund Administrator in writing to sign only during the period of their absence.

Monitoring the of
Fund property

- 25.(1) The Fund Administrator shall, at all times monitor the use of the Fund property.
- (2) The Fund Administrator may designate the Chief Mechanical Superintendent to monitor or inspect placed property at all times and file a report to the Fund Administrator for purposes of sub-regulation (1)

Profiling of the
works

- 26.The Management Committee shall implement measures to ensure profiling through photographic or video record of all key project works undertaken under the administration of the Fund.

Records

- 27.The Management Committee shall keep all records concerning the administration of the Fund in both soft and hard form.

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- Reports 28. The Management Committee shall submit annual reports of the Fund to the County Executive Committee and the County Assembly thirty days after the closure of the financial year.
- Audited accounts 29. The committee shall ensure that the finances of the Fund are routinely audited and the annual audited accounts submitted to the County Executive Committee, the County Assembly and the Auditor General not later than the 1st day of the month of August every year.
- Investment 30. The Committee may with the approval of the County Executive Committee invest excess capital in less risky ventures.
- Dispute resolution 31. (1) Whenever a dispute arises concerning the administration of the Fund, a complaint by the aggrieved party shall be made in writing to the Fund Administrator with a copy to the County Executive Committee Member of Transport and Infrastructure, the County Executive Committee Member for Finance and the County Secretary.
(2) The Fund Administrator shall, on receipt of the complaint concerning the dispute, call a meeting of the parties for a first engagement towards settlement of the dispute.
(3) If the parties to a dispute before the Fund Administrator agree to settle the dispute, the Fund Administrator shall record the terms of the agreement in either English or Swahili language signed by both parties and the Fund Administrator and transmit the record within seven days to the Management Committee, county executive

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committee member for Transport and Infrastructure, Finance and the County Secretary.

(4) An agreement in terms of sub regulation (3) shall be binding.

(5) If a dispute arises concerning an agreement under sub regulation (3), the same shall be resolved by the County Executive Committee Member for Transport and Infrastructure within twenty one days of receipt of the dispute and the same communicated to the concerned parties within seven days.

(6) In all cases where the parties do not agree with the decision of the County Executive Committee Member for Transport and Infrastructure, an appeal in writing shall be made to the County Secretary within fourteen days.

(7) The County Secretary shall, after hearing the parties in person or through legally recognized representatives, determine the dispute and convey the decision in writing to the affected parties within seven days.

(8) Subject to sub regulation (7) the County Secretary in consultation with the County Attorney may at the cost of the parties appoint an arbitrator to hear and determine any dispute and the decision of the arbitrator shall be binding.

PROVIDED that where the dispute concerns the county government and another party, each party shall appoint one arbitrator to the panel to be chaired by an appointee of the Law Society of Kenya.

(9) An appeal against the decision of the County Secretary or arbitrator shall lie to the High Court of Kenya within thirty days of the decision.

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- Offences and penalties
- 32.(1) Any person who violates any of these regulations for which no penalty is provided shall be guilty of an offence and liable on conviction to a fine not exceeding Kenya Shillings One Hundred thousand or to imprisonment to a term not exceeding six months or both.
- (2) Any person who is convicted of an offence under these regulations shall, in addition pay the county government or other person who suffers any loss occasioned by reason of the conviction to the extent of the loss or damage as determined by the Court.
- Winding up of the Fund
- 33.(1) The Fund may be wound up in any of the following circumstances-
- (a) by a resolution of the County Executive Committee with the approval of the County Assembly;
 - (b) by a motion of the County Assembly supported by seventy five percent of the members;
 - (c) on expiry or revocation of these regulations;
 - (d) Upon an order of the High Court of Kenya on a successful petition.
- (2) On winding up the, assets and liabilities of the Fund shall revert to the County Government.
- Savings
34. Anything that may have been done for the purposes of achieving the objectives of these regulations prior to the commencement shall if

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done in good faith for the said purpose be deemed to have been done under these regulation and shall be valid for all purposes.

Power to
issue
guidelines

35. The County Executive Committee member for Finance shall have the power to issue guidelines or directions for the better carrying into effect the purposes of these regulations including:-
- (a) the power to design or amend the documents and forms used for any matter connected with these regulations;
 - (b) the powers to review or amend these regulations on the recommendation of the Committee and;
 - (c) to do anything to sustain the Fund which is not expressly prohibited by these regulations or any other law in force in the county.

THE SCHEDULE

Inventory Order of Placed Property	Form No. 2
Application for use of placed property	Form No. 3
Declaration of exemption for payment	Form No. 4
Movement register of placed property	Form No. 5
Returned Property Report	Form No. 6
Work ticket	Form No. 7

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Indemnity Commitment

Form No. 8

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THE SCHEDULE

Regulation 18(2)

FORM NO. 2

INVENTORY ORDER OF PLACED PROPERTY

ITEM	DESCRIPTION	CATEGORY	DATE ACQUIRED	COST	CONDITION	OTHER INFORMATIO

Date of placement the..... day of
.....20.....

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CERTIFICATE OF PLACEMENT:

I,

.....

being the Accounting Officer for Transport and Infrastructure for Vihiga County do certify that the properties specified in this inventory here this date been place under the administration of the Fund

Sign

Chief Officer – Transport and Infrastructure.

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**THE SCHEDULE
Regulation 19(2)**

FORM NO. 3

APPLICATION FOR USE OF FUND PROPERTY

PART A - PERSONAL DETAILS OF THE APPLICANT

1. Name:.....
.....
2. National ID card Number
:.....
.....
3. Gender:.....
.....
4. Postal address
:.....
.....
5. Physical (residential or office) address
:.....
6. Phone Number:.....Email
Address:.....

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7. PIN Number

.....
.....

8. Position (in the applying company of county department)

.....

(Must attach certified copy of the National ID Card and PIN card)

PART B – PARTICULARS OF THE PROPERTY APPLIED FOR

9. Name of property

.....
.....

10. Category (machinery, vehicle plant or others)

.....

11. Identification mark (if known)

.....

PART C – PROPOSED USE OF THE PROPERTY

12. Date required from the day of 20..... to theday
of.....20.....

13. Where to be
used:.....
.....

14. Estimated distance from the county
headquarters:.....

15. Number of county workers
required:.....

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16.State security arrangement for the
property:.....

PART D – EXEMPTION PART

17.Name of the applicants department
:.....

18.Name of the Chief Officer
:.....
.....

19.Number of previous exemptions applied for
:.....

Singed

Date

FOR OFFICIAL USE ONLY

Date application recurred
:.....
.....

Time
:.....
.....

Date assessment of fees done
:.....
.....

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Time

.....
.....

ASSESSMENT

1	Distance	KM	Kshs.
2	Duration	Per day	Kshs.
3	Security	Per day	Kshs.
4	Tax	%	Kshs.
5	Others		Kshs.

TOTAL KSHS.

Amount due Kshs.

.....
.....

Amount

payable.....

.....

Signed:

Name:

THE FUND ADMINISTRATOR

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THE SCHEDULE

Regulation 19(2)

FORM NO. 4a

DECLARATION OF EXEMPTION FROM PAYMENT

I, National ID card
No..... being of
..... and being authorized to act
on behalf or representmake this declaration that I do
confirm that I have duly applied for use of the property specified in the application
form attached and that upon the assessment of the charges by the Fund
Administrator the amount found payable is Kshs.
.....(in words Kenya Shillings
.....) and since the activity where the
property is to be used wholly concerns the County of Vihiga, I do apply for
exemption from payment.

DECLARED this day of 20.....

by

Declarant/applicant

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Signature

In the presence of-

Name..... Signature.....Date.....

CECM Transport and Infrastructure.

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THE SCHEDULE

Regulation 19(2)

FORM NO. 4b

DECLARATION OF EXEMPTION FROM PAYMENT

I, National ID card
No. and working in the County Government of Vihiga in the
..... department in the position of
..... and being authorized to
make this declaration do confirm that I duly applied for use of the property
specified in the application form attached and that upon the assessment of the
charges by the Fund Administrator the amount found payable is Kshs.
.....(in words Kenya Shillings
.....) and since the activity where the
property is to be used wholly concerns the County Government of Vihiga I apply
for exemption from payment.

DECLARED this day of 20.....

by

Declarant/applicant

Signature

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In the presence of-

Name.....Signature.....Date.....

CHIEF OFFICER -TRANSPORT AND INFRASTRUCTURE.

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**THE SCHEDULE
Regulation 22 (1)**

FORM NO. 5

MOVEMENT REGISTER

1. Name of the property:

.....
.....

2. Category:

.....
.....

3. Identification mark:

.....
.....

4. Date acquired:

.....
.....

5. Condition at the time of moving
in.....

Chief Mechanical Superintendent.....

Signature.....Date.....

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6. Date last moved in:

.....

.....Time:

7. Condition at the time moving out:

.....

8. Authorized driver or operator:

.....

9. Period to remain out:

.....

.....

10. Date expected inward:

.....

.....

11. Name of authorizing officer:

.....

Designation:

.....

.....

Date:

.....

.....

12. Name of Fund Administrator:

.....

Signature:.....

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Date:

.....
.....

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**THE SCHEDULE
Regulation 22 (4)**

FORM NO. 6

RETURNED PROPERTY REPORT

1. Name of the property:

.....
.....

2. Category of the property:

.....
.....

3. Identification mark:

.....
.....

4. Name of person by whom taken out:

.....

5. Name of authorization officer:

.....

6. Date taken out:

.....
.....

7. Date returned: Time returned:

.....

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8. Condition at the time returned:

.....

Chief Mechanical Superintendent.....

Signature.....Date.....

9. Name of the person receiving:

.....

CERTIFICATE – We the undersigned acknowledge returning or receiving the above property subject to the conditions stated above.

Signed

.....

.....

Recipient **Returning person**

Date:

Other remarks

Witness

Security.....Sign.....Date.....

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Personal

Identification:

.....
.....

Names of the authorized officers 1.

.....

2.

.....

3.....

No.	Date	Time out	Km reading from (place)	To (place)	Time back	Km reading	Signature of authorized officer

**THE VIHIGA COUNTY MECHANICAL AND TRANSPORT FUND
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THE SCHEDULE

Regulation 23 (1)

FORM NO. 8

INDEMNITY COMMITMENT

I,.....

National Identification Number of P.O BOX
.....acting for myself or on behalf
of

.....

.....of P.O BOX.....

having made an application to use the property of the Fund specified in the application do hereby commit myself and commit the above named to indemnify the County Government of Vihiga of any damage or loss occasioned to any person or his or her property and the County Government for any damage or loss to the subject property to the extent of the liability established against me or the above named.

Signed:

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Date:

In the presence of –

The Fund Administrator:

Name:

Signature: