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THE ENGINEERS ACT

(No. 43 of 2011)

REGISTERED ENGINEERS

IN PURSUANCE to section 30 (1) of the Engineers Act, 2011, the Registrar of the Engineers Board of Kenya notifies that the following have been registered under the Act and are entitled under section 26 (1) to adopt and use style and title “Professional Engineer” or such contraction thereof as the Engineers Board of Kenya may approve and to offer his/her services to the public for gain or reward or by way of trade in the Engineering discipline in which he/she is registered. Under section 26 (2) Professional Engineers or Consulting Engineers may have the sole discretion of using the title “Engineer” before their names.

<i>Reg. No.</i>	<i>Name</i>	<i>Postal Address</i>	<i>Affixes</i>
A3260	Eng. Abala, Brian Vukindu	P.O. Box 30156–00100 Nairobi	P. Eng., Bsc., MIEK
A2688	Eng. Abdille, Bash Gedi	P.O. Box 136 Wajir	P. Eng., Bsc., MIEK
A3069	Eng. Abich, Samuel Otieno	P.O. Box 30324–00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A3648	Eng. Abira, Nancy Achieng’	P.O. Box 697–00200 Nairobi	P. Eng., Bsc., MIEK
A2506	Eng. Abonyo, Monica Anyango	P.O. Box 66975–00200 Nairobi	P. Eng., Bsc., MIEK
E493	Eng. Prof. Abungu, Nicodemus Otero	P.O. Box 30694–00100 Nairobi	P.Cons.Eng., Bsc., MSc., PhD., MIEEE., MIEK
A3352	Eng. Abuodha, Joseph Charles	P.O. Box 4854–00506 Nairobi	P. Eng., Bsc., MIEK
E059	Eng. Prof. Abuodha, Silvester O.	P.O. Box 4854 – 00506 Nairobi	P.Cons.Eng., BSc.MSc.PdD.MIEK.GMICE
A3167	Eng. Aburili, Kennedy	P.O. Box 975 Kakamega	P. Eng., Bsc., MSc., PhD., MIEK
A3688	Eng. Abuto, George Omondi	P.O. Box 1334–00100 Nairobi	P. Eng., BTech., MIEK
A2458	Eng. Abuya, Eric Otieno	P.O. Box 30020 – 00100 Nairobi	P. Eng., Bsc., MIEK
A816	Eng. Achia, Joshua W. Ochieng	P.O. Box 97615–80112 Mombasa.	P. Eng., Bsc., AMKIM., MIEK
A2551	Eng. Achieng, Michael Ngala	P.O. Box 1073 – 40100 Suna – Migori	P. Eng., Bsc., MIEK
A3727	Eng. Achongo, Vincent Reuben	P.O. Box 30177–00100 Nairobi	P. Eng., BTech., MAEPEA., MIEK
A3229	Eng. Adede, Daniel Abungu	P.O. Box 62730–00200 Nairobi	P. Eng., Bsc., MIEK
A3143	Eng. Adede, Paul Ouma	P.O. Box 265–40101 Ahero	P. Eng., BTech., MIEK
A2754	Eng. Adegu, Boaz Bosire	P.O. Box 4327–00100 Nairobi	P. Eng., Bsc., MIEK
A1923	Eng. Adeli, Adegu R.	P.O. Box 4327–00100 Nairobi	P. Eng., Bsc., MIEK
A2764	Eng. Adhan, Mohamed Nur	P.O. Box 1034 Garissa	P. Eng., MSc., Bsc., MIEK
E482	Eng. Adoyo, Felix Otieno	P.O. Box 28888–00100 Nairobi	P.Cons.Eng., Bsc., MSc., MAAK., MIEK
A1574	Eng. Aguda, Gabriel Olale	P.O. Box 260 – 40100 Kisumu	P. Eng., Bsc., MSc., MIEK
A3495	Eng. Agwanda, Titus Japheth	P.O. Box 811–40100 Kisumu	P. Eng., Bsc., MIEK
E453	Eng. Agwaro, Paul Ogutu	P.O. Box 78393–00507 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A2806	Eng. Ahmed, Muhamed Swaleh	P.O. Box 950–50100 Kakamega	P. Eng., B.Tech., M.Phil., MIEK,
A3497	Eng. Airo, Nicholas Juma	P.O. Box 7514–00200 Nairobi	P. Eng., Bsc., MIEK
A2347	Eng. Ajowi, George Otieno	P.O. Box 30259 – 00100 Nairobi	P. Eng., BSc., MIEK
E207	Eng. Ajwalah, Lewis A.	P.O. Box 126 Ongata Rongai	P.Cons.Eng., B.Eng., MIEK
E127	Eng. Akali, John Atwoli	P.O. Box 6241–00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A3858	Eng. Akaranga, Sheilla Jendeka	P.O. Box 5297–00100 Nairobi	P. Eng., Bsc., MA., MIEK
E281	Eng. Akech, Elisha	P.O. Box 5438 – 00100 Nairobi	P.Cons.Eng., Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
A2378	Eng. Akech, Maurice Otieno	P.O. Box 19867 – 00100 Nairobi	P. Eng., Bsc., MIEK
A3723	Eng. Akira, Jafeth Juma	P.O. Box 1339–80100 Mombasa	P. Eng., Bsc., MSc., MIEK
A3030	Eng. Ako, Fredrick Ouma	P.O. Box 13668–00100 Nairobi	P. Eng., BTech., MIEK
A3481	Eng. Akuku, Christian Odhiambo	P.O. Box 3786–00100 Nairobi	P. Eng., BEng., MIEK
A3264	Eng. Akun, Beatrice Achieng'	P.O. Box 4745–40103 Kisumu	P. Eng., Bsc., MIEK
A1023	Eng. Akute, Samson Teela	P.O. Box 35464–00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A3152	Eng. Akwiri, Hillary Ogello	P.O. Box 29071–00100 Nairobi	P. Eng., Bsc., MIEK
A3050	Eng. Ali, Abdinasir Ahmed	P.O. Box 3033–00200 Nairobi	P. Eng., Bsc., MIEK
E184	Eng. Ali, Abdulrazaq H.A.	P.O. Box 3181–00506 Nairobi	P.Cons.Eng., Bsc., MSc., MBA., FIEK
A3912	Eng. Ali, Mohamed Naheem Naushad	P.O. Box 90160–80100 Mombasa	P. Eng., Bsc., MIEK
E459	Eng. Alkizim, Khalid Omar	P.O. Box 26524–00504 Nairobi	P.Cons.Eng., Bsc., MIEK
E475	Eng. Aluoch, Fredrick Odhiambo	P.O. Box 28973–00100 Nairobi	P.Cons.Eng., Bsc., MCIArb., MPMI., MEIK., MIEK
E244	Eng. Aluora, Silas Were	P.O. Box 5201–00506 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
E043	Eng. Amaje, Henry S.	P.O. Box 63090–00200 Nairobi	P.Cons.Eng., BSc., MIEK, AMIEE(UK)
A3840	Eng. Ambuche, Florence Consolata	P.O. Box 2630–00100 Nairobi	P. Eng., BTech., MPhil., MIEK
A3893	Eng. Amdany, Boniface Kipkemei	P.O. Box 145–30400 Kabarnet	P. Eng., BEng., MIEK
A2186	Eng. Amiani, Patrick	P.O. Box 30260 – Nairobi	P. Eng., Bsc., MIEK
A3438	Eng. Amimo, Esther Emmy Owano	P.O. Box 2277–01000 Thika	P. Eng., Bsc., MSc., MIEK
A2678	Eng. Amimo, Kevin E. O.	P.O. Box 229–00511 Ongata Rongai	P.Eng.Bsc., MIEK
A2271	Eng. Amombo, Alfred Odongo	P.O. Box 380 Ngong Hills	P. Eng., Bsc., MIEK
A3751	Eng. Amulo, Peter Akunda	P.O. Box 23736–00100 Nairobi	P. Eng., Bsc., MIEK
A3307	Eng. Amuti, Mathews Ondiek	P.O. Box 86954–80100 Mombasa	P. Eng., Bsc., MIEK
E277	Eng. Ang'anya, Zachary Odhiambo	P.O. Box 41805 – 80100 Mombasa	P.Cons.Eng., Bsc., FIEK
A3474	Eng. Arowo, Stephen Otieno	P.O. Box 780–80100 Mombasa	P. Eng., Bsc., MSc., MIEK
A3311	Eng. Arthur, Mathew Muthuri	P.O. Box 299–20100 Nakuru	P. Eng., BEng., MIEK
A2861	Eng. Ashihundu, Howard M'Mayi	P.O. Box 22411–00100 Nairobi	P. Eng., Bsc., MIEK
A2921	Eng. Askari, Geoffrey Kisingula	P.O. Box 1095–50300 Maragoli	P. Eng., BSc, MIEK
A2980	Eng. Atai, Phares Orina	P.O. Box 1905 Kisii	P. Eng., Bsc., MIEK
A2673	Eng. Ateka, Nathan M.	P.O. Box 90401 Mombasa	P.Eng.Bsc., MIEK
A1662	Eng. Atera, Lawrence	P.O. Box 34936 Nairobi	P. Eng., Bsc., MIEK
E045	Eng. Atibu, Francis S.	P.O. Box 12703–00100 Nairobi	P.Cons.Eng., Bsc., MIEK
E400	Eng. Atogo, Joseph Odhiambo	P.O. Box 9590–30100 Eldoret	P.Cons.Eng., Bsc., MIEK
A2736	Eng. Atsyaya, Christopher Ndavula	P.O. Box 104350–00101 Nairobi	P. Eng., BTech., MIEK
A560	Eng. Attari, Zahid Hussein	P.O. Box 44852 – 00100 Nairobi	P. Eng., Bsc., C.Eng., MICE., MIHE., MIEK
A3624	Eng. Auka, Maureen Victoria	P.O. Box 5287–00200 Nairobi	P. Eng., Bsc., MIEK
A1754	Eng. Aura, Gordon	P.O. Box 61834 Nairobi	P. Eng., Diploma, B.Eng., MSc., MIEK
E500	Eng. Bagha, Mohamed Raffik	P.O. Box 99767–80107 Mombasa	P.Cons.Eng., BTech., MIEK
E217	Eng. Bajaber, Mohammed Omar Abubaker	P.O. Box 19493 – 00202 Nairobi	P.Cons.Eng. BSc, MIEK
A3849	Eng. Balala, Heikal Ghazy	P.O. Box 14454–00100 Nairobi	P. Eng., Bsc., MPhil., MIEK
A1962	Eng. Barasa, Joseph M.	P.O. Box 6064 – 00100 Nairobi	P. Eng., Bsc., MIEK
A3560	Eng. Barasa, Cedrick Wanjala	P.O. Box 35334–00200 Nairobi	P. Eng., BTech., MIEK
A3805	Eng. Barasa, Benjamin Mumaraki	P.O. Box 46550–00100 Nairobi	P. Eng., BEng., MIEK
A2090	Eng. Baraza, Wycliffe	P.O. Box 12237 Nairobi	P. Eng., Bsc., MIEK
A3413	Eng. Bett, Stanley Kipyegon	P.O. Box 432 Sotik	P. Eng., BTech., MIEK
A3381	Eng. Bett, Wilson Kipngetich	P.O. Box 9826–30100 Eldoret	P. Eng., Bsc., MIEK
E503	Eng. Binga, Richard Ngichabe	P.O. Box 46117 Nairobi	P.Cons.Eng., Bsc., MAEE., MIEK
A1895	Eng. Birgen, K. Christopher	P.O. Box 282 Kericho	P. Eng., Bsc., MSc., MIEK
A2833	Eng. Bitange, Isaiah Ondiba	P.O. Box 1285–00502 Nairobi	P. Eng., Bsc., MIEK
A3599	Eng. Bor, Elijah Kiprotich	P.O. Box 48151–00100 Nairobi	P. Eng., BEng., MIEK
A1782	Eng. Bosire, Wallace E. Mokaya	P.O. Box 61831 Nairobi	P. Eng., Bsc., MIEK
E415	Eng. Bosuben, Nelson Kipkemoi	P.O. Box 7067–30100 Eldoret	P.Cons.Eng., Bsc., MSc., MKIM., MIEK
A3205	Eng. Bundotich, Nicholas Kibet	P.O. Box 30099–00100 Nairobi	P. Eng., Bsc., MIEK
A3891	Eng. Busolo, Dennis Muhadi	P.O. Box 34942–00100 Nairobi	P. Eng., BEng., MIEK
A2928	Eng. Bwire, Christopher	P.O. Box 673–50100 Kakamega	P. Eng., BSc, MIEK
A3869	Eng. Bwire, Japheth Davies	P.O. Box 151–40100 Kisumu	P. Eng., BEng., MIEK
A3380	Eng. Changole, Collins Kiptoo	P.O. Box 9918–00100 Nairobi	P. Eng., Bsc., MIEK
A3542	Eng. Chanzu, Abdalla Adaka	P.O. Box 58401–00200 Nairobi	P. Eng., Bsc., MIEK
E257	Eng. Charagu, Samuel Njagi	P.O. Box 19283–00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A3922	Eng. Charles, Julius Kilonzi	P.O. Box 1217–90200 Kitui	P. Eng., Bsc., MSc., MIEK
A3314	Eng. Chege, Joseph Kibuthu	P.O. Box 72345–00200 Nairobi	P. Eng., Bsc., MIEK
A2526	Eng. Chege, Kenneth Ndegwa	P.O. Box 1767–10100 Nyeri	P. Eng., Bsc., MIEK
A3461	Eng. Chelang'a, Moses Kiprono	P.O. Box 10130–30100 Eldoret	P. Eng., BEng., MIEK
A3460	Eng. Chelugo, Nicholas Chepchieng	P.O. Box 6216–00200 Nairobi	P. Eng., Bsc., MIEK
A2804	Eng. Chemitei, Daniel Kiplagat	P.O. Box 620–30700 Iten	P. Eng., BSc, MIEK
E458	Eng. Chepkuto, Simon	P.O. Box 9882–00100 Nairobi	P.Cons.Eng., BTech., MCIArb., MIEK
A2840	Eng. Chepkwony, Jackson Kiprono	P.O. Box 30743–00100 Nairobi	P. Eng., Bsc., MIEK
E426	Eng. Chepkwony, Richard K.	P.O. Box 7546 – 00300, Nairobi	P.Cons.Eng., BEng., MSc., FIEK
A2966	Eng. Chepsiror, Daniel Odula Kipchirchir	P.O. Box 4125–00506 Nairobi	P. Eng., BTech., MIEK
E432	Eng. Cherono, Daniel Sacho	P.O. Box 14144 Nakuru	P.Cons.Eng., Bsc., MIEK
A3004	Eng. Cherop, Hillary Kiprotich	P.O. Box 3839–30100 Eldoret	P. Eng., BTech., MIEK
E177	Eng. Cheruiyot, Moses Kiprono	P.O. Box 4095 – 20100 Nakuru	P.Cons.Eng., B.Eng., MIEK
A3501	Eng. Cheruiyot, Kiplasoi Kiprono	P.O. Box 925–20200 Kericho	P. Eng., Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
A3517	Eng. Cheruiyot, Joffrey	P.O. Box 48899-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A3574	Eng. Cheruiyot, Silas Kipkosgei	P.O. Box 48674-00100 Nairobi	P. Eng., B.Tech., MIEK
A1433	Eng. Cheruiyot, Alfred K	P.O. Box 1986 Kericho	P. Eng., Bsc., MIEE., MIEK
A2423	Eng. Cheserek, Edwin Kipkemai	P.O. Box 5911 Eldoret	P. Eng., Bsc., MIEK
A2057	Eng. Chesseret, Samson Kipkosgei	P.O. Box 1853 - 00100 Nairobi	P. Eng., Bsc., M.I.E.K.
E408	Eng. Chiaji, George Washington Orwa	P.O. Box 51424-00200 Nairobi	P.Cons.Eng.,Bsc., MASCE.,MBA., MIEK
A2532	Eng. Chuka, Ali Zakaria	P.O. Box 73442-00200 Nairobi	P. Eng., B.Tech.,MIEK
A2918	Eng. Dalal, Murtaza Ashikhusein	P.O. Box 82933-80100 Mombasa	P. Eng., B.Tech, MIEK
A2733	Eng. Deche, Renson M. S.	P.O. Box 45792-00100 Nairobi	P. Eng., MSc.,MIEK
A2266	Eng. Desuss, John Nyandiko	P.O. Box 62502 - 00200 Nairobi	P. Eng., Bsc., MIEK
A3646	Eng. Donda, Chihanga Dubi	P.O. Box 90109-80100 Nairobi	P. Eng., Bsc., MIEK
A2270	Eng. Donde, Richard	P.O. Box 1005 - 00518 Nairobi	P. Eng., Bsc., MIEK
E073	Eng. D'Souza, Aquinas P.	P.O. Box 1697 Nairobi	P.Cons.Eng., B.Eng.FIEK,C.Eng, FIME, FIEE, MASME
A2859	Eng. Eshiwani, Frank Omune	P.O. Box 4308-00506 Nairobi	P. Eng., B.Tech., MIEK
E434	Eng. Esyepet, Vincent Sidai	P.O. Box 10921 - 00100 Nairobi	P.Cons.Eng.,Bsc., MA., MIEK
A3378	Eng. Festus, Frankline Mwenda	P.O. Box 20544-00100 Nairobi	P. Eng., Bsc., MIEK
A1502	Eng. Gachau, Erastus M.N	P.O. Box 54293 - 00200 Nairobi	P. Eng., Bsc., DIPL., MSc., MIEK
A3878	Eng. Gachau, Michael Kariuki	P.O. Box 98638-80100 Mombasa	P. Eng., B.Tech., MBA.,MIEK
A2160	Eng. Gachichio, Edward Gideon	P.O. Box 43002 - 00100 Nairobi	P. Eng., Bsc., M.Eng., MIEK
A3209	Eng. Gachimu, Alex Githaiga	P.O. Box 13781-00100 Nairobi	P. Eng., Bsc., MIEK
A3153	Eng. Gachiri, James Muya	P.O. Box 629-01001 Kalimoni	P. Eng., Bsc., MIEK
A1616	Eng. Gaithuma, Joseph Kiarie	P.O. Box 612 -00502 Karen Nairobi	P. Eng., Bsc., MIEK
A1944	Eng. Gakobo, Peter K.	P.O. Box 3840-00200 Nairobi	P. Eng., Bsc., MIEK.
A1840	Eng. Gakubia, Julius K.	P.O. Box 40702 00100 Nairobi	P. Eng., Bsc., MIEK
E523	Eng. Gakubia, Robert Nduati	P.O. Box 1340 Meru	P.Cons.Eng., Bsc., MSc.,MIEK
E078	Eng. Gakuo, Harrison M.	P.O. Box 32993 Nairobi	P.Cons.Eng., BSc, MSc, MIEK
A3512	Eng. Gakuru, Daniel Kariuki	P.O. Box 36-20320 Kinamba	P. Eng., Bsc., MIEK
E253	Eng. Gathara, James	P.O. Box 53980-00200 Nairobi	P.Cons.Eng., Bsc., MSc., AMICE., MIEK
A3325	Eng. Gathukia, Martin Waweru	P.O. Box 1662-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A2443	Eng. Gathura, Bernard Muriithi	P.O. Box 75634-00200 Nairobi	P. Eng., Bsc., MIEK
E366	Eng. Gatimi, Gedeon N.	P.O. Box 74118 Nairobi	P.Cons.Eng., Bsc., MIEK
A2830	Eng. Gatimu, Francis Mwai	P.O. 41-10306 Kagio	P. Eng., Bsc., MIEK
A3091	Eng. Gatuhi, Peter Maina	P.O. Box 296-00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A2303	Eng. Gatumia, Patrick Ngunjiri	P.O. Box 55910 - 00200 Nairobi	P. Eng., BSc, MIEK
A2619	Eng. Gatune, Anthony M.	P.O. Box 59751-00200 Nairobi	P. Eng., Bsc., MSc.,MIEK
A1983	Eng. Gatungu, Charles N.	P.O. Box 73555 Nairobi	P. Eng., Bsc., MIEK
A3604	Eng. Gekonge, Dickson Ong'esa	P.O. Box 46471-00100 Nairobi	P. Eng., BEng.,MIEK
A3656	Eng. Gichanga, Kevin Njuki	P.O. Box 21382-00100 Nairobi	P. Eng., Bsc., MIEK
A2790	Eng. Gicheru, Francis Gikuihi	P.O. Box 1104-10400 Nanyuki	P. Eng., BSc, MIEK
A3238	Eng. Gichini, Stephen Chege	P.O. Box 1017-00219 Karuri	P. Eng., Bsc., MIEK
A1798	Eng. Gichohi, Jelemano Mwangi	P.O. Box 335 - 00206 Nairobi	P. Eng., MSc.,MIEK
A1908	Eng. Gichohi, Peter Patu	P.O. Box 590 Ngong Hills	P. Eng., Bsc., M.I.E.K., MICE
A2020	Eng. Gichuba, Robert W.M.	P.O. Box 41191 Nairobi	P. Eng., Bsc., MIEK
A1219	Eng. Gichuhi, Joseph Muriigi	P.O. Box 50648 Nairobi	P. Eng., Bsc., C.Eng., MIEE.,MIEK
A2629	Eng. Gichuhi, Simon Njoroge	P.O. Box 65842-00607 Nairobi	P. Eng., Bsc., MIEK
E016	Eng. Gichuhi, Paul Thang'a	P.O. Box 57993 Nairobi	P.Cons.Eng., Bsc., MIEK
E374	Eng. Gichuru, Joseph Mungai	P.O. Box 708-00515 Nairobi	P.Cons.Eng., Bsc., MIEK
A1585	Eng. Gichuru, Stephen Ngetha	P.O. Box 7095 Nakuru	P. Eng., Bsc., MIEK
A3179	Eng. Gichuru, Winfred Wambui	P.O. Box 73514-00200 Nairobi	P. Eng., Bsc., MIEK
A2769	Eng. Gicobi, Duncan Njiru	P.O. Box 875-40100 Kisumu	P. Eng., Bsc., MIEK
E412	Eng. Gikuihi, Godfrey Mambo	P.O. Box 53086-00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A3423	Eng. Gikuihi, Isaac Kinyua	P.O. Box 53086-00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A1807	Eng. Gikungi, Elephas K.	P.O. Box 66052 Nairobi	P. Eng., Bsc., MIEK
A846	Eng. Gikunju, Gabriel P	P.O. Box 51347 Nairobi	P. Eng., BSc,MIEK
A3090	Eng. Gikuuru, John Njuguna	P.O. Box 30743-00100 Nairobi	P. Eng., Bsc., MIEK
A3259	Eng. Gitahi, Charles Njai	P.O. Box 10990-00400 Nairobi	P. Eng., Bsc., MIEK
A2405	Eng. Prof. Gitau, Ayub N.	P.O. Box 30197 Nairobi	P. Eng., Bsc., MIEK
E270	Eng. Gitau, Francis	P.O. Box 15472-00509, Nairobi	P.Cons.Eng., Bsc., MIEK
E306	Eng. Gitau, Peter Kimari	P.O. Box 12688-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
E349	Eng. Gitau, John Gathukia	P.O. Box 353 Ruaraka	P.Cons.Eng., Bsc., MIET.,MCIBSE.,MSLL.,MIEK
A3340	Eng. Gitee, Patrick Waweru	P.O. Box 30156-00100 Nairobi	P. Eng., Bsc., MIEK
A2877	Eng. Githachuri, Livingstone Kung'u	P.O. Box 341-00502 Nairobi	P. Eng., Bsc., MSc.,MIEK
E417	Eng. Githere, Paul Gagi	P.O. Box 14105-00100 Nairobi	P.Cons.Eng.,Bsc., MSc., MIEK
A2460	Eng. Githinji, Raphael Murimi	P.O. Box 28119-00200 Nairobi	P. Eng., Bsc., Post Grad.Dip.,MIEK
A2925	Eng. Githiomi, Peter Maina	P.O. Box 35087-00200 Nairobi	P. Eng., Bsc., MIEK
E329	Eng. Githugu, Timothy M.	P.O. Box 48739 Nairobi	P.Cons.Eng., Bsc., MIEK
A2481	Eng. Githui, John Ngatia	P.O. Box 6914 - 00300 Nairobi	P. Eng., Bsc., MIEK
A3846	Eng. Githui, Arphaxad Mwangi	P.O. Box 11533-00100 Nairobi	P. Eng., Bsc., MIEK
A2349	Eng. Gitiche, Paul Mwangi	P.O. Box 6724 - 00100 Nairobi	P. Eng., B.Tech.,MIEK
A3661	Eng. Gitimu, Samuel Irungu	P.O. Box 75936-00200 Nairobi	P. Eng., B.Tech., MIEK
E142	Eng. Gitoho, Samuel Kiarie	P.O. Box 47532 Nairobi	P.Cons.Eng., BSc,MIEK
A3304	Eng. Gitonga, James Mbutu	P.O. Box 7216-00200 Nairobi	P. Eng., Bsc., MIEK
A2586	Eng. Gitonga, Linus Muthui	P.O. Box 16199-00100 Nairobi	P. Eng., BSc, MBA, MIEK
A2384	Eng. Gitonga, Rosemary Kanyua	P.O. Box 52 - 00605 Uthiru	P. Eng., Bsc., MIEK., MIEE

Reg. No.	Name	Postal Address	Affixes
A3397	Eng. Gitonga, Stephen Chege	P.O. Box 41191-00100 Nairobi	P. Eng., Bsc., MIEK
A3493	Eng. Gitonga, Charles Muchugia	P.O. Box 939-10400 Nanyuki	P. Eng., Bsc., MIEK
A3700	Eng. G'oganyo, Beneah Samson Otieno	P.O. Box 35760-00100 Nairobi	P. Eng., Bsc., MIEK
A3659	Eng. Gose, Wilfred Ochieng	P.O. Box 15044-00100 Nairobi	P. Eng., BTech., MIEK
E149	Eng. Prof. Gumbe, Lawrence O.	P.O. Box 10677 - 00100 Nairobi	P.Cons.Eng., Bsc., MSc., PhD., MIEK., MAAK (E)., MACEK., AMASHRAE., MASAE., MKAS
E241	Eng. Gwena, Mark	P.O. Box 26452-00504 Nairobi	P.Cons.Eng., Bsc., MICE., MIEK
A3277	Eng. Hamisi, Jacob Toili	P.O. Box 30372-00100 Nairobi	P. Eng., Bsc., MIEK
A3303	Eng. Hamisi, Juma Mutura	P.O. Box 2326 Nakuru	P. Eng., Bsc., MIEK
A3658	Eng. Hare, Emmanuel Katana Kombe	P.O. Box 81880-80100 Mombasa	P. Eng., Bsc., MIEK
E422	Eng. Hassan, Ali Ibrahim	P.O. Box 30173-00100 Nairobi	P.Cons.Eng., Bsc., MSc., MBA., PhD., MIEK
A3866	Eng. Hassan, Mustafa Mohamed	P.O. Box 745-00100 Nairobi	P. Eng., BTech., MIEK
A3227	Eng. Hayowa, Hesbon Omondi	P.O. Box 36014-00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A2860	Eng. Hinga, Patrick Njoroge	P.O. Box 9541-00100 Nairobi	P. Eng., Bsc., MIEK
A779	Eng. Hirani, Ratna Manji	P.O. Box 48798 - 00100 Nairobi	P. Eng., B.Tech., MI.Struct.E., AMICE., MIEK
A2108	Eng. Hirani, Narendra	P.O. Box 48798 - 00100 Nairobi	P. Eng., Post. Grad. Diploma in Water & Waste Water Eng., Bsc., MIEK
A2721	Eng. Hirani, Dinesh Ratna	P.O. Box 48798-00100 Nairobi	P. Eng., BEng., MIEK
A3061	Eng. Holi, Philip Maikuma Victor	P.O. Box 60334-00200 Nairobi	P. Eng., Bsc., MIEK
E205	Eng. Hon. Gumbo, Nicolas	P.O. Box 7375 - 00300 Nairobi	P.Cons.Eng., Bsc., MBA - MIS., MIEK., MACEK., MIET (UK)
A3280	Eng. Ibrahim, Ibrahim Juma	P.O. Box 71077-00400 Nairobi	P. Eng., Bsc., MIEK
A3478	Eng. Ibrahim, Abdiaziz Abdullahi	P.O. Box 41727-00100 Nairobi	P. Eng., Bsc., MIEK
A3521	Eng. Ibrahim, Abdi Abdikadir	P.O. Box 29762-00100 Nairobi	P. Eng., BEng., MBA., MIEK
A3611	Eng. Idalia, Sebastian	P.O. Box 52543-00100 Nairobi	P. Eng., Bsc., MIEK
A2572	Eng. Ihura, Samuel Kagwanja	P.O. Box 22541-00100 Nairobi	P. Eng., Bsc., MIEK
A2274	Eng. Ikobe, Geoffrey Atuti	P.O. Box 4428 - 00200 Nairobi	P. Eng., Bsc., MIEK
E350	Eng. Ikundo, Norbert Muhoro	P.O. Box 605 - 00100 Nairobi	P.Cons.Eng., Bsc., MIEK
E150	Eng. Ilovi, Patrick Peter	P.O. Box 79625 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A2914	Eng. Imbo, Jacob Odhiambo	P.O. Box 956-00200 Nairobi	P. Eng., BSc, MIEK
A3368	Eng. Indekwa, Victor Preston	P.O. Box 52200-00100 Nairobi	P. Eng., Bsc., MA., MIEK
E185	Eng. Ingari, Willis S.O.	P.O. Box 38878 - 00100 Nairobi	P.Cons.Eng., B.Eng., MSc., MIEK
E122	Eng. Irea, Joshua Kinoti	P.O. Box 861 Nanyuki	P.Cons.Eng., BSc, MSc, MIEK, MIHT
A3583	Eng. Ireri, Jasper Karunga	P.O. Box 102068-00101 Nairobi	P. Eng., BTech., MA., MIEK
A3496	Eng. Irungu, Mercy Wanja	P.O. Box 102476-00101 Nairobi	P. Eng., Bsc., MIEK
E173	Eng. Ismail, Issa	P.O. Box 35221 - 00200 Nairobi	P.Cons. Eng., BSc, MSc, PhD, MIEK, MAPE, CSCE, CGS, IGS
E157	Eng. Jabongo, Gabriel Wasonga	P.O. Box 64441 Mobil Plaza Nairobi	P.Cons.Eng., BSc, MIEK
A3662	Eng. Jacks, Brian Owuor Odero	P.O. Box 62000-00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A3650	Eng. Jangaya, Patrick Ochieng	P.O. Box 3900-30100 Eldoret	P. Eng., BTech., MSc., MIEK
A3444	Eng. Jelagat, Metrine Sang	P.O. Box 16246-00100 Nairobi	P. Eng., Bsc., MIEK
A2594	Eng. Jilo, Roselane Ambasi	P.O. Box 3562-80100 Mombasa	P. Eng., Bsc., MIEK
A2990	Eng. Joseph, Benedict Mutunga	P.O. Box 4283-20100 Nakuru	P. Eng., Bsc., MIEK
E368	Eng. Juma, Collins Gordon O.	P.O. Box 62287 Nairobi	P.Cons.Eng., B.Eng., MIEK, ASME
E136	Eng. Juma, Hannington Raburu	P.O. Box 11873 Nairobi	P.Cons.Eng., BSc, MIEK
A3172	Eng. Juma, Haroun Njago	P.O. Box 48590-00100 Nairobi	P. Eng., Bsc., MIEK
A3098	Eng. Juma, Kevin Owuor	P.O. Box 52440 - 00200 Nairobi	P. Eng., Bsc., MIEK
A3414	Eng. Juma, Said Hamid	P.O. Box 84426-80100 Mombasa	P. Eng., BSc MIEK
A3769	Eng. Juma, Eric Simiyu	P.O. Box 1010-50205 Bungoma	P. Eng., Bsc., MIEK
A2742	Eng. Jura, Moses Odhiambo	P.O. Box 3210 Kisumu	P. Eng., Bsc., MIEK
A3424	Eng. Kaara, Stephen Karagu	P.O. Box 769-00300 Nairobi	P. Eng., BEng., MIEK
A3749	Eng. Kaaria, Dyna Gakii	P.O. Box 104333-00101 Nairobi	P. Eng., Bsc., MIEK
A1953	Eng. Kabiru, James N.	P.O. Box 30260 Nairobi	P. Eng., Bsc., MIEK
A3446	Eng. Kabiru, Louis Huria	P.O. Box 73385-00200 Nairobi	P. Eng., Bsc., MBA., MIEK
A1559	Eng. Kabochi, Gakau	P.O. Box 387 Mombasa	P. Eng., Bsc., MIEK
E336	Eng. Dr. Kabok, Peter A.	C/O Lbda, P.O. Box 1516 Kisumu	P.Cons.Eng., Bsc., MPhil., PhD., MASK., MIEK
E018	Eng. Kabuage, Samuel I.	P.O. Box 53388 Nairobi	P.Cons., Eng., Bsc., MIEK
E206	Eng. Kabubo, Charles K.	P.O. Box 1004 - 00618 Ruaraka	P.Cons.Eng., Bsc., MSc., MIEK
A1739	Eng. Kabugu, Raphael Warui	P.O. Box 1592 - 20300 Nyahururu	P. Eng., Bsc., M.I.E.K.
E484	Eng. Kaburu, Richard Murungi	P.O. Box 23125 - 00505 Nairobi	P.Cons.Eng., Bsc., MIEK
A3679	Eng. Kagema, Benjamin Ayub Muraya	P.O. Box 45847-00100 Nairobi	P. Eng., Bsc., MIEK
E042	Eng. Kaggia, George M.B.	P.O. Box 21396 Nairobi	P.Cons.Eng., BSc, FIEK, MICE, MKGS, C.ENG
A3566	Eng. Kagiri, Jane Wanjiru	P.O. Box 2612 Nyeri	P. Eng., BTech., MIEK
A2033	Eng. Kagondou, Grace Muthoni	P.O. Box 52704/60000-00200 Nairobi	P. Eng., Bsc., M.I.E.K.
A1661	Eng. Kaguongo, Stanley M.	P.O. Box 30079 Nairobi	P. Eng., Bsc., MIEK
A3088	Eng. Kahama, Alex Mugo	P.O. Box 28907-00200 Nairobi	P. Eng., Bsc., MIEK
A2792	Eng. Kahi, Teddy Lwimbuli	P.O. Box 89157-80100 -Mombasa	P. Eng., BSc, MIEK
A2907	Eng. Kahia, David Wangunyu	P.O. Box 17825-00100 Nairobi	P. Eng., Bsc., MIEK
E457	Eng. Kahoro, Daniel Mwangi	P.O. Box 59823-00200 Nairobi	P.Cons.Eng., Bsc., MACEK., MIEK
E053	Eng. Kahoro, Wachira	P.O. Box 20119 - 00200 Nairobi	P.Cons.Eng., BSc, MSc, MICE, MIEK
A3194	Eng. Kahuro, Janet Wanjiru	P.O. Box 1408-00600 Nairobi	P. Eng., Bsc., MIEK
A2152	Eng. Kain, Charles Edward Patrick	P.O. Box 366 Ridgeview Road, Waterkloof Ridge, Pretoria, 0181	P. Eng., Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
		South Africa	
A2945	Eng. Kakai, Wilson Kuteli	P.O. Box 55328-00200 Nairobi	P. Eng., B.Eng., MIEK
A3879	Eng. Kamanja, Florah Mwendwa	P.O. Box 47936-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A2599	Eng. Kamaru, Joseph M.	P.O. Box 69359-00400 Nairobi	P. Eng., Bsc., MIEK
A1894	Eng. Kamau, Charles G.	P.O. Box 60614 Nairobi	P. Eng., Dipl. Ing., MIEK
E055	Eng. Kamau, Cyrus M.	P.O. Box 74694 – Nairobi	P.Cons.Eng., Bsc., ME.S(TRANSPORT), MIEK
A2900	Eng. Kamau, Evans Mbugua	P.O. Box 30743-00100 Nairobi	P. Eng., Bsc., MIEK
A2932	Eng. Kamau, Hannah Njeri	P.O. Box 10125-00100 Nairobi	P. Eng., BSc, MSc, MIEK
A1533	Eng. Kamau, Joseph Makumi	P.O. Box 352 Ngong Hills.	P. Eng., BSc, MIEK
A3086	Eng. Kamau, Peter Njoroge	P.O. Box 22588-00100 Nairobi	P. Eng., Bsc., MIEK
E399	Eng. Kamau, Robert Ikegu	P.O. Box 703 – 00502 Nairobi	P.Cons.Eng., Bsc., MIEK
A2352	Eng. Kamau, William Mwangi	P.O. Box 22993 – 00400 Nairobi	P. Eng., Bsc., MIEK, MKIEA
A3712	Eng. Kamau, Peter Chege	P.O. Box 14291-00100 Nairobi	P. Eng., BTech., MASHRACE., MIEK
A3669	Eng. Kamau, Duncan	P.O. Box 11549-00100 Nairobi	P. Eng., Bsc., MIEK
A3797	Eng. Kamau, Sammy Karanja	P.O. Box 87-30600 Kapenguria	P. Eng., Bsc., MIEK
A3941	Eng. Kamau, Morris Kinyanjui	P.O. Box 703-00502 Nairobi	P. Eng., MEng., MIEK
A2428	Eng. Kamunge, Mercy Wangechi	P.O. Box 7244 – 00200 Nairobi	P. Eng., Bsc., MIEK
E131	Eng. Kamunge, Simon Njoroge	P.O. Box 14279 – 00800 Nairobi	P.Cons.Eng., BSc, MIEK, MCTB&UH, MFAC
A3202	Eng. Kamwere, Michael Muchiri	P.O. Box 797-10101 Karatina	P. Eng., Bsc., MIEK
A1384	Eng. Kanake, Justus Muriungi	P.O. Box 47201 Nairobi	P. Eng., Bsc., Post. Grad. Dip., MIEK
A3794	Eng. Kanali, Alban Inyanza	P.O. Box 92111-80102 Mombasa	P. Eng., Bsc., MBA., MIEK
A2316	Eng. Kandie, Nicholas Chelimo	P.O. Box 73442 – 00200 Nairobi	P. Eng., B.Tech., MIEK
A2459	Eng. Kandie, Philemon Kiprop	P.O. Box 49712-00100 Nairobi	P. Eng., Bsc., MIEK
E423	Eng. Kandie, Silas Kiplagat	P.O. Box 5602-00100 Nairobi	P.Cons.Eng., Bsc., MIET., MIEK
A3232	Eng. Kanui, David Kinani	P.O. Box 42244-80100 Mombasa	P. Eng., Bsc., MIEK
A2558	Eng. Kanui, Richard Munyao	P.O. Box 48487 – 00100 Nairobi	P. Eng., Bsc., MIEK
A2797	Eng. Kanyaura, Kithinji	P.O. Box 10591 Kampala	P. Eng., BSc, MIEK
E052	Eng. Karaba, Wilson M.	P.O. Box 79327-00200 Nairobi	P.Cons.Eng.BSc, P.G.D.(W.W.Eng), MIEK
A2260	Eng. Karanja, Fredrick Nganga	P.O. Box 30924 – 00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A2933	Eng. Karanja, Gift Kinuthia	P.O. Box 100762-00101 Nairobi	P. Eng., BSc, MIEK
A3394	Eng. Karanja, Monicah Wairimu	P.O. Box 27290-00100 Nairobi	P. Eng., Bsc., MIEK
A2846	Eng. Karanja, Timothy Kariuki	P.O. Box 4354-00506 Nairobi	P. Eng., Bsc., MIEK
A3509	Eng. Karanja, Joseph Mwaura	P.O. Box 112-01030 Gatundu South	P. Eng., Bsc., MIEK
A3937	Eng. Karanja, Stanley Munene	P.O. Box 19001 Nairobi	P. Eng., Bsc., MIEK
A2233	Eng. Karimi, Paul Kimotho	P.O. Box 2102 Mombasa	P. Eng., MSc., MIEK
A3499	Eng. Karimi, Job Munene	P.O. Box 62000-00200 Nairobi	P. Eng., Bsc., MEng., MIEK
A1927	Eng. Kariuki, Benson K.	P.O. Box 12279 – 00400 Nairobi	P. Eng., Bsc., MIEK
A2158	Eng. Kariuki, Catherine Njeri	P.O. Box 6484 – 00100 Nairobi	P. Eng., B.Eng., MIEK
A2301	Eng. Kariuki, Domiciano Gathu	P.O. Box 45156 – 00100 Nairobi	P.Eng., Bsc., MIEK
A1505	Eng. Kariuki, Jonathan Muraguri	P.O. Box 52529 Nairobi	P. Eng., Bsc., MIEK
A3465	Eng. Kariuki, Wilson Kabingu	P.O. Box 30582- 00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A3576	Eng. Kariuki, Edward Kibaara	P.O. Box 152-20300 Nyahururu	P. Eng., BTech., MIEK
A3338	Eng. Kariuki, James Kinyua	P.O. Box 15281-20100 Nakuru	P. Eng., Bsc., MSc., MIEK
A2549	Eng. Kariuki, Timothy Karanja	P.O. Box 22621 – 00400 Nairobi	P. Eng., Bsc., MIEK
A2144	Eng. Karobia, Boniface Nyuguto	P.O. Box 73895 – 00200 Nairobi	P. Eng., B.Tech., MIEK
A2873	Eng. Karue, Catherine Nyaguthii	P.O. Box 2593-01000 Thika	P. Eng., Bsc., MIEK
E013	Eng. Karue, Muriuki	P.O. Box 74602 Nairobi	P.Cons.Eng., Bsc., MIEK
A3600	Eng. Karugu, Charles Kahumbu	P.O. Box 62000-00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A2079	Eng. Karungu, Thomas	P.O. Box 28851-00100 Nairobi	P. Eng., Bsc., Mphil., MIEK
A3175	Eng. Karuntimi, John Kimathi	P.O. Box 358 Meru	P. Eng., BEng., MIEK
A1161	Eng. Karuri, James N	P.O. Box 30260 Nairobi	P. Eng., Bsc., MIEK
A3343	Eng. Karuoro, Baragu	P.O. Box 15270-00509 Nairobi	P. Eng., Bsc., MBA., MIEK
A2788	Eng. Karuri, John Mwangi	P.O. Box 3406-00100 Nairobi	P. Eng., BSc, MIEK
E435	Eng. Kasabuli, Bernard I.	P.O. Box 30095 Nairobi	P.Cons.Eng., Bsc., MIEK
A1862	Eng. Kathindai, Samuel M.	P.O. Box 13901-00100 Nairobi	P. Eng., Bsc., MIEK
A3042	Eng. Katimi, Lordficus Wesamba	P.O. Box 23790-00100 Nairobi	P. Eng., Bsc., MIEK
A3458	Eng. Kato, George Mwawaza	P.O. Box 49712-00100 Nairobi	P. Eng., Bsc., MIEK
A3095	Eng. Kavita, Fidelis Muli	P.O. Box 125-90030 Kathonzwani	P. Eng., BTech., MIEK
A3359	Eng. Keago, Edwin Mogeni	P.O. Box 5875-00100 Nairobi	P. Eng., Bsc., MIEK
A2972	Eng. Kebathi, Wambui	P.O. Box 50725-00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A3041	Eng. Keega, Anthony Mwaniki	P.O. Box 16505-00100 Nairobi	P. Eng., Bsc., MIEK
A3121	Eng. Kemboi, Eliud Kiprop	P.O. Box 56034-00200 Nairobi	P. Eng., Bsc., MIEK
A2509	Eng. Kendarogor, Timothy Kipkoech	P.O. Box 87-30300 Kapsabet	P. Eng., Bsc., MIEK
A3834	Eng. Kenneth, Amollo Otieno	P.O. Box 126-00511 Nairobi	P. Eng., Bsc., MIEK
A3317	Eng. Kenyatta, William Ochieng	P.O. Box 41206-00100 Nairobi	P. Eng., Bsc., MIEK
A2996	Eng. Kerre, Moses Simiyu	P.O. Box 34942-00100 Nairobi	P. Eng., Bsc., MIEK
A3629	Eng. Keter, Harrison Kiplimo	P.O. Box 785 Naivasha	P. Eng., Bsc., MIEK
A3917	Eng. Keter, Philip Kiprotich	P.O. Box 548-20200 Kericho	P. Eng., Bsc., MIEK
A3518	Eng. Keter, Michael Kibiego	P.O. Box 657-10100 Nyeri	P. Eng., Bsc., MSc., MIEK
E397	Eng. Khabure, Oliver Collins Wanyama	P.O. Box 41787-80100 Mombasa	P.Cons.Eng.BSc, MBA., MAAK., MIEK
E441	Eng. Khamisi, Butichi Ramadhani	P.O. Box 104815-00101 Nairobi	P.Cons.Eng., Bsc., MIEK
A3780	Eng. Khasenye, Cedric Obonyo	P.O. Box 1590-00621 Nairobi	P. Eng., Bsc., MIEK
A936	Eng. Khan, Mohamed Arshan K	P.O. Box 2143-00502 Nairobi	P. Eng., Bsc., MSc., DIC., Ceng., FICE., FISTructE., MIEK

Reg. No.	Name	Postal Address	Affixes
A945	Eng. Khandhia, Mansukhlal A	P.O. Box 43047– 00100 Nairobi	P. Eng., B.E., MIE(INDIA), MASCE., MIEK
A1814	Eng. Khazenzi, Raphael Muruba	P.O. Box 9487–00200 Nairobi	P. Eng., Bsc., Msc., M.I.E.K., M.I.C.E., M.B.H.S., M.A.S.C.E., M.A.G.U.
A3682	Eng. Khisa, Benjamin Wafula	P.O. Box 49862–00100 Nairobi	P. Eng., Bsc., MIEK
A2820	Eng. Kiambati, Douglas Kithinji	P.O. Box 10529–00100 Nairobi	P.Eng, BSc, MIEK
E273	Eng. Kiambigi, James M.	P.O. Box 75461–00200 Nairobi	P.Cons.Eng., Bsc., MA., MIEK
E186	Eng. Kiarie, John Ndekei	P.O. Box 19465 – 00202 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A3860	Eng. Kiarie, Patricia Ngina	P.O. Box 23343–00100 Nairobi	P. Eng., Bsc., MEng., MIEK
A3713	Eng. Kiema, Fred	P.O. Box 954–00300 Nairobi	P. Eng., Bsc., MIEK
A2842	Eng. Kibaru, Charles Mwangi	P.O. Box 60312–00200 Nairobi	P. Eng., Bsc., MIEK
A2502	Eng. Kibe, Joseph Maina	P.O. Box 64900–00620 Nairobi	P. Eng., Bsc., MIEK
A3575	Eng. Kibe, David Ngungu	P.O. Box 64248–00620 Nairobi	P. Eng., Bsc., MIEK
A2941	Eng. Kibet, Anthony Daniel	P.O. Box 6634 Eldoret	P. Eng., B.Tech, MIEK
A3418	Eng. Kibias, Kipkemoi	P.O. Box 180 Lessos	P. Eng., Bsc., MBA., MIEK
A2015	Eng. Kibiro, Vincent M. Komu	P.O. Box 59096 Nairobi	P. Eng., Bsc., M.Phil., M.I.E.K.
A2579	Eng. Kibiru, James Mwangi	P.O. Box 59184–00200 Nairobi	P. Eng., BSc, MIEK
A3610	Eng. Kibiti, Patrick Mwenda	P.O. Box 4678–00100 Nairobi	P. Eng., B.Tech., MIEK
E232	Eng. Kibunja, Elijah M.Mwangi	P.O. Box 752–00600 Nairobi	P.Cons.Eng., Bsc., MIEK
A2740	Eng. Kiburi, Isaiah Achini	P.O. Box 19019–00100 Nairobi	P. Eng., Bsc., MIEK
A2970	Eng. Kidagisa, Hannington Aluvisia	P.O. Box 529–50300 Maragoli	P. Eng., Bsc., MIEK
E248	Eng. Kidenda, Meshack Otieno	P.O. Box 75630–00200 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A2087	Eng. Kiema, Benjamin Syengo	P.O. Box 59837–00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A3500	Eng. Kigen, Wilfred Obed Kipng'eno	P.O. Box 28929–00100 Nairobi	P. Eng., Bsc., MIEK
A3491	Eng. Kigutu, James Kariuki	P.O. Box 36909–00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A3581	Eng. Kihara, Crispus Karuriu	P.O. Box 2059–00202 Nairobi	P. Eng., Bsc., MSc., MIEK
A3934	Eng. Kihara, Geoffrey Mungai	P.O. Box 48130–00100 Nairobi	P. Eng., B.Tech., MIEK
E034	Eng. Kiilu, Emma Wanjiru	P.O. Box 1574–00606 Nairobi	P.Cons.Eng., Bsc., MIEK
A3230	Eng. Kiilu, Eric Kioko	P.O. Box 9164–00300 Nairobi	P. Eng., Bsc., MIEK
E492	Eng. Kiilu, Joel Musembi	P.O. Box 1574–00606 Nairobi	P.Cons.Eng., Bsc., MBA., MIEE., MIEK
E479	Eng. Kiiru, George Mwangi	P.O. Box 55340–00200 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A2417	Eng. Kiiru, Isaac Mbugua	P.O. Box 407 Naromoru	P. Eng., Bsc., MSc., MIEK
A3783	Eng. Kikuyu, Pius Museka	P.O. Box 4662–00506 Nairobi	P. Eng., B.Tech., MIEK
A3907	Eng. Kilatya, Lilian Mumbua	P.O. Box 54974–00200 Nairobi	P. Eng., Bsc., MIEK
A3382	Eng. Kilimo, Moses Chemetoi	P.O. Box 7900–00100 Nairobi	P. Eng., Bsc., MIGA., MIEK
A3043	Eng. Kiliswa, Moses Wopicho	P.O. Box 1322–20100 Nakuru	P. Eng., B.Tech., MIEK
E109	Eng. Kilonzo, William P.M	P.O. Box 55284 Nairobi	P.Cons.Eng., BSc, MIEK
E159	Eng. Kimani, Francis Murigi	P.O. Box 58624 – 00200 Nairobi	P.Cons.Eng., BSc, MSc, FIEK
E158	Eng. Kimani, Mbiu	P.O. Box 57091– 00200 Nairobi	P.Cons.Eng., BSc, MSc, FIEK
A2676	Eng. Kimani, Simon N.	P.O. Box 54056–00200 Nairobi	P.Eng.Bsc., MIEK
A3353	Eng. Kimani, Thomas Njuguna	P.O. Box 141–00606 Nairobi	P. Eng., Bsc., MIEK
A2544	Eng. Kimani, Michael Kubai	P.O. Box 284 – 00218 Ngecha	P. Eng., Bsc., MIEK
A3812	Eng. Kimani, Stephen Mutitu	P.O. Box 559–01001 Kalimoni	P. Eng., Bsc., MIEK
A3821	Eng. Kimanzi, Simon Musyoki	P.O. Box 3946–00100 Nairobi	P. Eng., Bsc., MIEK
E430	Eng. Kimari, John Kamau	P.O. Box 14105 – 00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A2096	Eng. Kimathi, Derick	P.O. Box 3751 – 00506 Nairobi	P. Eng., Bsc., MIEK
A3720	Eng. Kimata, Zacheus Mbogo	P.O. Box 61879–00200 Nairobi	P. Eng., Bsc., MIEK
E371	Eng. Kimemia, Peter Njuguna	P.O. Box 63610–00619 Nairobi	P.Cons.Eng., Bsc., MIEK
E178	Eng. Kimemia, Stanley Karanja	P.O. Box 58840 – 00200 Nairobi	P.Cons. Eng., Bsc., MBA., MIEK., MAAK., MACEK
A3524	Eng. Kimemia, Brian Kuria	P.O. Box 2070 –00100 Nairobi	P. Eng., Bsc., MIEK
A3427	Eng. Kimeu, Judith Nduku	P.O. Box 2958–00200 Nairobi	P. Eng., B.Tech., MIEK
A2543	Eng. Kimilu, Januaris Mutisya	P.O. Box 94 – 00204 Athi – River	P. Eng., Bsc., MIEK
E310	Eng. Kimingi, Mathu David	P.O. Box 124–01001 Kalimoni	P.Cons.Eng., Bsc., MIEK
A2421	Eng. Kimitei, Simon Kiptum	P.O. Box 1060, Buruburu	P. Eng., Bsc., MSc., MIEK
E216	Eng. Kimori, Stephen Ndichu	P.O. Box 52440 – 00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A1770	Eng. Kimuhu, Maina D. Reuben	P.O. Box 73406 Nairobi	P. Eng., Bsc., MIEK
A2631	Eng. Kimweli, Stephen Kioko	P.O. Box 19027–00100 Nairobi	P. Eng., Bsc., MIEK
E511	Eng. Kiniti, Daniel Wakaba	P.O. Box 16457–20100 Nakuru	P.Cons.Eng., Bsc., MBA., MIEK
A3835	Eng. Kinoti, Kenneth	P.O. Box 38661–00100 Nairobi	P. Eng., Bsc., MIEK
A2151	Eng. Kinoti, Murira Silas	P.O. Box 41727 – 00100 Nairobi	P. Eng., Bsc., MIEK
A2535	Eng. Kinyanjui, Boniface Kamanda	P.O. Box 420–0511 Ongata Rongai	P. Eng., Bsc., MIEK
A2796	Eng. Kinyori, Patrick Gachuhi	P.O. Box 171–10200 Muranga	P. Eng., BSc, MIEK
E237	Eng. Kinyua, Evans Mithamo	P.O. Box 43500–00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A2882	Eng. Kinyua, Michael Muchemi	P.O. Box 37903–00100 Nairobi	P. Eng., B.Tech, MIEK
A3628	Eng. Kinyua, Edward Mwirigi	P.O. Box 30652–00100 Nairobi	P. Eng., B.Tech., MSc., MIEK
A3702	Eng. Kioki, Paul Thuo	P.O. Box 762–00618 Ruaraka	P. Eng., B.Tech., MIEK
A2001	Eng. Kioko, Benson Kelly	P.O. Box 3933 Nairobi	P. Eng., Bsc., MIEK
A1566	Eng. Kioko, Pius Mailu	P.O. Box 74444 – 00200 Nairobi	P. Eng., Bsc., MIEK
A1833	Eng. Prof. Kioni, Paul N.	P.O. Box 34123 Nairobi	P. Eng., Bsc., DR. OF PHILOSOPHY., MIEK
A2590	Eng. Kipchirchir, Stephen Melly	P.O. Box 5766–00100 Nairobi	P. Eng., BSc, MIEK
A3526	Eng. Kipchumba, Bernard Kosgey	P.O. Box 3325–40100 Kisumu	P. Eng., Bsc., MIEK
A2745	Eng. Kipkeino, Pius Kiprotich	P.O. Box 36130–00200 Nairobi	P. Eng., B.Tech., MSc., MIEK
A2827	Eng. Kipkorir, Emmanuel Chessum	P.O. Box 4442 Eldoret	P. Eng., BSc, MSc., PhD., MIEK
A2741	Eng. Kiplagat, Simion Chirchir	P.O. Box 826–20103 Eldama Ravine	P. Eng., Bsc., MIEK
A3244	Eng. Kiplagat, Laban Kipkorir	P.O. Box 30372–00100 Nairobi	P. Eng., Bsc., MA., MIEK

Reg. No.	Name	Postal Address	Affixes
A3898	Eng. Kipngeno, Proson	P.O. Box 21046-00100 Nairobi	P. Eng., BTech., MIEK
A2938	Eng. Kipngetich, Linus Tonui	P.O. Box 34942-00100 Nairobi	P. Eng., BSc, MIEK
E062	Eng. Kiptorus, Kipruto J.	P.O. Box 49677 Nairobi	P.Cons.Eng. BSc, MIEK, MIHT
A3406	Eng. Kiptum, Clement Kiprotich	P.O. Box 11-30133 Chepkoleil	P. Eng., BTech., MPhil., DPhil., MIEK
A2845	Eng. Kipyator, Franklin Kibukwo	P.O. Box 59564-00200 Nairobi	P. Eng., BTech., MIEK
A1949	Eng. Kiragu, Joseph Wambugu	P.O. Box 8495 - 00100 Nairobi	P. Eng., Bsc., MIEK
A3687	Eng. Kireru, Peter Kimani	P.O. Box 21015-00100 Nairobi	P. Eng., Bsc., MIEK
A3225	Eng. Kirigia, Clifford Gitonga	P.O. Box 2959-60200 Meru	P. Eng., BTech., MIEK
A3439	Eng. Kirima, Doreen Kiende	P.O. Box 19320-00202 Nairobi	P. Eng., Bsc., MIEK
E254	Eng. Kirimania, M'kirigia Mungeria	P.O. Box 4125 - 00506 Nairobi	P.Cons.Eng., Bsc., MIEK
A3796	Eng. Kirimi, Solomon Marangu	P.O. Box 875-40100 Kisumu	P. Eng., Bsc., MIEK
A2276	Eng. Kirira, Dominic Kumina	P.O. Box 14105 - 00100 Nairobi	P. Eng., BSc, MIEK.
A3170	Eng. Kirongo, Benjamin Kipkorir	P.O. Box 67839-00200 Nairobi	P. Eng., Bsc., MS., MKCI., MIEK
A3178	Eng. Kirori, Jonathan Jonaje	P.O. Box 37-00571 Nairobi	P. Eng., Bsc., MIEK
A2993	Eng. Kiruja, Erastus Clyde Eustace	P.O. Box 107-00200 Nairobi	P. Eng., Bsc., MIEK
A3322	Eng. Kirumba, John Kimuchu	P.O. Box 21714-00505 Nairobi	P. Eng., BTech., MIEK
E471	Eng. Kirumba, Joseph Ndiritu	P.O. Box 59763 - 00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A2477	Eng. Kisali, Douglas Omenda	P.O. Box 64019-00620 Nairobi	P. Eng., B.Tech.Mphil(Prod.Eng), MIEK
A3918	Eng. Kisame, Edwin Agoi	P.O. Box 185-30200 Kitale	P. Eng., Bsc., MSc., MIEK
A2977	Eng. Kisato, Reuben Clyde Ambatsa	P.O. Box 39471-00623 Nairobi	P. Eng., Bsc., MIEK
A3775	Eng. Kisilu, Jeremiah Nguli	P.O. Box 910-90200 Kitui	P. Eng., Bsc., MIEK
A3825	Eng. Kisimbo, Cyprian Dangi	P.O. Box 46322-00100 Nairobi	P. Eng., Bsc., MIEK
E222	Eng. Kitema, Solomon Muli	P.O. Box 1210 - 00100 Nairobi	P.Cons. Eng; Bsc., MIEK
A3426	Eng. Kithongo, Stephen Mauta	P.O. Box 687-00520 Ruai	P. Eng., BTech., MIEK
A1246	Eng. Kitiku, John Frederick Maingi	P.O. Box 32728 Nairobi	P. Eng., Bsc., MIEK
E007	Eng. Kitololo, Austin Salmon	P.O.Box 48388 Nairobi	P.Cons.Eng., BSc, FIEK, C.ENG., M.I.C.E., F.A.A.K
A2130	Eng. Kituu, Michael G.M.	P.O. Box 80 Siakago	P. Eng., Bsc., MSc., MIEK
A3577	Eng. Kiunga, Kennedy Mwangi	P.O. Box 28928-00100 Nairobi	P. Eng., BEng., MIEK
A1789	Eng. Kivihya, Patrick Aligula	P.O. Box 3134-30100 Eldoret	P. Eng., B.Tech., MIEK
E418	Eng. Kivoto, Mutii	P.O. Box 35312-00200 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A3462	Eng. Kivure, Wellington Mwakandu	P.O. Box 3121- 80100 Mombasa	P. Eng., Bsc., MIEK
A3122	Eng. Koech, Michael Kipngeno	P.O. Box 26235-00504 Nairobi	P. Eng., Bsc., MSc., MBA., MSACPCMP., MIEK
A2890	Eng. Koitalek, Simeon Merin	P.O. Box 35548-00100 Nairobi	P. Eng., BTech., MIEK
A1694	Eng. Kogi, Stephen Kirima	P.O. Box 50753 Nairobi	P. Eng., Bsc., MIEK
A2398	Eng. Kombo, Enock Ariga	P.O. Box 313 - 40202 Keroka	P. Eng., Bsc., MA (Planning), MIEK
E320	Eng. Komen, David Kibor	P.O. Box 30156-00100 Nairobi	P.Cons., Eng., Bsc., MIEK
A3537	Eng. Kopondo, Edward Otieno	P.O. Box 69763-00400 Nairobi	P. Eng., Bsc., MIEK
A3263	Eng. Korir, Jeniffer Jelagat	P.O. Box 12101-00100 Nairobi	P. Eng., Bsc., MIEK
A3173	Eng. Korir, Philemon Chirchir	P.O. Box 35912 Nairobi	P. Eng., BTech., MIEK
E438	Eng. Korir, Robert Kipkirui	P.O. Box 575 - 00600 Nairobi	P.Cons.Eng., Bsc., MIEK
A3732	Eng. Korir, Gevas Kiprotich	P.O. Box 35954-00200 Nairobi	P. Eng., Bsc., MIEK
A3816	Eng. Koros, Wesley Kiplangat	P.O. Box 965 Kericho	P. Eng., Bsc., MIEK
E031	Eng. Kosgei, Reuben K.	P.O. Box 55284 Nairobi	P.Cons.Eng., BSc, DIP.Env.Eng., MCIBSE, FIEK, MISES, MACEK
A3729	Eng. Kosgei, Jonah Kimutai	P.O. Box 20922-00100 Nairobi	P. Eng., BEng., MArts., MIEK
A2154	Eng. Kosgey, Wilson Kipsang	P.O. Box 10750 - 00200 Nairobi	P. Eng., Bsc., MIEK
A3724	Eng. Kosgey, Carolyne	P.O. Box 7608-40100 Kisumu	P. Eng., BEng., MIEK
A3838	Eng. Kosgey, Richard Kiplagat Yagan	P.O. Box 41727-00100 Nairobi	P. Eng., Bsc., MIEK
A3572	Eng. Koske, David Cheruiyot	P.O. Box 5317-00506 Nairobi	P. Eng., Bsc., MIEK
A3889	Eng. Kotieno, Daniel Owino	P.O. Box 254-40607 Ukwala	P. Eng., Bsc., MIEK
A2711	Eng. Kowuor, Evans Okinyi	P.O. Box 90104 Mombasa	P. Eng., Bsc., MIEK
A3217	Eng. Kundu, Dominic Achoka	P.O. Box 18436-20100 Nakuru	P. Eng., Bsc., MIEK
A3195	Eng. Kung'u, Harrison Musembi	P.O. Box 88729-80100 Mombasa	P. Eng., Bsc., MIEK
E275	Eng. Kung'u, James M.	P.O. Box 3957 - 00100 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A2199	Eng. Kung'u, Ndung'u.	P.O. Box 1377 - 00515 Nairobi	P. Eng., BSc, MIEK
E141	Eng. Kung'u, Rosemary Wanjiku	P.O. Box 22517-00400 Nairobi	P.Cons.Eng., BSc, FIEK
A1972	Eng. Kuria, Alfred W.	P.O. Box 2674-10100 Nyeri	P. Eng., Bsc., MIEK., MKSEEE.
A2451	Eng. Kuria, Paul Kimani	P.O. Box 792 - 00200 Nairobi	P. Eng., Bsc., MIEK
A3453	Eng. Kuria, Edwin Wanjohi	P.O. Box 73442-00200 Nairobi	P. Eng., Bsc., MIEK
A3048	Eng. Kuta, Joseph Nzioki	P.O. Box 1303 Mombasa	P. Eng., BEng., MSc., MIEK
A3383	Eng. Langat, Dominic Mutai Kipkemoi	P.O. Box 31-00517 Nairobi	P. Eng., Bsc., MSc., MIEK
A2884	Eng. Lang'at, Zakayo Kipkurui	P.O. Box 54021-00200 Nairobi	P. Eng., Bsc., MIEK
A3719	Eng. Langat, Leonard Kibet	P.O. Box 8374-00200 Nairobi	P. Eng., Bsc., MIEK
A3467	Eng. Langat, John Kipkoech	P.O. Box 1212-20200 Kericho	P. Eng., Bsc., MIEK
A3318	Eng. Lel, Sila Kiptoo	P.O. Box 26524-00504 Nairobi	P. Eng., Bsc., MIEK
A3020	Eng. Liambila, David Wakhisi	P.O. Box 46439 Nairobi	P. Eng., Bsc., MIEK
E220	Eng. Libokoyi, Laban Imbati	P.O. Box 3786 - 00100 Nairobi	P.Cons.Eng., Bsc., MIEK, MUIPE, R.ENG.(UK), MEACE, AMICE(UK)
A3305	Eng. Likare, Henry Pwani	P.O. Box 5-40100 Kisumu	P. Eng., Bsc., MSc., MIEK
A3523	Eng. Lekariap, Edwin Mararo	P.O. Box 35-30406 Kambi ya Samaki	P. Eng., Bsc., MIEK
A2665	Eng. Limo, Edwin Kiplagat	P.O. Box 2665-50100 Kakamega	P.Eng.Bsc., MIEK
A3699	Eng. Limo, Kazelle Kimtai	P.O. Box 6431-30100 Eldoret	P. Eng., BTech., MIEK
A3625	Eng. Limo, Simon Kipchirchir	P.O. Box 7375-00300 Nairobi	P. Eng., BTech., MIEK

Reg. No.	Name	Postal Address	Affixes
E300	Eng. Litondo, John Morrison	P.O. Box 50744-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
E229	Eng. Loveday, Ian Jude Wayne	P.O. Box 45792 – 00100 Nairobi	P.Cons. Eng. BSc, MIEK, MACEK, MKSAE, MAAK
A3389	Eng. Lugalia, Eric Mukaya	P.O. Box 22964-00100 Nairobi	P. Eng., Bsc., MIEK
A3393	Eng. Lumasia, Martin Kidali	P.O. Box 27918-00100 Nairobi	P. Eng., Bsc., MIEK
A2692	Eng. Maara, Benjamin Maina	P.O. Box 1735 Kitale	P.Eng.Btech.,MIEK
A3435	Eng. Macharia, Dedan Wachira	P.O. Box 34158-00100 Nairobi	P. Eng., Bsc., MIEK
A2698	Eng. Macharia, Joseph Gituhia	P.O. Box 8722-00200 Nairobi	P.Eng.Bsc., MIEK
A2438	Eng. Macharia, Josphat Waweru	P.O. Box 16505 – 00100 Nairobi	P. Eng., BSc. MIEK
A3044	Eng. Macharia, Timothy Iguta	P.O. Box 28022-00200 Nairobi	P. Eng., Bsc., MIEK
E289	Eng. Macharia, Zachary M.	P.O. Box 699-00232 Ruiru	P.Cons.Eng., B.Tech.,MBA.,MIEK
A3490	Eng. Macharia, Paul Gacheru	P.O. Box 9816-00200 Nairobi	P. Eng., BEng.,MIEK
E392	Eng. Machochi, Edward Mwangi	P.O. Box 1425 – 00100 Nairobi	P.Cons.Eng., Bsc., M.Eng., MIEK
A3684	Eng. Machoka, Daniel Areba	P.O. Box 30156-00100 Nairobi	P. Eng., Bsc., MIEK
A3913	Eng. Machuka, Cliff Nyangoto	P.O. Box 2374-30200 Kitale	P. Eng., BEng.,MIEK
E056	Eng. Macodawa, George O.	P.O. Box 45792 Nairobi	P.Cons.Eng.BSc, MIEK
E481	Eng. Maende, Christopher Wesamba	P.O. Box 104695-00101 Nairobi	P.Cons.Eng.,Bsc., MSc., MIEK
E065	Eng. Maganda, David O.	P.O. Box 51319 Nairobi	P.Cons.Eng., BSc, MICE,MIEK, C.Eng
A3371	Eng. Magara, Evans Akama Mose	P.O. Box 30259-00100 Nairobi	P. Eng., Bsc., MIEK
A3709	Eng. Magerer, Victor Kipkirui	P.O. Box 67679-00200 Nairobi	P. Eng., Bsc., MBA., MIEK
E218	Eng. Mageto, James Okebiro	P.O. Box 3000 Kisumu	P.Cons.Eng., Bsc., MSc. MIEK
A3601	Eng. Magolo, Joshua Juma	P.O. Box 633-00300 Nairobi	P. Eng., Bsc., MIEK
A2261	Eng. Mahboub, Maalim Mohamed	P.O. Box 10052 – 00100 Nairobi	P. Eng., Bsc., MSc., AMASCE., MIEK
E395	Eng. Mahinda, Richard	P.O. Box 74930 – 00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A2865	Eng. Maiko, Clement Nyagwachi	P.O. Box 30269-00100 Nairobi	P. Eng., B.Tech., MIEK
A2926	Eng. Mailu, Peter Wambua	P.O. Box 42517-00100 Nairobi	P. Eng., BSc, MIEK
A2336	Eng. Maimba, Patrick Peterson	P.O. Box 66531 – 00800 Nairobi	P. Eng., Bsc., M.Phil.,MIEK
A3165	Eng. Maina, Catherine Wanjiku	P.O. Box 21714-00505 Nairobi	P. Eng., Bsc., MIEK
A2566	Eng. Maina, Francis Mureithi	P.O. Box 12776 – 00100 Nairobi	P. Eng., Bsc., MIEK
A2915	Eng. Maina, George Wambugu	P.O. Box 59763-00200 Nairobi	P. Eng., BSc, MIEK
A3193	Eng. Maina, John Ileri	P.O. Box 62145-00200 Nairobi	P. Eng., Bsc., MIEK
A3184	Eng. Maina, Jonathan Marubu	P.O. Box 1619-00232 Ruiru	P. Eng., Bsc., MBA.,MIEK
A3283	Eng. Maina, Madrin Wanjiru	P.O. Box 104013-00101 Nairobi	P. Eng., Bsc., MIEK
A3488	Eng. Maina, Maryanne Wambui	P.O. Box 70421-00400 Nairobi	P. Eng., Bsc., MIEK
A3553	Eng. Maina, Jedidah Wandia	P.O. Box 73406-00200 Nairobi	P. Eng., Bsc., MIEK
A3563	Eng. Maina , Pauline Wambui	P.O. Box 30156-00100 Nairobi	P. Eng., Bsc., MA., MIEK
A1817	Eng. Maina , Julius Ndirangu	P.O. Box 20198-00200 Nairobi	P. Eng., Bsc., MSc.,MIEK
A3752	Eng. Maina, Gibson Gicebe	P.O. Box 41-70100 Garissa	P. Eng., Bsc., MIEK
A3761	Eng. Maina, Oscar Njung'e	P.O. Box 161 Sagana	P. Eng., Bsc., MIEK
A3851	Eng. Maina, Stephen Wang'ombe	P.O. Box 12012-00100 Nairobi	P. Eng., Bsc., MIEK
E454	Eng. Maingi, Benjamin Karimi	P.O. Box 56164-00200 Nairobi	P.Cons.Eng.,Bsc., MSc, MIDK.,MIEK
A3718	Eng. Maingi, George Mwenda	P.O. Box 66994-00200 Nairobi	P. Eng., Bsc., MIEK
A3672	Eng. Maingi, Dennis Mbutia	P.O. Box 56164-00200 Nairobi	P. Eng., Bsc., MIEK
A2187	Eng. Maiteka, Andrew Nyabuto	P.O. Box 13544 Nakuru	P. Eng., Bsc., MIEK
E114	Eng. Maitei, Alex K.	P.O. Box 75437 Nairobi	P.Cons.Eng., BSc, MSc, MIEK, MCIBSE, C.Eng.
A3806	Eng. Maiyo, Michael Kiprotich	P.O. Box 181-30307 Mosoriot	P. Eng., BEng.,MIEK
A2778	Eng. Majiwa, Joseph Odhiambo	P.O. Box 10128-00100 Nairobi	P. Eng., BSc, MIEK
A3694	Eng. Makaa, Benard Mumo	P.O. Box 52142-00100 Nairobi	P. Eng., Bsc., MIEEE., MIEK
A3163	Eng. Makarani, Abdulhakim Mwalimu	P.O. Box 85047-80100 Mombasa	P. Eng., Bsc., MIEK
A1992	Eng. Makau, Paul M.	P.O. Box 72577 – 00200 Nairobi	P. Eng., Bsc., MIEK
A3630	Eng. Makenzi, Macben Mutua	P.O. Box 422-20115 Egerton	P. Eng., Bsc., MSc., MAEE.,MAEPEA., MIEK
A2340	Eng. Makhani, Francis Xavier	P.O. Box 205 – 60100 Embu	P. Eng., Bsc., MBA. MIEK
A2174	Eng. Makhulo, Gilbert Bwire	P.O. Box 41191 Nairobi	P. Eng., Bsc., MIEK
A2834	Eng. Mak'oderoh, Julius Nyerere	P.O. Box 103250-00101 Nairobi	P. Eng., Bsc., MIEK
A3099	Eng. Makokha, Augustine Barasa	P.O. Box 6091 Eldoret	P. Eng., B.Tech.,MSc.,PhD.,MIEK
A3367	Eng. Makokha, Sheillah Wangari	P.O. Box 59753-00200 Nairobi	P. Eng., B.Tech., MIEK
A3296	Eng. Makonjio, Vincent Omenge	P.O. Box 1027-00208 Nairobi	P. Eng., B.Tech., MIEK
A2447	Eng. Makori, Jared Moruri	P.O. Box 526 – 00625 Nairobi	P. Eng., Bsc., MPhil.,MIEK
E477	Eng. Makori, Richard Juma	P.O. Box 25657-00100 Nairobi	P.Cons.Eng.,Bsc., MIEK
E440	Eng. Makudiuh, Kennedy Wandera	P.O. Box 454 – 50406 Funyula	P.Cons.Eng.,Bsc., MSc.,FIEK
A1303	Eng. Makuta, John	P.O. Box 73805-00200 Nairobi	P. Eng., Bsc., MASHRAE., MIEK
A3565	Eng. Malaba , Jonah Butali	P.O. Box 6247-30100 Eldoret	P. Eng., Bsc., MIEK
A3586	Eng. Malde, Vishal Rajesh	P.O. Box 11084-00400 Nairobi	P. Eng., BEng., MIEK
A2107	Eng. Maluli, Charles Mulandi	P.O. Box 67977 – 00100 Nairobi	P. Eng., Bsc., MIEK
E260	Eng. Mangerere, Lawrence Muma	P.O. Box 11743-00100-Nairobi	P.Cons.Eng., Bsc., MIEK
A2065	Eng. Magondi, Jackson Karubiu	P.O. Box 65929-00607 Nairobi	P. Eng., Bsc., MIEK
E263	Eng. Mang'uriu, Geoffrey Ng'ang'a	P.O. Box 57866 – 00200 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK., MASCE.
A3189	Eng. Manore, David Mungai	P.O. Box 25131-00100 Nairobi	P. Eng., Bsc., MIEK
A1548	Eng. Manyala, Jabes Obunga	P.O. Box 28278 Nairobi	P. Eng., Bsc., MIEK
A3261	Eng. Manyara, Peter Ontieri	P.O. Box 10604-00200 Nairobi	P. Eng., Bsc., MIEK
A1113	Eng. Manyasi, John Buka	P.O. Box 62937 – 00200 Nairobi	P. Eng., Bsc., MIEK
A2880	Eng. Manza, Daniel Kamanza	P.O. Box 26797- 00504 Nairobi	P. Eng., B.Tech., MIEK
A3717	Eng. Maundu, Albrian Mueke	P.O. Box 252-00100 Nairobi	P. Eng., B.Tech., MIEK
A3429	Eng. Mapelu, Jane Nailantei	P.O. Box 41727 Nairobi	P. Eng., Bsc., MIEK
A2789	Eng. Marete, Raymond Kirimi	P.O. Box 50593-00101nairobi	P. Eng., BSc, MIEK

Reg. No.	Name	Postal Address	Affixes
A3602	Eng. Mariga, Samuel Ngatia	P.O. Box 56167-00200 Nairobi	P. Eng., Bsc., MIEK
A2482	Eng. Maritim, Reuben Kipyegon	P. O. Box 14944-20100 Nakuru	P. Eng., Bsc., MIEK
A3519	Eng. Maritim, Nelson Kipkemei	P.O. Box 1652-30100 Eldoret	P. Eng., Bsc., MSc., MIEK
A2394	Eng. Marius, John Nyaga	P.O. Box 68053 – 00200 Nairobi	P. Eng., B.Tech., MIEK
A3328	Eng. Maruti, Peter Barasa	P.O. Box 51088-00100 Nairobi	P. Eng., Bsc., MIEK
A3710	Eng. Masaba, George Malika	P.O. Box 2914-00200 Nairobi	P. Eng., Bsc., MBA., MOSPE., MASME., MIAE., MIEK
A2785	Eng. Masea, Benard Ongeru	P.O. Box 10604-00200 Nairobi	P. Eng., BSc, MIEK
E309	Eng. Masila, Benson Muteti	P.O. Box 106-90138 Makindu	P.Cons.Eng., Bsc., MIEK
A3074	Eng. Masila, Patrick Mwendwa	P.O. Box 103847-00101 Nairobi	P. Eng., Bsc., MIEK
A3106	Eng. Maswan, Rael Jeptoo	P.O. Box 49712-00100 Nairobi	P. Eng., Bsc., MBA., MIEK
E352	Eng. Matalanga, Nathaniel Wilson Omwolo	P.O. Box 2680 –00202 Knh Nairobi	P.Cons.Eng., Bsc., MUIPE., MAAK., MIEK
A3477	Eng. Matara, Oliver Otieno	P.O. Box 33233-00600 Nairobi	P. Eng., Bsc., MIEK
A2794	Eng. Matheka, Joseph Munyao	P.O. Box 50874-00100 Nairobi	P. Eng., Bsc., MIEK
A1828	Eng. Mathenge, Isaac K.	P.O. Box 73878 Nairobi	P. Eng., Bsc., MIEK
A2935	Eng. Mathenge, Ngunjiri	P.O. Box 6407-00610 Nairobi	P. Eng., BSc, MIEK
A3753	Eng. Mathenge, Charles Ngunyi	P.O. Box 93-10101 Karatina	P. Eng., BTech., MIEK
E231	Eng. Matheri, George Paul Karoki	P.O. Box 10836-00100 Nairobi	P.Cons. Eng., BSc, MIEK
A3388	Eng. Mati, Munene Muverethi	P.O. Box 4792-00100 Nairobi	P. Eng., Bsc., MIEK
E509	Eng. Dr. Mativo, John M.	P.O. Box 4710 – 00200 Nairobi	P.Cons.Eng., Bsc., MSc., PhD., FIEK
E170	Eng. Matu, Johnson Mwangi	P.O. Box 9699 Nairobi	P.Cons. Eng., BSc, MIEK
E353	Eng. Maugo, Samuel Nyanchama	P.O. Box 12012-00100 Nairobi	P.Cons.Eng., Bsc., M.Eng., MIEK., MACEK
E480	Eng. Maundu, Samson Nyika	P.O. Box 73878-00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A3550	Eng. Maundu, Nicholas Musembi	P.O. Box 12709-00100 Nairobi	P. Eng., Bsc., MEng., MIEK
A3778	Eng. Mauti, Ezra Onduso	P.O. Box 1253-40200 Kisii	P. Eng., Bsc., MIEK
A3036	Eng. Mawia, Alex Manthi	P.O. Box 2271- 90100 Machakos	P. Eng., Bsc., MSc., MIEK
A2491	Eng. Prof. Mayaka, Abel Nyakundi	P.O. Box 3900 Eldoret	P. Eng., Bsc., MSc., Ph.D., MIEK
A2364	Eng. Mbaabu, Peter Patrick	P.O. Box 507-60200 Meru	P. Eng., Bsc., MIEK., MGSK
E387	Eng. Mbachia, Samuel Ng'ethe	P.O. Box 33690 – 00600 Nairobi	P.Cons.Eng., Bsc., MIEK., MUNEAS
A3083	Eng. Mbae, Ariel Mutegei	P.O. Box 23641-00100 Nairobi	P. Eng., Bsc., MIEK
A3116	Eng. Mbai, Livingstone Karanja	P.O. Box 51417-00200 Nairobi	P. Eng., Bsc., MIEK
A2576	Eng. Mbavu, M. Sayo	P.O. Box 2361-00200 Nairobi	P. Eng., BTech., MIEK
A3387	Eng. Mbaya, Daniel Kibaki	P.O. Box 41191-00100 Nairobi	P. Eng., Bsc., MIEK
A3698	Eng. Mbeche, Oyuko Onyango	P.O. Box 21455-00505 Nairobi	P. Eng., BEng., MSc., Ph.D., MASCE., MASEE., MKNAS
A2223	Eng. Mbijiwe, Aron Gitonga	P.O. Box 630-00200 Nairobi	P.Eng, Bsc., MIEK
A2517	Eng. Mbindyo, David Mutie	P.O. Box 4487-00506 Nairobi	P. Eng., B.Tech., MIEK
A3564	Eng. Mbiyu, Medlin Njoki	P.O. Box 68805-00610 Nairobi	P. Eng., Bsc., MIEK
A1774	Eng. Mbogo, Sospeter F	P.O. Box 306 – 00200 Nairobi	P. Eng., BSc, MIEK
A3014	Eng. Mbogo, Teresa Ng'endo	P.O. Box 14094-00800 Nairobi	P. Eng., Bsc., MIEK
A2237	Eng. Mbogori, Kenneth Njuguna	P.O. Box 53 – 00200 Nairobi	P. Eng., Bsc., MIEK
A3476	Eng. Mbondo, Lemmy Mulandi	P.O. Box 5359-00506 Nairobi	P. Eng., BTech., MIEK
A2138	Eng. Mbugua, Abraham Karanja	P.O. Box 16751 – 00100 Nairobi	P. Eng., Bsc., MIEK
A3039	Eng. Mbugua, Gathoni Kuria	P.O. Box 95-00606 Nairobi	P. Eng., BEng., MSc., MIEK
A749	Eng. Mbugua George K.N	P.O. Box 50645-00200 Nairobi	P. Eng., MBA.; C.Eng., MIEK
E413	Eng. Mbugua, K. Willie	P.O. Box 75069 – 00200 Nairobi	P.Cons.Eng., BSc, MIEK
E130	Eng. Mbugua, Philip Muthee	P.O. Box 6254-00300 Nairobi	P.Cons.Eng., BSc, Post Grad. Diploma in Computer Science, MIEK
E102	Eng. Mbui, Jonathan M.	P.O. Box 1245 – 00606 Nairobi	P.Cons.Eng., BSc, MSc, MIEK, C.ENG, MICE, MAAK(E)
A3023	Eng. Mbumbui, Joseph Wanjohi	P.O. Box 122-10204 Kiria-Ini	P. Eng., Bsc., MIEK
E312	Eng. Mburu, Francis Gichuho	P.O. Box 72444-00200 Nairobi	P.Cons., Eng., Bsc., MIEK
E227	Eng. Mburu, Ikigu Kamau	P.O. Box 3539 Thika	P.Cons.Eng., BSc, MIEK
A2227	Eng. Mburu, John Njau	P.O. Box 30656 Nairobi	P. Eng., Bsc., MIEK
A1167	Eng. Mburu, Joseph Jack	P.O. Box 75463 Nairobi	P. Eng., Bsc., AMIEE., MIEK
A3288	Eng. Mburu, Peter Mbugua	P.O. Box 1007-621 Ruiru	P. Eng., Bsc., MIEK
A2426	Eng. Mburu, Willy Kariuki	P.O. Box 6414 – 00100 Nairobi	P. Eng., BSc, MIEK
A3200	Eng. Mbuva, James Munguti	P.O. Box 78517-00507 Nairobi	P. Eng., Bsc., MBA., MIEK
E328	Eng. Mehta, Nareshkumar S.	P.O. Box 49197 – 00100 Nairobi	P.Cons.Eng., B.Eng., FIEK
A3810	Eng. Meli, Erick Tuei	P.O. Box 201-00521 Nairobi	P. Eng., Bsc., MIEK
A1652	Eng. Mengich, Maxwell K.	P.O. Box 30536 Nairobi	P. Eng., BSc, MIEK
E515	Eng. Methu, Paul Gachiri	P.O. Box 1249-00515 Nairobi	P.Cons.Eng., Bsc., MIEK
A2950	Eng. Miano, Francis Wambugu	P.O. Box 28-00618 Nairobi	P. Eng., BSc, MIEK
A2320	Eng. Miano, James Muya	P.O. Box 4487 – 00100 Nairobi	P. Eng., Bsc., MIEK
A1928	Eng. Mibey, Joel K.	P.O. Box 19002 Nairobi	P. Eng., Bsc., Msc., MIEK
A2161	Eng. Michoma, Joash Nyagaka	P.O. Box 1476 Eldoret	P. Eng., Bsc., M.Eng., MIEK
A3097	Eng. Michu, Samuel Isaac Kinyanjui	P.O. Box 8189-00200 Nairobi	P. Eng., BTech., MIEK
E264	Eng. Mimano, Charles Mugo	P.O. Box 56075 – 00200 Nairobi	P.Cons.Eng., Bsc., PGDip., MSc, MIEK
A3422	Eng. Miricho, Nelson Munyiri	P.O. Box 49817-00100 Nairobi	P. Eng., Bsc., MIEK
E204	Eng. Miringu, Samuel Simon	P.O. Box 54904 – 00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A3103	Eng. Miriti, Dickson Kimathi	P.O. Box 10151 –00200 Nairobi	P. Eng., Bsc., MIEK
A3807	Eng. Misura, Sheth Otieno	P.O. Box 41191-00100 Nairobi	P. Eng., BEng., MIEK
A1967	Eng. M'itonga, James M.	P.O. Box 46221 Nairobi	P. Eng., Bsc., MIEK
A3066	Eng. Mkaya, Dishon Mwawasi	P.O. Box 90290 Mombasa	P. Eng., Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
A3274	Eng. Mlewa, Gilbert Garama	P.O. Box 42742–80100 Mombasa	P. Eng., BTech., MIEK
A2606	Eng. M'mutirithia, Bernard Ngore	P.O. Box 7605–00200 Nairobi	P. Eng., Bsc., MIEK
A3266	Eng. Mocha, Wislay Osindi	P.O. Box 44365–00100 Nairobi	P. Eng., Bsc., MIEK
A3696	Eng. Mogire, Albert Ogetto	P.O. Box 4885–00100 Nairobi	P. Eng., BTech., MIEK
A3468	Eng. Mogiri, Fredrick Ondong'a	P.O. Box 3494–00506 Nairobi	P. Eng., Bsc., MIEK
E299	Eng. Mogusu, Saul O.	P.O. Box 30372–00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A3596	Eng. Moindi, Geoffrey Baraka	P.O. Box 38446–00100 Nairobi	P. Eng., Bsc., MIEK
E256	Eng. Mokenye, E.Onywoiki O.	P.O. Box 10975 – 00100 Nairobi	P.Cons.Eng., Bsc., MSc., MSA., MIEK
A2906	Eng. Momanyi, Evanson Kennedy Nyamwancha	P.O. Box 40061–80100 Mombasa	P. Eng., Bsc., MBA., MIEK
A3369	Eng. Momanyi, Godfrey Marambe	P.O. Box 158–00618 Ruaraka	P. Eng., Bsc., MBA., MAEE., MPMI., MKGBS., MIEK
A2879	Eng. Mong'osi, Lilian Kegera	P.O. Box 20578–00100 Nairobi	P. Eng., Bsc., MIEK
A3345	Eng. Mose, Paul Machuka	P.O. Box 90663–80100 Mombasa	P. Eng., Bsc., MIEK
A3848	Eng. Mrima, Patrick Haro	P.O. Box 1118–80108 Kilifi	P. Eng., Bsc., MIEK
A3909	Eng. Muange, Joseph Mumo	P.O. Box 106–90138 Makindu	P. Eng., Bsc., MIEK
A3597	Eng. Muche, Kevin Omondi	P.O. Box 1283–20100 Nakuru	P. Eng., BEng., MIEK
E085	Eng. Muchemi, Kariuki	P.O. Box 55176 Nairobi	P.Cons.Eng., BSc, MSc, MIEK, MIHT, MIET
A3666	Eng. Muchendu, Gideon Kamande	P.O. Box 1439– 20117 Naivasha	P. Eng., Bsc., MIEK
A1565	Eng. Muchilwa, David Amukhuma	P.O. Box 8950 – 00300 Nairobi	P. Eng., Bsc., MIEK
A3459	Eng. Muchina, Macharia Muriuki	P.O. Box 55967– 00200 Nairobi	P. Eng., MEng., GICE., MIEK
A2720	Eng. Muchiri, Nicholas Gichangi	P.O. Box 3148–00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A2401	Eng. Muchoki, Anthony Kariuki	P.O. Box 1419 – 00618 Nairobi	P. Eng., Bsc., MIEK
A3930	Eng. Muchoki, John Kibuchi	P.O. Box 41191–00100 Nairobi	P. Eng., BTech., MIEK
E201	Eng. Muchugia, Edwin	P.O. Box 56054 – 00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A2461	Eng. Muchugia, George Kariuki	P.O. Box 10222 – 00400 Nairobi	P. Eng., Bsc., Post Grad.Dip., MIEK
A3376	Eng. Mucugia, Michael Mwangi	P.O. Box 100389–00101 Nairobi	P. Eng., Bsc., MSc., MAEE., MIEK
A3746	Eng. Mudenyio, Ronald Reagan Khamala	P.O. Box 34942–00100 Nairobi	P. Eng., BEng., MIEK
A3420	Eng. Muga, Fredrick Khajira	P.O. Box 30028–00100 Nairobi	P. Eng., Bsc., MIEK
A3081	Eng. Mugalo, Douglas Musoga	P.O. Box 4385–30200 Kitale	P. Eng., Bsc., MIEK
A2894	Eng. Mugao, Dennis Mutethia	P.O. Box 10141–00400 Nairobi	P. Eng., BTech., MIEK
A3276	Eng. Mugera, Winnie Nyaguthii	P.O. Box 14595–00100 Nairobi	P. Eng., Bsc., MIEK
E372	Eng. Mugo, David Gitari	P.O. Box 54869–00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A2241	Eng. Mugo, Michael Gacheru	P.O. Box 44001 Nairobi	P. Eng., Bsc., MSc., MIEK
A3904	Eng. Mugo, Aldina Muthoni	P.O. Box 58624–00200 Nairobi	P. Eng., BEng., MIEK
A3843	Eng. Mugo, Anthony Joshua	P.O. Box 28734–00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A2750	Eng. Mugu, Joseph Muturi	P.O. Box 9713–00100 Nairobi	P. Eng., Bsc., MIEK
E404	Eng. Mugure, Mercy	P.O. Box 46093 – 00100 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A2600	Eng. Mugweru, David Ndumbi	P.O. Box 27525–00100 Nairobi	P. Eng., Bsc., MIEK
A3826	Eng. Muhini, Edwin Agala	P.O. Box 3015–00200 Nairobi	P. Eng., Bsc., MIEK
A2988	Eng. Muhoro, David Muriuki	P.O. Box 52370–00200 Nairobi	P. Eng., Bsc., MIMIS., MIEK
A3164	Eng. Muia, Joseph Muli	P.O. Box 3802–00100 Nairobi	P. Eng., BTech., MIEK
E342	Eng. Muira, Walter Gitau	P.O. Box 30156–00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A2978	Eng. Muiruri, Stephen Mbogo	P.O. Box 45297–00100 Nairobi	P. Eng., Bsc., MIEK
A3480	Eng. Muiruri, Sospeter Kibe	P.O. Box 1680–00232 Ruiru	P. Eng., Bsc., MIEK
A3492	Eng. Muiruri, Paul Kiarie	P.O. Box 1038–00600 Ngara	P. Eng., Bsc., MIEK
A3156	Eng. Muiruri, David Njoroge	P.O. Box 10067–00400 Nairobi	P. Eng., Bsc., MIEK
A1680	Eng. Muiruri, John Mugo	P.O. Box 27509–00100 Nairobi	P. Eng., Bsc., MIEK
A2655	Eng. Muita, Clive Mukiria	P.O. Box 101571–00101 Nairobi	P.Eng.Bsc., MIEK
A1663	Eng. Mukangula, Moses K.	P.O. Box 190 Kakamega	P. Eng., Bsc., MIEK
A3654	Eng. Mukare, Charles Mulewa	P.O. Box 90420–80100 Mombasa	P. Eng., Bsc., MIEK
A3443	Eng. Mukhtar, Ahmed Shee	P.O. Box 17874–00500 Nairobi	P. Eng., BTech., MIEK
A3678	Eng. Mukindia, Josphat Mutuma	P.O. Box 11406–00400 Nairobi	P. Eng., Bsc., MSc., MIEK
A2694	Eng. Mukui, Alexander Kung'u	P.O. Box 12265–00100 Nairobi	P.Eng.Bsc., MSc., MIEK
E381	Eng. Mukundi, Samuel Maina	P.O. Box 2364 Thika	P.Cons.Eng., Bsc., MIEK
E242	Eng. Mulaku, Winstone Odhiambo	P.O. Box 49817 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A3571	Eng. Mulaku, Alex Oduor	P.O. Box 69568–00400 Nairobi	P. Eng., Bsc., MIEK
A3084	Eng. Mulandi, Mike Mutisya	P.O. Box 17776–00500 Nairobi	P. Eng., Bsc., CCNA., MIEK
A3168	Eng. Muli, James Moki	P.O. Box 21714–00505 Nairobi	P. Eng., BTech., MIEK
A3653	Eng. Muli, Tonny Aluni	P.O. Box 825–90200 Kitui	P. Eng., BTech., MIEK
A3935	Eng. Muli, Rachel Nzemi	P.O. Box 26133–00504 Nairobi	P. Eng., BTech., MIEK
A2746	Eng. Mulosi, Vincent Oduor	P.O. Box 1607–20100 Nakuru	P. Eng., BSc, MIEK
A3614	Eng. Mulwa, Kelvin Ndagili	P.O. Box 6586–00100 Nairobi	P. Eng., Bsc., MIEK
E496	Eng. Muma, James Opere	P.O. Box 2715–40100 Kisumu	P.Cons.Eng., Bsc., MSc., MIEK
E319	Eng. Mumali, Christopher M	P.O. Box 3550–00506 Nairobi	P.Cons., Eng., Bsc., MIEK., M.C.I.B.S.E.
E040	Eng. Mumenya, Siphila W.	P.O. Box 19320 Nairobi	P.Cons.Eng., BSc, MSc, MIEK
A2844	Eng. Mumia, Benjamin Wamukoya	P.O. Box 6247–30100 Eldoret	P. Eng., BTech., MIEK
A3738	Eng. Muna, Grace Njeri	P.O. Box 33190–00600 Nairobi	P. Eng., Bsc., MIEK
A3177	Eng. Munanu, Jeremiah Kanyaruru	P.O. Box 38236–00100 Nairobi	P. Eng., Bsc., MIEK
A2034	Eng. Mundinia, Peter Mbuthia	P.O. Box 4129 – 00506 Nairobi	P. Eng., Bsc., MIEK
A2474	Eng. Mungatana, Mwaka	P.O. Box 731 Ruaraka–Nairobi	P. Eng., Bsc., MIEK
A3151	Eng. Mungo, Andrew Mutulei	P.O. Box 10529 –00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A2325	Eng. Munialo, Patrick Wanyonyi	P.O. Box 829–50200 Bungoma	P. Eng., Bsc., MPhil., MSc., MBA., MIEK
A2801	Eng. Munoru, Grace Murithi	P.O. Box 23–00100 Nairobi	P. Eng., BSc, MIEK

Reg. No.	Name	Postal Address	Affixes
E433	Eng. Munuku Gabriel Karanja	P.O. Box 9282-00100 Nairobi	P.Cons.Eng.,Bsc., MIEK
A3430	Eng. Munuve, Jackson Musyoka	P.O. Box 1336-00618 Nairobi	P. Eng., Bsc., MIEK
E519	Eng. Munyoki, Shammah Kiteme	P.O. Box 20-00220 Kijabe	P.Cons.Eng., Bsc., MArts., MIEK
A3545	Eng. Muok, George Otieno	P.O. Box 100916-00101 Nairobi	P. Eng., BEng.,MIEK
A1764	Eng. Muragara , Joseck Njagi	P.O. Box 19456 Nairobi	P.Eng.,B.Eng., M.I.C.E., MIEK
A2638	Eng. Murage, Joseph Kanani	P.O. Box 355-00200 Nairobi	P. Eng., BTech.,MIEK
A2853	Eng. Murage, Samson Mwangi	P.O. Box 29072-00100 Nairobi	P. Eng., BTech., MIEK
E143	Eng. Muraguri, James Peter	P.O. Box 79631 - 00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A2575	Eng. Muraguri, Stephen Kimani	P.O. Box 1209-00618 Nairobi	P. Eng., BSc, MSc, MIEK
A3321	Eng. Muraguri, Wilfred Mwangi	P.O. Box 59715 -00200 Nairobi	P.Eng. BSc.MIEK
A918	Eng. Muraya, Joseph N.W	P.O. Box 83660 Mombasa	P.Eng. BSc.MIEK
E111	Eng. Mureithi, James M.	P.O.Box 15358-00509 Nairobi	P.Cons.Eng., BSc, MSc, MIEK
A2981	Eng. Mureithi, Reginah Wanjiku	P.O. Box 1902-00621 Nairobi	P. Eng., Bsc., MIEK
A3208	Eng. Murguiya, Peter Kirwa	P.O. Box 41191-00100 Nairobi	P. Eng., BTech., MIEK
A3652	Eng. Muriigi, Angela Muthoni	P.O. Box 1934-10200 Nanyuki	P. Eng., BTech., MIEK
A2819	Eng. Muriithi, Charles Macharia	P.O. Box 75093-00200 Nairobi	P.Eng.,MEng.,BSc, MIEK
A2684	Eng. Muriithi, Eric Irungu	P.O. Box 48674-00100 Nairobi	P. Eng., Bsc., MSc.,MIEK
A3622	Eng. Muriithi, Martin Waweru	P.O. Box 15005-00509 Langata	P. Eng., BEng.,MIEK
E245	Eng. Murila, Caleb Ingusu	P.O. Box 54071-00200 Nairobi	P.Cons.Eng., B.Eng.,Bsc., MIEK
A3233	Eng. Muringi, Emma Njoki	P.O. Box 2824-00200 Nairobi	P. Eng., Bsc., MSc., MIEK
E419	Eng. Muriithi, George Kimathi	P.O. Box 101245-00101 Nairobi	P.Cons.Eng.,Bsc., MIEK
A1594	Eng. Muriuki, Charles Mwenda	P.O. Box 35355 Nairobi	P. Eng., Bsc., MIEK
A3082	Eng. Muriuki, James Kinyua	P.O. Box 221 Meru	P. Eng., Bsc., MSc, Dr. MIEK
E081	Eng. Muriuki, Joseph M.	P.O. Box 9333-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
E407	Eng. Muriuki, Maina	P.O. Box 32368 - 00600 Nairobi	P.Cons.Eng., B.Tech., MIEK
A3757	Eng. Muriuki, Peter Karingithi	P.O. Box 255-00618 Nairobi	P. Eng., Bsc., MIEK
E520	Eng. Murungi, Philip Ng'aru	P.O. Box 2897-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A3107	Eng. Musa, Elijah Ochieng'	P.O. Box 48388-00100 Nairobi	P. Eng., BEng., MIEK
E110	Eng. Musau, Mwalimu K.	P.O. Box 19253 Nairobi	P.Cons.Eng.,MSc, MIEK, MERB
A2885	Eng. Musau, Peter Duilio	P.O. Box 85306-80100 Mombasa	P. Eng., Bsc., MIEK
A2751	Eng. Musau, Stanley Kalile	P.O. Box 18084-00100 Nairobi	P. Eng., BTech., MBA.,MIEK
A2019	Eng. Musebe, Edward J. Achieng	P.O. Box 10051-00200 Nairobi	P. Eng., Bsc., MIEK
A3676	Eng. Musilu, Judith Mali	P.O. Box 30156-00100 Nairobi	P. Eng., Bsc., MIEK
E383	Eng. Musindayi, Stephen Bahati	P.O. Box 16694 - 00100 Nairobi	P.Cons.Eng.,MSc.,MIEK
A3412	Eng. Musingi, Dorcas Mthueu	P.O. Box 20948-00100 Nairobi	P. Eng., BTech., MPhil.,MIEK
E376	Eng. Musiomi, Timothy Musembe	P.O. Box 22483 - 00400 Nairobi	P.Cons.Eng., Bsc., MSc.,MIEK
E378	Eng. Musis, Pius Opiyo Owaga	P.O. Box 60485 - 00200 Nairobi	P.Cons.Eng., Bsc., MEng.,MIEK
A2670	Eng. Musuni, Augustine Kalatta	P.O. Box 67624-00200 Nairobi	P.Eng.Bsc., MIEK
E486	Eng. Musuni, Nicholas Mulinge	P.O. Box 67624-00200 Nairobi	P.Cons.Eng.,BSc,MCI Arb.,MIEK
A3640	Eng. Musungu, Calvin Kathuku	P.O. Box 30028-00100 Nairobi	P. Eng., Bsc., MIEK
A1930	Eng. Mususi, Allan K.	P.O. Box 48 Makuyu	P. Eng., Bsc., MIEK., MKSAE
A2093	Eng. Musyoka, Anthony Mwendwa	P.O. Box 62183 Nairobi	P. Eng., Bsc., MIEK
A2765	Eng. Musyoka, Cornelius Musembi	P.O. Box 402-00100 Nairobi	P. Eng., Bsc., MIEK
A3358	Eng. Musyoka, Godwin Kunikila	P.O. Box 86-90205 Kabati	P. Eng., BTech., MIEK
A2931	Eng. Musyoka, Samson Mukiti	P.O. Box 3707-00100 Nairobi	P. Eng., BSc, MIEK
A3110	Eng. Musyoka, Urbanus Kioko	P.O. Box 103409-00101 Nairobi	P. Eng., Bsc., MIEK
A3748	Eng. Mutaha, Collins Githinji	P.O. Box 42081-00100 Nairobi	P. Eng., Bsc., MIEK
A2580	Eng. Mutai, Edwin Cheruiyot	P.O. Box 72034-00200 Nairobi	P. Eng., BSc, MIEK
E406	Eng. Mutala, Gideon Nzioki	P.O. Box 30260 Nairobi	P.Cons.Eng., Bsc., MSc., M.I.C.E., MIEK
E123	Eng. Mutea, Eustace Kithinji	P.O. Box 1955 -00100 Nairobi	P.Cons.Eng., BSc, MIEK, AMICE
E467	Eng. Mutema, James Kanyua	P.O. Box 42553-00100 Nairobi	P.Cons.Eng.,Bsc., MSc.,MIEK
A3428	Eng. Mutethia, David Kinoti	P.O. Box 38661-00100 Nairobi	P. Eng., Bsc., MIEK
A3530	Eng. Muthamia, Daisy Karimi	P.O. Box 69882-00400 Nairobi	P. Eng., Bsc., MIEK
A3294	Eng. Muthce, Samuel Manthi	P.O. Box 29882-00202 Nairobi	P. Eng., BEng.,MIEK
A3894	Eng. Muthoka, William Kyalo	P.O. Box 7928-00200 Nairobi	P. Eng., Bsc., MIEK
A1981	Eng. Muthuuri, George Murithi	P.O. Box 13497 - 00800 Nairobi	P. Eng., B.E. CMIE (India), MIEK
A3819	Eng. Mutiga, Henry Maingi	P.O. Box 243-60200 Meru	P. Eng., Bsc., MSc.,MIEK
A3370	Eng. Mutinda, Lucy Wanjiku	P.O. Box 27361-00100 Nairobi	P. Eng., BTech., MIEK
A2824	Eng. Mutinda, Stephen Wambua	P.O. Box 30372-00100 Nairobi	P. Eng., BSc, MIEK
A3005	Eng. Mutiso, Jackson Nthuku	P.O. Box 412-90200 Kitui	P. Eng., BTech.,MPhil.,MIEK
A2968	Eng. Mutisya, Gideon Wambua	P.O. Box 103931-00101 Nairobi	P. Eng., Bsc., MIEK
A2395	Eng. Mutitu, Peter Mwaniki	P.O. Box 2348 - 00200 Nairobi	P. Eng., Bsc., MIEK
A3504	Eng. Mutitu, Michael Wainaina	P.O. Box 30156-00100 Nairobi	P. Eng., Bsc., MIEK
E347	Eng. Mutonga, David Manasses	P.O. Box 79626 - 00200 Nairobi	P.Cons.Eng., Bsc., MIET.,MCEng.,MAEE.,MSAEE.,FIEK
A2888	Eng. Mutonyi, David Muruthi	P.O. Box 21714-00505 Nairobi	P. Eng., MEng., MIEK
A2799	Eng. Mutua, Andrew Kithome	P.O. Box 13817-20100 Nakuru	P. Eng., BSc, MIEK
A2660	Eng. Mutua, Antony Mwendwa	P.O. Box 40365-00100 Nairobi	P.Eng.Bsc., MIEK
E287	Eng. Mutua, Joackim M.	P.O. Box 30547 Nairobi	P.Cons.Eng., Bsc., MSc., FIEK
A2671	Eng. Mutua, Patrick Mutuku	P.O. Box 9749-00200 Nairobi	P.Eng.Bsc., MIEK
A2410	Eng. Mutuerandu, Silas M.	P.O. Box 205 - 60100 Embu	P. Eng., Bsc., MIEK
A3440	Eng. Mutuku, Kitonga	P.O. Box 7957-00200 Nairobi	P. Eng., Bsc., MBA.,MIEK
A1274	Eng. Prof. Mutuku, Raphael N.N	P.O. Box 74658 - 00200 Nairobi	P. Eng., Bsc., MSc., PhD., MIEK
A3532	Eng. Mutuku, Richard Mutunga	P.O. Box 819-00300 Nairobi	P. Eng., Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
E351	Eng. Mutulili, Jane Wanjiru	P.O. Box 64723-00620 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A3411	Eng. Mutunga, Charles Mukeku	P.O. Box 14972-00100 Nairobi	P. Eng., Bsc., MSc MIEK
E335	Eng. Mutunga, Charles Nzuki	P.O. Box 2379 – 60100 Machakos	P.Cons.Eng., Bsc., MSc., MIEK
A3627	Eng. Mutungi, Dereck Musyimi	P.O. Box 41604-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A2191	Eng. Mutuohoro, David Ndirangu	P.O. Box 30260 Nairobi	P. Eng., MSc., MIEK
A3199	Eng. Muumbo, Alex Munyasya	P.O. Box 56801-00200 Nairobi	P. Eng., BTech., MSc., PhD., MIEK
A1370	Eng. Muverethi, Nikasius Mati	P.O. Box 39890 Nairobi	P. Eng., Bsc., MIEE., MIEK
A1738	Eng. Mwachi, Christopher A.M	P.O. Box 51186 Nairobi	P. Eng., Bsc., MIEK
A3250	Eng. Mwadzame, Kuta Omar	P.O. Box 8343-00300 Nairobi	P. Eng., Bsc., MIEK
E466	Eng. Mwai, Nicholas Kariuki	P.O. Box 26603-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
E461	Eng. Mwai, Paul Kamati	P.O. Box 69655-00400 Nairobi	P.Cons.Eng., Bsc., MIEK
A2185	Eng. Mwai, Anthony Muraguri	P.O. Box 59880 – 00200 Nairobi	P. Eng., Bsc., MIEK
A2753	Eng. Mwaka, Mutiso Julius	P.O. Box 23420-00100 Nairobi	P. Eng., MSc., Bsc., MIEK
A2141	Eng. Mwakina, Benson Mlambo	P.O. Box 52105 – 00200 Nairobi	P. Eng., Bsc., MIEK
A3278	Eng. Mwakio, Jacob Mshambala	P.O. Box 174-00200 Nairobi	P. Eng., Bsc., MIEK
A1601	Eng. Mwakio, Wilhelm Mwandau	P.O. Box 415 Karuri	P. Eng., Bsc., MIEK
E338	Eng. Mwalimo, Gilbert M.	P.O. Box 30020 – 00100 Nairobi	P.Cons.Eng., Bsc., FCIBSE., MIEK
E439	Eng. Prof. Mwangi, Elijah Mabi	P.O. Box 30197 Nairobi	P.Cons.Eng., Bsc., MSc., PhD., MIEE., FIEK
A2747	Eng. Mwangi, Esther Waitherero	P.O. Box 18425-00100 Nairobi	P. Eng., BSc. MIEK
A3254	Eng. Mwangi, Francis Kibara	P.O. Box 1038-00600 Nairobi	P. Eng., Bsc., MIEK
A2766	Eng. Mwangi, Francis Mbugua	P.O. Box 14-50100 Kakamega	P. Eng., Bsc., MIEK
E421	Eng. Mwangi, Francis Ndegwa	P.O. Box 161-00300 Nairobi	P.Cons.Eng., Bsc., MIEK
E437	Eng. Mwangi, Geoffrey Kigotho	P.O. Box 5769-00100 Nairobi	P.Cons.Eng., Bsc., MCI Arb., MIEK
E313	Eng. Mwangi, Harrison Kiarie	P.O. Box 21997-00100 Nairobi	P.Cons., Eng., Bsc., MIEK
A2916	Eng. Mwangi, Henry Kariuki	P.O. Box 64937-00620 Nairobi	P. Eng., BSc. MIEK
E213	Eng. Mwangi, James Njoroge	P.O. Box 16989 – 00620 Nairobi	P.Cons.Eng., Bsc., MIEK., MACEK (UK), MPI (EA)
A1317	Eng. Mwangi, Jim N. Riitho	P.O. Box 14279-00800 Nairobi	P. Eng., Bsc., MIEK
A2495	Eng. Mwangi, Joshua Kamau	P.O. Box 26598-00504 Nairobi	P. Eng., Bsc., MIEK
A2632	Eng. Mwangi, Julius Irungu	P.O. Box 32398-00600 Nairobi	P. Eng., Bsc., MIEK
A2456	Eng. Mwangi, Justin Muna	P.O. Box 58048 – 00200 Nairobi	P. Eng., Bsc., MIEK
E239	Eng. Mwangi, Kuria Joseph	P.O. Box 26694 Nairobi	P.Cons.Eng., Bsc., MIEK
A1758	Eng. Mwangi Meshack Benson	P.O. Box 2057-00100 Nairobi	P. Eng., Bsc., MIEK
A3464	Eng. Mwangi, Patrick Kimani	P.O. Box 20609- 00100 Nairobi	P. Eng., Bsc., MIEK
A2897	Eng. Mwangi, Peninah Kabura	P.O. Box 15691-00503 Nairobi	P. Eng., Bsc., MIEK
A2862	Eng. Mwangi, Reuben Waithaka	P.O. Box 524 Nyahururu	P. Eng., BTech., MPhil., MIEK
A2064	Eng. Mwangi, Samuel Ndiritu	P.O. Box 15878-00100 Nairobi	P. Eng., Bsc., MIEK
A3024	Eng. Mwangi, Solomon	P.O. Box 75692-00200 Nairobi	P. Eng., Bsc., MIEK
A3555	Eng. Mwangi, John Keru	P.O. Box 344-10101 Karatina	P. Eng., Bsc., MIEK
A3716	Eng. Mwangi, David Ngibuini	P.O. Box 72742-00200 Nairobi	P. Eng., Bsc., MAEE., MIEK
E394	Eng. Mwangi, Benjamin	P.O. Box 8025-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A2602	Eng. Mwangi, Jacinta Wairimu	P.O. Box 4964-00100 Nairobi	P. Eng., Bsc., MIEK
E443	Eng. Mwangi, James Gathingiri	P.O. Box 73073-00200 Nairobi	P.Cons.Eng., Bsc., MA, MIEK
A3890	Eng. Mwangi, Mwangi Irungu	P.O. Box 75193-00200 Nairobi	P. Eng., Bsc., MIEK
A3015	Eng. Mwangi, Edward Njoroge	P.O. Box 14660-00400 Nairobi	P. Eng., Bsc., MIEK
A2277	Eng. Mwangi, John Kagochi	P.O. Box 1543 – 00902	P. Eng., Bsc., MIEK
E284	Eng. Mwaniki, Andrew Wahome	P.O. Box 54529-00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A2371	Eng. Mwaniki, David Patrick	P.O. Box 106 Nyeri	P. Eng., Bsc., MSc., PhD., MIEE., C.ENG. UK., MIEK
E494	Eng. Mwaniki, James Muiruri	P.O. Box 308 – 00618 Nairobi	P.Cons.Eng., Bsc., MIEK
A3114	Eng. Mwaniki, Wilson Njoroge	P.O. Box 7121-01000 Thika	P. Eng., Bsc., MIEK
A3737	Eng. Mwaniki, Brian Muigai	P.O. Box 69883-00400 Nairobi	P. Eng., Bsc., MIEK
A2697	Eng. Mwanthi, Johnstone Mutisya	P.O. Box 419-90200 Kitui	P.Eng., Bsc., MIEK
E082	Eng. Mwarania, Sebastian M.	P.O. Box 67693 – 00200 Nairobi	P Cons.Eng. BSc, MIEK, MAAK
A3515	Eng. Mwarangu, Sheila Wairimu	P.O. Box 53980-00200 Nairobi	P. Eng., BEng., MSc., MCEC., MICE., MCISE., MFEE., MIEK
A3773	Eng. Mwashuma, Tony Eliab	P.O. Box 1297-80100 Mombasa	P. Eng., Bsc., MIEK
A3742	Eng. Mwasigwa, Isaac Mwashumbe	P.O. Box 17-80317 Mombasa	P. Eng., BTech., MIEK
E286	Eng. Mwathani, Julius M.	P.O. Box 30582-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A3498	Eng. Mwaura, Samuel Kamau	P.O. Box 23751-00100 Nairobi	P. Eng., Bsc., MIEK
A3442	Eng. Mwawasi, Hilary Mwangeka	P.O. Box 93230-80102 Mombasa	P. Eng., BTech., MIEK
A1593	Eng. Mwawasi, Stanley Wamwandu	P.O. Box 79112 Nairobi	P. Eng., Bsc., MIEK
E003	Eng. Prof. Mwea, Sixtus Kinyua	P.O. Box 777-00100 Nairobi	P.Cons.Eng. BSc, MSc., PhD., MIEK
A2729	Eng. Mwema, Nathan	P.O. Box 72444-00200 Nairobi	P. Eng., BTech., MIEK
A3129	Eng. Mwenga, Mathew Waita	P.O. Box 13039-00100 Nairobi	P. Eng., BTech., MSc., MSPE., MEI., MIMMM., MIEK
E427	Eng. Mwero, John Nyiro	P.O. Box 180 Kilifi	P.Cons.Eng., Bsc., MSc., PhD., MIEK
A3417	Eng. Mwihiaki, Hosea Ndungu	P.O. Box 34942-00100 Nairobi	P. Eng., Bsc., MIEK
A3257	Eng. Mwinyi, Mwinyi Mwinyikombo	P.O. Box 85528-80100 Mombasa	P. Eng., BTech., MIEK
E451	Eng. Mwirigi, Richard Kinoti	P.O. Box 103409-00101 Nairobi	P.Cons.Eng., Bsc., MSc., MACEK., MIEK
E225	Eng. Mwitari, Ndoria James	P.O. Box 393 – 00618 Ruaraka	P.Cons. Eng; Bsc., MSc., MIEK
A2825	Eng. Mwonga, Nicodemus Kyalo	P.O. Box 30028-00100 Nairobi	P. Eng., BSc, MIEK
E133	Eng. Mwongera, Erastus Kabutu	P.O. Box 73485-00200 Nairobi	P.Cons.Eng., BSc, FIEK
A3786	Eng. Dr. Mwongera, Victor Mwenda	P.O. Box 73485-00200 Nairobi	P. Eng., MEng., PhD., MRAE., MAIAA., MIJASAR., MIEK
A2613	Eng. Myatu, Daniel Mutisya P.	P.O. Box 575-00618 Nairobi	P. Eng., Bsc., MIEK., MIEEE., MIET
A2126	Eng. Nabende, Maurice Simiyu	P.O. Box 3312 Kitale	P. Eng., Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
A3818	Eng. Nabiswa, Oscar Wesonga	P.O. Box 36431-00200 Nairobi	P. Eng., Bsc., MIEK
E398	Eng. Nalyanya, Peter Otaya	P.O. Box 10529 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK., MKSAE
A3484	Eng. Ndalo, Joshua Ouma	P.O. Box 62967-00200 Nairobi	P. Eng., Bsc., MIEK
A1690	Eng. Ndeda, Maurice O.	P.O. Box 9708-00100 Nairobi	P. Eng., Bsc., MIEK
A1876	Eng. Ndeda, Thomas O	P.O. Box 30079 – 00100 Nairobi	P. Eng., Bsc., MIEK
A3111	Eng. Ndege, Albert Owuor	P.O. Box 34751-00100 Nairobi	P. Eng., Bsc., MIEK
E092	Eng. Ndem, John M.	P.O. Box 32097 Nairobi	P.Cons.Eng., BSc, MASCE, MIEK, AMIHE
A1569	Eng. Ndereba, James Muriithi	P.O. Box 6225 – 00100 Nairobi	P. Eng., Bsc., MIEK
E187	Eng. Nderi, Simon Kariuki	P.O. Box 49320 – 00100 Nairobi	P.Cons.Eng., BSc. MSc., MIEK
A2484	Eng. Nderitu, Michael Ndirangu	P. O. Box 38889 – 00623 Nairobi	P. Eng., BSc, MIEK
A3222	Eng. Ndetei, Evelyn Nduku	P.O. Box 72014-00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A3540	Eng. Ndeti, Kevin Ndavi	P.O. Box 35291-00200 Nairobi	P. Eng., Bsc., MIEK
A1677	Eng. Ndiba, Peter K.	P.O. Box 10344 – 00100 Nairobi	P. Eng., Bsc., MIEK
A1540	Eng. Ndiema, Laban Roland Tendet	P.O. Box 50271 Nairobi	P. Eng., Bsc., MIEK
E369	Eng. Ndiwo, Dick Omondi	P.O. Box 231-00507 Nairobi	P.Cons.Eng., Bsc., MIEK
A3366	Eng. Ndiku, Josephat Mutuku	P.O. Box 59807-00200 Nairobi	P. Eng., Bsc., MIEK
E124	Eng. Ndinika, Stephen Waireri	P.O. Box 62315-00200 Nairobi	P.Cons.Eng., BSc, MSc, MIEK
A3847	Eng. Ndinya, Edward Pius Otieno	P.O. Box 19882-00100 Nairobi	P. Eng., Bsc., MIEK
A3447	Eng. Ndirangu, James Kamau	P.O. Box 18459-00100 Nairobi	P. Eng., Bsc., MIEK
E154	Eng. Nduati, Peter Hiram	P.O. Box 68-10400 Nanyuki	P.Cons.Eng., BSc, MIEK
A2905	Eng. Ndiritu, Hiram Muriithi	P.O. Box 62000-00200 Nairobi	P. Eng., Bsc., MSc., PhD., MIEK
A2689	Eng. Ndiritu, Joseph	P.O. Box 372 Nyeri	P. Eng., BEng., MIEK
A3124	Eng. Ndiritu, Solomon Ngatia	P.O. Box 1007-00502 Nairobi	P. Eng., Bsc., MIEK
A3249	Eng. Ndolo, Raphael Kimeu	P.O. Box 24068-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
E165	Eng. Nduati, Peter Hiram	P.O. Box 40669 – 00100 Nairobi	P.Cons.Eng., Bsc., MSc., MICE., MIEK
E255	Eng. Ndugah, Henry Adongo	P.O. Box 24103-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A2587	Eng. Nduguyu, Gilbert Tindivale	P.O. Box 1583-00100 Nairobi	P. Eng., Bsc., MIEK
A1655	Eng. Ndulu, Wilfred K.	P.O. Box 30079 Nairobi	P. Eng., Bsc., MIEK
A2367	Eng. Ndumia, Patrick Wagura	P.O. Box 4878 Thika	P. Eng., Bsc., MIEK
A2110	Eng. Ndunda, Anastasia Ndinda	P.O. Box 439- 00204 Athi River	P. Eng., Bsc., MIEK
A3695	Eng. Ndunda, Japheth Mutuku	P.O. Box 205 Embu	P. Eng., Bsc., MIEK
A3400	Eng. Ndung'u, Cephane Muthami	P.O. Box 28615-00200 Nairobi	P. Eng., Bsc., MIEK
A3455	Eng. Ndung'u, Francis Mungai	P.O. Box 14548- 00800 Nairobi	P. Eng., Bsc., MIEK
A3815	Eng. Ndung'u, George Mwangi	P.O. Box 7877-00100 Nairobi	P. Eng., Bsc., MIEK
A2645	Eng. Ndungi, John Mutu	P.O. Box 1155 Wundanyi	P. Eng., Bsc., MIEK
A3206	Eng. Ndungu, Owen Munene	P.O. Box 151 Kisumu	P. Eng., Bsc., MIEK
A3562	Eng. Ndung'u , Samuel Wanyoike	P.O. Box 773-00605 Uthiru	P. Eng., Bsc., MIEK
A3660	Eng. Ndwiaga, Joseph Nyaga	P.O. Box 690-00623 Nairobi	P. Eng., Bsc., MIEK
A3538	Eng. Nena, Peter Onyango	P.O. Box 664-00606 Nairobi	P. Eng., Bsc., MIEK
A3463	Eng. Ngamau, Francis Njino	P.O. Box 30156-00100 Nairobi	P. Eng., Bsc., MIEK
A2663	Eng. Ng'ang'a, Andrew Mangurui	P.O. Box 57866-00200 Nairobi	P.Eng.Bsc., MIEK
E518	Eng. Nganga, John Mburu	P.O. Box 48151-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A3409	Eng. Nganga, Phyllis Njoki	P.O. Box 977-00902 Kikuyu	P. Eng., Bsc., MIEK
A2838	Eng. Ng'ang'a, Rose Wanjiru	P.O. Box 105559-00101 Nairobi	P. Eng., BTech., MIEK
A3883	Eng. Ng'ang'a, Gatonye	P.O. Box 105526-00101 Nairobi	P. Eng., Bsc., MIEK
A3857	Eng. Ng'ang'a, Fidel Macharia	P.O. Box 3841-00100 Nairobi	P. Eng., BTech., MIEK
E367	Eng. Ngare, Livingstone Maina	P.O. Box 52211-00200 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
E476	Eng. Ngari, Michael Gichuhi	P.O. Box 2813-01000 Nairobi	P.Cons.Eng., Bsc., MBA., MIEK
A2483	Eng. Ngatia, Joseph Githaiga	P.O. Box 14105 – 00100 Nairobi	P. Eng., Bsc., MIEK
A3301	Eng. Ngelechei, Josiah Kiprono	P.O. Box 15024-00400 Nairobi	P. Eng., BTech., MIEK
A3824	Eng. Ngeny, Kipkorir	P.O. Box 96-20210 Litein	P. Eng., Bsc., MIEK
A1773	Eng. Ng'eno, Alexander Kiprono	P.O. Box 11567 Nairobi	P. Eng., Bsc., MIEK
A3363	Eng. Ng'eno, Kipkemoi	P.O. Box 352-20400 Bomet	P.Eng.BEng., MIEK
A2991	Eng. Ng'era, Samuel Mbugua	P.O. Box 66788-00800 Nairobi	P. Eng., Bsc., MIEK
A2749	Eng. Ngetich, Priscilla Jebotip	P.O. Box 1877 Eldoret	P. Eng., BTech. MIEK
A3356	Eng. Ngigi, Eugene Jason Kariuki	P.O. Box 58097- 00200 Nairobi	P. Eng., Bsc., MIEK
A2659	Eng. Ngigi, Laban Ndegwa	P.O. Box 442-60200 Meru	P.Eng.Bsc., MIEK
A3154	Eng. Ngiri, Kennedy Kangangi	P.O. Box 48674-00100 Nairobi	P. Eng., Bsc., MIEK
A3686	Eng. Ng'iti, Joram Josiah Ng'iti	P.O. Box 73659-00200 Nairobi	P. Eng., BEng., MIEK
A3210	Eng. Ngokonyo, David Mwangi	P.O. Box 40887-00100 Nairobi	P. Eng., Bsc., MIEK
E044	Eng. Ngokonyo, Francis W.	P.O. Box 40887 Nairobi	P.Cons.Eng., BSc, MSc, MIEE, C.Eng, FIEK
A3174	Eng. Ngondo, Jeremiah Thuku	P.O. Box 64203-00620 Nairobi	P. Eng., BTech., MIEK
A3092	Eng. Ngoo, Livingstone Mwalugha Hilton	P.O. Box 58311-00200 Nairobi	P. Eng., MSc., PhD., MIEK
A3346	Eng. Ngugi, Christopher Mwaura	P.O. Box 7470-00300 Nairobi	P. Eng., Bsc., MSc., MIEK
A2982	Eng. Ngugi, Hannah Nyambara	P.O. Box 141-00900 Kiambu	P. Eng., Bsc., MBA., MIEK
A2257	Eng. Ngugi, Henry Gakuru	P.O. Box 9678 – 00200 Nairobi	P. Eng., Bsc., Post Grad. Dip. In Environmental Engineering, GCI BS (UK) MIEK
A3419	Eng. Ngugi, Kevin Njuguna	P.O. Box 24115-00100 Nairobi	P. Eng., Bsc., MIEK
A3049	Eng. Ngugi, Nicholas Njonge	P.O. Box 2845-60100 Embu	P. Eng., Bsc., MIEK
A2445	Eng. Ngugi, George Nyoike	P.O. Box 64279 Nairobi	P. Eng., BSc. MIEK
A2913	Eng. Ngugi, Stanley Wainaina	P.O. Box 20435-00200 Nairobi	P. Eng., BTech., MIEK
A3808	Eng. Ngugi, Stephen Mbau	P.O. Box 42219-00100 Nairobi	P. Eng., BEng., MIEK
A2831	Eng. Nguku, Austin Nzivo	P.O. Box 7768-00200 Nairobi	P. Eng., Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
A2469	Eng. Nguli, Stephen Kavindu	P.O. Box 279-00242 Kitengela	P. Eng., Bsc., MIEK
A3421	Eng. Ngumbi, Elijah Nthenge	P.O. Box 266-00242 Kitengela	P. Eng., Bsc., MIEK
A3357	Eng. Ngunjiri, Joseph Mwangi	P.O. Box 67157-00200 Nairobi	P. Eng., Bsc., MIEK
A3118	Eng. Ngunjiri, Paul Karara	P.O. Box 56272-00200 Nairobi	P. Eng., Bsc., MIEK
E513	Eng. Ngure, Peter K	P.O. Box 64482-00620 Nairobi	P.Cons.Eng., Bsc., MIEK
A2770	Eng. Nguru, John Kamau	P.O. Box 63-00205 Magadi	P. Eng., Bsc., MIEK
E495	Eng. Nguru, Silas Mugendi	P.O. Box 48984-00100 Nairobi	P.Cons.Eng.,Bsc., MSc., MIEK
A1763	Eng. Nguturi, Walter Karanja	P.O. Box 14680-00100 Nairobi	P. Eng., Bsc., MSc.,MIEK., M.I.C.E.
E050	Eng. Njagi, Daniel J.G	P.O. Box 72649 Nairobi	P.Cons.Eng.,BSc, C.Eng., MIEK, MICE
A3224	Eng. Njane, Sylvia Wairimu	P.O. Box 9882-00100 Nairobi	P. Eng., BTech., MIEK
A2779	Eng. Njau, David Njoka	P.O. Box 59385-00200 Nairobi	P. Eng., BSc, MIEK
A3845	Eng. Njehia, Paul Kinyanjui	P.O. Box 657-00100 Nairobi	P. Eng., BTech.,MIEK
A2207	Eng. Njenga, Benjamin Kahura	P.O. Box 843 Kikuyu	P. Eng., Bsc., MIEK
E175	Eng. Njenga, Nathan G.	P.O. Box 76664 - 00508 Nairobi	P.Cons. Eng., Bsc., MIEK.
A3120	Eng. Njenga, Peter Karanja	P.O. Box 177-00902 Kikuyu	P. Eng., Bsc., MSc.,MIEK
A2487	Eng. Njenga, Allan Karanja	P.O. Box 74370 - 00200 Nairobi	P. Eng., BSc,MIEK
A2795	Eng. Njerenga, Valeriano Nyaga	P.O. Box 14105 - 00100 Nairobi	P. Eng., BSc, MIEK
A3454	Eng. Njeri, Benjamin Wachira	P.O. Box 827- 00518 Nairobi	P. Eng., Bsc., MIEK
A2156	Eng. Njeru, Gideon Gachoki	P.O. Box 6560 - 00100 Nairobi	P. Eng., Bsc., MIEK
A3145	Eng. Njeru, Patrick Nambu	P.O. Box 4098-01002 Thika	P. Eng., Bsc., MIEK
A2653	Eng. Njeru, Teddy Mutwiri	P.O. Box 75093-00200 Nairobi	P.Eng.Bsc., MIEK
E401	Eng. Njiru, John Kithinji	P.O. Box 101349-00101 Nairobi	P.Cons.Eng., Bsc., MIEK
A1416	Eng. Njiru, Obed Eliphaz	P.O. Box 87822 Mombasa	P. Eng., Bsc., MIEK
A2654	Eng. Njiru, Eston Kimathi	P.O. Box 62015-00200 Nairobi	P.Eng.Bsc., MIEK
A2657	Eng. Njogu, Patrick Kathuri	P.O. Box 792-00200 Nairobi	P.Eng.Bsc., MIEK
A2122	Eng. Njonge, Michael Mucheru	P.O. Box 1480 - 00100 Nairobi	P. Eng., Bsc., MIEK
A3839	Eng. Njonjo, Gitonga	P.O. Box 60169-00200 Nairobi	P. Eng., Bsc., MIEK
A2975	Eng. Njoroge, Anthony Wachira	P.O. Box 2044-00621 Nairobi	P. Eng., Bsc., MIEK
E108	Eng. Njoroge, George M.	P.O.Box 53748 Nairobi	P.Cons.Eng., Diploma., C.Eng.,MIEE.,MIEK
A3115	Eng. Njoroge, James Githui	P.O. Box 3953-00506 Nairobi	P. Eng., ME.,MIEK
A2743	Eng. Njoroge, James Ngugi	P.O. Box 48674-00100 Nairobi	P. Eng., Bsc., MIEK
E180	Eng. Njoroge, Joseph Kibere	P.O. Box 12101 - 00400 Nairobi	P.Cons. Eng., Bsc., MBA., FIEK., MIEE., C.Eng. (UK)
A2127	Eng. Njoroge, Kenneth D.K	P.O. Box 33698 Nairobi	P. Eng., Bsc., MIEK
A2435	Eng. Njoroge, Kirika	P.O. Box 16031 - 00610 Nairobi	P. Eng., BSc,MIEK
A3663	Eng. Njoroge, Maurice Kagwi	P.O. Box 13786-00100 Nairobi	P. Eng., Bsc., MIEK
A3859	Eng. Njoroge, James Macharia	P.O. Box 99641-80107 Mombasa	P. Eng., Bsc., MIEK
A3868	Eng. Njoroge, Dedan Kuria	P.O. Box 18236-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A3615	Eng. Njue, Lawrence Mutugi	P.O. Box 56872-00200 Nairobi	P. Eng., Bsc., MIEK
A2967	Eng. Njuguna, Ernest Mburu	P.O. Box 60057-00200 Nairobi	P. Eng., B.Tech.,MIEK
A2808	Eng. Njuguna, Henry Ndungu	P.O. Box 90401-80100 Mombasa	P. Eng., BSc, MIEK
A3011	Eng. Njuguna, John Waweru	P.O. Box 3854-01002 Thika	P. Eng., Bsc., MIEK
A3609	Eng. Njuguna, Samuel Njoroge	P.O. Box 7559-30100 Eldoret	P. Eng., BEng.,MIEK
A3765	Eng. Njuguna, Henry Ndegwa	P.O. Box 715 Nakuru	P. Eng., Bsc., MSc., MICE., MIEK
E228	Eng. Njurumba, Kamau Peter	P.O. Box 212 - 00206 Kiserian	P.Cons. Eng., MSc, MIEK
A1964	Eng. Noor, Idd Isika	P.O. Box 66974 Nairobi	P. Eng., Bsc., MIEK
E472	Eng. Noorani, Mohsin Alladina	P.O. Box 43027 Mombasa	P.Cons.Eng.,Bsc., MIEK
A3213	Eng. Ntabo, Barbage Monyenye	P.O. Box 1605-00200 Nairobi	P. Eng., Bsc., MIEK
A3776	Eng. Nthenge, Gregory Mutuku	P.O. Box 2461-90100 Machakos	P. Eng., Bsc., MIEK
E247	Eng. Nyaanga, Hilary J.N	P.O. Box 10550-00100 Nairobi	P.Cons.Eng., Bsc., FIEK
A2354	Eng. Nyabuto, Kevin Obwocha	P.O. Box 49224 - 00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A3680	Eng. Nyabuto, James Karori	P.O. Box 7328 Nakuru	P. Eng., Bsc., MIEK
A2848	Eng. Nyaga, Erich Kiruja	P.O. Box 1189-00208 Ngong Hills	P. Eng., Bsc., MIEK
E462	Eng. Nyaga, Kenedy Gitonga	P.O. Box 14802-00100 Nairobi	P.Cons.Eng.,Bsc., MSc.,MIEK
A3248	Eng. Nyaga, Titus Elijah Munene	P.O. Box 1355-60100 Embu	P. Eng., Bsc., MIEK
A3664	Eng. Nyagah, Anthony Mugendi	P.O. Box 1992-00100 Nairobi	P. Eng., Bsc., MIEK
E326	Eng. Nyaguti, John Otieno	P.O. Box 19632-00100 Nairobi	P.Cons.,Eng., Bsc., MSc., MIEK., MKSAE
A3844	Eng. Dr. Nyagwachi, Josiah Nyangaresi	P.O. Box 52446 Nairobi	P. Eng., Bsc., MSc., PhD.,MWISA.,MASCE.,MITE.,MIEK
A3674	Eng. Nyagwoka, Dennis Desmond Barongo	P.O. Box 79491-00200 Nairobi	P. Eng., Bsc., MIEK
A3892	Eng. Nyagwange, Enos Alolo	P.O. Box 22758-00505 Nairobi	P. Eng., BTech.,MIEK
A2514	Eng. Nyakundi, Simeon Onyiego	P.O. Box 30043-00100 Nairobi	P. Eng., B.Tech.,MIEK
E088	Eng. Nyakundi, Wilfred O.	P.O. Box 73308 Nairobi	P.Cons.Eng., BSc, MIEK,MASCE, AMI Arb.,MACEK.,FCIHT.,MIER
A3902	Eng. Nyakundi, Henry Kevin	P.O. Box 48499-00100 Nairobi	P. Eng., Bsc., MIEK
A2413	Eng. Nyakuti, Kennedy Otieno	P.O. Box 30260 Nairobi	P. Eng., Bsc., MIEK
A3407	Eng. Nyamai, Augustine Munyao	P.O. Box 34942-00100 Nairobi	P. Eng., Bsc., MIEK
A3900	Eng. Nyamaiyeria, Elijah Osuga	P.O. Box 7187-00100 Nairobi	P. Eng., Bsc., MIEK
A3026	Eng. Nyamao, Nelson Atandi	P.O. Box 73718-00200 Nairobi	P. Eng., BTech.,MIEK
A2076	Eng. Nyambaka, Joel Atuti	P.O. Box 19031 -00501 Embakasi	P. Eng., Bsc., M.I.E.K.
A2964	Eng. Nyambane, Gladson Mogire	P.O. Box 69029-00622 Nairobi	P. Eng., Bsc., MIEK
A3052	Eng. Nyambok, Silas Ogut	P.O. Box 487-00204 Athi River	P. Eng., Bsc., MIEK
A2774	Eng. Nyamila, William Okoth	P.O. Box 19518-40123 Kisumu	P. Eng., BSc, AMCIA, MIEK
A3921	Eng. Nyamori, Stariko Nyakora	P.O. Box 30099-00100 Nairobi	P. Eng., BEng.,MIEK

Reg. No.	Name	Postal Address	Affixes
E506	Eng. Nyamu, Charles Gakuhah	P.O. Box 3534-01002 Thika	P.Cons.Eng., Bsc., MIEK
A3292	Eng. Nyamwalo, Viviane Josephine	P.O. Box 7123-30100 Eldoret	P. Eng., Bsc., MIEK
A3561	Eng. Nyamweya, Denis Ongote	P.O. Box 481-40202 Keroka	P. Eng., BTech., MIEK
A3733	Eng. Nyamweya, Josephat Simba Samusi	P.O. Box 1615-40200 Kisii	P. Eng., BTech., MIEK
A3012	Eng. Nyandwaro, Agnes Bonnie	P.O. Box 45283-00100 Nairobi	P. Eng., BTech., MIEK
A3502	Eng. Nyang'au, Thomas Mogoi	P.O. Box 3494-00100 Nairobi	P. Eng., Bsc., MIEK
A3697	Eng. Nyarotso, Christopher Mucheni	P.O. Box 103295-00101 Nairobi	P. Eng., Bsc., MAEE., MIEK
E193	Eng. Nyariki, Nicholas Nyamweya	P.O. Box 5805 - 00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A3223	Eng. Nyariki, Walter Oburu	P.O. Box 15227-20100 Nakuru	P. Eng., Bsc., MIEK
A2463	Eng. Nyawade, Benjamin Christopher O.	P.O. Box 2231-00202 Nairobi	P. Eng., Bsc., MIEK
A2542	Eng. Nyolmo, David Kipsang	P.O. Box 7769 Eldoret	P. Eng., Bsc., MSc., MIEK
A2119	Eng. Dr. Nyomboi, Timothy	P.O. Box 3720 - 00200 Nairobi	P. Eng., Bsc., MSc., GICE., CMASK., MIEK
A3375	Eng. Nyongayo, George Ouma	P.O. Box 41191-00100 Nairobi	P. Eng., Bsc., MIEK
A3053	Eng. Nyongesa, Calistus Barasa	P.O. Box 41727-00100 Nairobi	P. Eng., Bsc., MIEK
A3113	Eng. Nzai, Christine Mwongeli	P.O. Box 11873-00400 Nairobi	P. Eng., Bsc., MIEK
A3431	Eng. Nzalah, Cleophas Wekesa	P.O. Box 30156-00100 Nairobi	P. Eng., Bsc., MIEK
A2633	Eng. Nzioka, Christopher Mutunga	P.O. Box 19027-00100 Nairobi	P. Eng., Bsc., MIEK
A3756	Eng. Nzioki, John Malu	P.O. Box 3306-90100 Machakos	P. Eng., Bsc., MIEK
A3870	Eng. Nzioki, Gideon Muasya	P.O. Box 30099-00100 Nairobi	P. Eng., Bsc., MIEK
A3741	Eng. Nzola, Eric Maweu	P.O. Box 4134-00100 Nairobi	P. Eng., BTech., MIEK
A1215	Eng. Nzomo, Martin M.	P.O. Box 12125 -00400 Nairobi	P. Eng., Bsc., MSc., MEd., FIEK., MKIM., MAAK (E), MIEE., C.Eng.
A3558	Eng. Nzuki, Phillip Maundu	P.O. Box 61372-00200 Nairobi	P. Eng., Bsc., MIEK
A3483	Eng. Oboo, Sunday Fredrick	P.O. Box 4683-00506 Nairobi	P. Eng., Bsc., MIEK
A2807	Eng. Obudho, Erick Nyamburi	P.O. Box 787-0242 Kitengela	P. Eng., BSc, MIEK
E302	Eng. Obunga, Salmon Osare	P.O. Box 9249 - 00100 Nairobi	P.Cons.Eng., Bsc., MIEK
E226	Eng. Obuon, Charles Omondi	P.O. Box 859 - 00200 Nairobi	P.Cons. Eng. Bsc., MIEK., AMASCE., M.PHIL
A3221	Eng. Obure, Jonathan Olenyo	P.O. Box 10613-00100 Nairobi	P. Eng., Bsc., MIEK
A3109	Eng. Obwocha, Johanes Moseti	P.O. Box 156-30400 Kabarnet	P. Eng., Bsc., MIEK
A3916	Eng. Obwanda, Audrey Adhiambo	P.O. Box 4366-00506 Nairobi	P. Eng., Bsc., MIEK
A3285	Eng. Ocharo, Rehema Nyanjoka	P.O. Box 785-20117 Naivasha	P. Eng., BTech., MIArb., MBA., MIEK
A3635	Eng. Ochele, Benjamin Awino	P.O. Box 280 Homabay	P. Eng., BEng., MIEK
A2400	Eng. Ochieng, Eric Ngage	P.O. Box 107 Sare - Awendo	P. Eng., Bsc., MIEK
E283	Eng. Ochieng, Paul Ochola	c/o KCB It -P.O. Box 48400 Nairobi	P.Cons.Eng., B.Eng., MIEK
A3281	Eng. Ochieng, Rayford Otieno	P.O. Box 19184-40123 Kisumu	P. Eng., Bsc., MIEK
E403	Eng. Ochieng, Meshack Otwaro Aduogo	P.O. Box 58466-00200 Nairobi	P.Cons.Eng., Bsc., MSc., PhD., MITE., MPMI., MIEK
A3690	Eng. Ochieng, Elam Babu	P.O. Box 4165-40103 Kondele	P. Eng., Bsc., MArts., MIEK
A3831	Eng. Ochieng, Edwin Otieno	P.O. Box 54649-00200 Nairobi	P. Eng., Bsc., MIEK
A3820	Eng. Ochieng, Michael Andrew	P.O. Box 235-54404 Bumala	P. Eng., Bsc., MIEK
A3777	Eng. Ochieng, Paul Caleb	P.O. Box 30020-00100 Nairobi	P. Eng., BEng., MIEK
A2958	Eng. Ochieng, Kenneth Adinda	P.O. Box 546-40601 Bondo	P. Eng., B.Tech., MIEK
E164	Eng. Ochieng, Lucas A.N	P.O. Box 3478 - 40100 Kisumu	P.Cons.Eng., Bsc., M.Eng., MIEK., MASCE., MGIASCE., MCIASCE., MT & DIASCE., MISSM & GE.MCIArb
A3157	Eng. Ochola, Evans Omondi	P.O. Box 33705-00600 Nairobi	P. Eng., Bsc., MIEK
A2279	Eng. Ochola, Job Ouma	P.O. Box 19665 Knh - Nairobi	P. Eng., Bsc., MIEK
A2190	Eng. Odeck, Denis Aringo	P.O. Box 157 - 00202 Nairobi	P. Eng., Bsc., MIEK
A2444	Eng. Odedeh, Henry Odhiambo	P.O. Box 38410-00623 Nairobi	P. Eng., B.Tech MIEK
A3119	Eng. Odera, Alphonse Okuku Otieno	P.O. Box 30450-00100 Nairobi	P. Eng., Bsc., MIEK
A3457	Eng. Odera, Angela Atieno	P.O. Box 106331- 00101 Nairobi	P. Eng., Bsc., MSc., MIEK
E117	Eng. Odera, Maurice Sande	P.O. Box 34947-00100 Nairobi	P.Cons.Eng., BSc, MSc, MIEK, MIEU, MICE
A3337	Eng. Odera, Peter Otieno	P.O. Box 485-60100 Embu	P. Eng., Bsc., MIEK
E514	Eng. Odhiambo, Emelda Anyango	P.O. Box 70376-00400 Nairobi	P.Cons.Eng., Bsc., FIEK
E343	Eng. Odhiambo, Godwin Owino	P.O. Box 785 Naivasha	P.Cons.Eng., Bsc., MIEK
A2592	Eng. Odhiambo, Nicholas Abonyo	P.O. Box 210-40601 Bondo	P. Eng., Bsc, Msc, MIEK
A3149	Eng. Odhiambo, Tony Onyango	P.O. Box 1233-40400 Suna	P. Eng., Bsc., MIEK
A2500	Eng. Odhiambo, Vincent Ouma	P.O. Box 34503 - 00100 Nairobi	P. Eng., B.Tech., MIEK
A3620	Eng. Odhiambo, George Collins Omondi	P.O. Box 207-00606 Nairobi	P. Eng., Bsc., MIEK
A2437	Eng. Odhiambo, Kefa Seda	P.O. Box 6691-30100 Eldoret	P. Eng., BSc, MIEK
A3944	Eng. Odhong, Edward O. V.	P.O. Box 110 Sondu	P. Eng., BTech., MPhil., MIEK
E436	Eng. Odhuno, Bernard Omondi	P.O. Box 34558-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
E444	Eng. Odipo, Orley Opiyo	P.O. Box 939-40600 Siaya	P.Cons.Eng., Bsc., MIEK
E332	Eng. Prof. Odira, Patts Meshack A.	P.O. Box 61453 - 00200 Nairobi	P.Cons.Eng., Bsc., MSc., Dr. of Tech., MIEK
E375	Eng. Odongo, James Okeyo	P.O. Box 20266 - 00100 Nairobi	P.Cons.Eng., BSc, MIEK
A3814	Eng. Odongo, James	P.O. Box 776-00204 Athi River	P. Eng., Bsc., MIEK
A2876	Eng. Odoyo, Roy Oyamo	P.O. Box 28-40101 Ahero	P. Eng., BTech, MIEK
A3689	Eng. Oduk, Peace Mercelyne Akoth	P.O. Box 1702-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A2922	Eng. Odula, Victor Odiwuor	P.O. Box 9608-00100 Nairobi	P. Eng., BSc, MIEK,
A3300	Eng. Oduma, John Ojuma	P.O. Box 8600-00100 Nairobi	P. Eng., BTech., MIEK
E502	Eng. Odumbe, Julius Obonyo	P.O. Box 3663-80100 Mombasa	P.Cons.Eng., Bsc., FIEK

Reg. No.	Name	Postal Address	Affixes
A3800	Eng. Odunga, Kennedy Narotso	P.O. Box 151-50400 Busia	P. Eng., Bsc., MSc., MBA., MIEK
A1493	Eng. Oduor, Edwin Saul Owino	P.O. Box 41693 Nairobi	P. Eng., Bsc., MIEK.
A2813	Eng. Oduor, Rosemary Achola	P.O. Box 4482-40100 Kisumu	P. Eng., B.Tech., MIEK
A3482	Eng. Oduor, Jorim Odhiambo	P.O. Box 73958-00200 Nairobi	P. Eng., BEng., MIEK
E293	Eng. Ofwa, Thomas O.	P.O. Box 45374 - 00100 Nairobi	P.Cons.Eng., Bsc., MBA., MIEK
E469	Eng. Ogada, Martin Otieno	P.O. Box 1019-00521 Embakasi	P.Cons.Eng., Bsc., MIEK
E429	Eng. Ogai, Margaret Ngotho	P.O. Box 47415 Nairobi	P.Cons.Eng., Bsc., MBA., FIEK
A3511	Eng. Ogalo, Stephen Omondi	P.O. Box 46379-00100 Nairobi	P. Eng., Bsc., MIEK
A3933	Eng. Ogano, Fredrick Wagude	P.O. Box 14470-00100 Nairobi	P. Eng., B.Tech., MIEK
A3854	Eng. Ogega, Obed Mongare	P.O. Box 8201-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A1650	Eng. Ogege, Samwel O.	P.O. Box 485 Embu	P. Eng., Bsc., MIEK
A3911	Eng. Ogeto, George Singombe	P.O. Box 3093-40200 Kisumu	P. Eng., BEng., MIEK
E498	Eng. Oginga, Reinhard O. Wilfred	P.O. Box 36892-00200 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A3617	Eng. Ogire, Moses Ouma	P.O. Box 48151-00100 Nairobi	P. Eng., Bsc., MIEK
A2875	Eng. Ogogo, Thomas Calvince	P.O. Box 5447-00200 Nairobi	P. Eng., Bsc., MIEK
E414	Eng. Ogola, Michael Oduor	P.O. Box 67983 - 00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A3408	Eng. Ogola, Owen Jenkins Omondi	P.O. Box 67645-00200 Nairobi	P. Eng., Bsc., MIEK
E487	Eng. Ogola, Walter Obonyo	P.O. Box 14094-00800 Nairobi	P.Cons.Eng., Bsc., MIEK
E455	Eng. Ogolla, Isaac Ouma	P.O. Box 76672-00508 Nairobi	P.Cons.Eng., Bsc., MIEK
A3750	Eng. Ogombo, Lilian Atieno	P.O. Box 49 Kisumu	P. Eng., Bsc., MSc., MIEK
A2143	Eng. Ogut, Christine Adongo	P.O. Box 4710 - 00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A2029	Eng. Ogut, Petronilla Apiyo	P.O. Box 4710 - 00200 Nairobi	P. Eng., MSc., MIEK
A3216	Eng. Ogutu, Oscar Oduor	P.O. Box 1958-00621 Nairobi	P. Eng., Bsc., MIEK
A3529	Eng. Ogutu, Fredrick Ouma	P.O. Box 7375-00300 Nairobi	P. Eng., BEng., MIEK
E445	Eng. Ohaga, Erick Owino	P.O. Box 90104-80100 Mombasa	P.Cons.Eng., Bsc., MSc., MBA, MIEK
A2102	Eng. Ojendo, Dominic	P.O. Box 12661 - 00100 Nairobi	P. Eng., B.Tech., MBA, MKIM., MIEK
E137	Eng. Ojowi, Augustine Christopher	P.O. Box 3929-00506 Nairobi	P.Cons.Eng., BSc, MSc, MIEK, MIHT
A3489	Eng. Ojwang', Hillary Reagan	P.O. Box 30743-00100 Nairobi	P. Eng., Bsc., MIEK
A3588	Eng. Ojwang, Robert Ouko	P.O. Box 90417-80100 Mombasa	P. Eng., Bsc., MSc., MIEK
A3485	Eng. Okanda, Victor Owino	P.O. Box 6247-30100 Eldoret	P. Eng., BEng., MIEK
A3270	Eng. Okanga, Washington Anjichi	P.O. Box 88495-80100 Mombasa	P. Eng., B.Tech., MIEK
A3905	Eng. Okelloh, Ronald Oluoch	P.O. Box 73958-00200 Nairobi	P. Eng., B.Tech., MIEK
A3578	Eng. Okebe , Meshack Wasonga	P.O. Box 285 - 00200 Nairobi	P. Eng., Bsc., MIEK
A3312	Eng. Okere, Antony Makokha	P.O. Box 17617-00100 Nairobi	P. Eng., B.Tech., MIEK
E305	Eng. Oketch, Bernard Ochieng'	P.O. Box 35928-00200 Nairobi	P.Cons.Eng., Bsc., MIEK., MUNEAS
E424	Eng. Oketch, Joseph Odongo	P.O. Box 418-00242 Nairobi	P.Cons.Eng., Bsc., MBA., MIEK
E474	Eng. Oketch, Timothy George	P.O. Box 62389-00200 Nairobi	P.Cons.Eng., Bsc., MSc., PhD., MTRB., MITE., MIEK
A2718	Eng. Okia, Daniel Otieno	P.O. Box 3-40600 Siaya	P.Eng.Bsc., MIEK
A3425	Eng. Okinyi, Stephen Angwenyi	P.O. Box 6021-00300 Nairobi	P. Eng., Bsc., MIEK
A3877	Eng. Okinyi, Chief Andrew Okal	P.O. Box 63016-00200 Nairobi	P. Eng., Bsc., MIEK
E460	Eng. Okola, Charles Wilson	P.O. Box 51288-00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A3398	Eng. Okoth, John Akumu	P.O. Box 15418-00100 Nairobi	P. Eng., Bsc., MIEK
A2771	Eng. Okoth, Maurice William	P.O. Box 30020-00100 Nairobi	P. Eng., Bsc., MIEK
A3619	Eng. Okoth, Joseph Oduor	P.O. Box 139 Kwale	P. Eng., Bsc., MIEK
E522	Eng. Okova, Derek Wangaki	P.O. Box 76701-00620 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A2934	Eng. Okoya, Barrack Omondi	P.O. Box 14353-00100 Nairobi	P. Eng., BSc, MIEK
E233	Eng. Okubo, Weche Raphael	P.O. Box 6715-00300 Nairobi	P.Cons.Eng., Bsc., Post.Grad.Dip. (Enviro. Eng.), MCIBSE, CE., MIEK
A3730	Eng. Okumbe, Ken Odhiambo	P.O. Box 624-00100 Nairobi	P. Eng., BEng., MBA., MIEK
A3158	Eng. Okumu, George Ochieng	P.O. Box 101874-00101 Nairobi	P. Eng., B.Tech., MIEK
E104	Eng. Okumu, Godfrey A.	P.O. Box 61231 00200-Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
E070	Eng. Okumu, John A.	P.O. Box 62358 - 00200 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A3668	Eng. Dr. Okumu, Victoria Akoth	P.O. Box 15653-00503 Nairobi	P. Eng., B.Tech., MSc., PhD
E272	Eng. Okun, Yakubu O.	P.O. Box 89070 Mombasa	P.Cons.Eng., BSc, MIEK
A702	Eng. Okwany, Peter M.	P.O. Box 104 Suna, Migori	P. Eng., B.A., MIEE., MIEK
A3833	Eng. Okwiri, Edgar Otieno	P.O. Box 62658-00200 Nairobi	P. Eng., Bsc., MIEK
E107	Eng. Olando, Gordon N.	P.O. Box 664 - 00606 Nairobi	P.Cons.Eng., BE, MS, C.Eng, FIEK, MAAK
A3027	Eng. Olang'o, Mildred Akinyi	P.O. Box 49712-00100 Nairobi	P. Eng., Bsc., MIEK
A3333	Eng. Olang'o, Alfred Omondi	P.O. Box 73653-00200 Nairobi	P. Eng., BEng., MIEK
A3673	Eng. Olang'o, Fredrick Otieno	P.O. Box 29476-00100 Nairobi	P. Eng., Bsc., MIEK
A2937	Eng. Olela, Moses Osure	P.O. Box 221-00516 Nairobi	P. Eng., BSc, MIEK
A3268	Eng. Olick, Steve Otieno	P.O. Box 1035-40400 Suna Migori	P. Eng., Bsc., MIEK
A3657	Eng. Olonde, Mark Owuor	P.O. Box 1088-00517 Nairobi	P. Eng., Bsc., MSc., MIEK
E340	Eng. Oloo, Bernard Stephen	P.O. Box 58438-00200 Nairobi	P.Cons.Eng., Bsc., Msc., PhD., MIEK..
A3715	Eng. Oloo, Nixon Richard	P.O. Box 42712-80100 Mombasa	P. Eng., Bsc., MIEK
A3762	Eng. Oloo, Charles Odhiambo	P.O. Box 1500-40100 Kisumu	P. Eng., Bsc., MIEK
A3670	Eng. Oloom, Job Okwiry	P.O. Box 30156-00100 Nairobi	P. Eng., Bsc., MIEK
A3925	Eng. Oluoch, Zacheus Omondi	P.O. Box 21324-00100 Nairobi	P. Eng., Bsc., MIEK
A2616	Eng. Omai, Tom Nyamora	P.O. Box 7986-00300 Nairobi	P. Eng., Bsc., MIEK
A3291	Eng. Ombachi, Kennedy Bosire Omani	P.O. Box 25122-00100 Nairobi	P. Eng., Bsc., MIEK
E103	Eng. Ombengi, John M.	P.O. Box 52281 Nairobi	P.Cons.Eng. BSc, MIEK
A3789	Eng. Ombwayo, Simon Ochieng	P.O. Box 28761-00200 Nairobi	P. Eng., Bsc., MIEK
E211	Eng. Omenda, Mordecai K.	P.O. Box 40482 - 80100 Mombasa	P.Cons.Eng., Bsc., MSc., MIEK
A1767	Eng. Omer, Samwel Okech	P.O. Box 18649 Nairobi	P. Eng., Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
A3105	Eng. Omiti, Javan Omondi	P.O. Box 68053-00200 Nairobi	P. Eng., Bsc., MIEK
E355	Eng. Omolo, Anthony	P.O. Box 17520 – 20100 Nakuru	P.Cons.Eng., Bsc., MIEK., MGSK
E386	Eng. Omolo, David Otieno	P.O. Box 44114 Nairobi	P.Cons.Eng., Bsc., MIEK., AMIEE
A3255	Eng. Omolo, Jafferson Ong'aro	P.O. Box 4854-00506 Nairobi	P. Eng., Bsc., MIEK
A2969	Eng. Omondi, Dorcus Awuor	P.O. Box 28310-00200 Nairobi	P. Eng., B.Tech., MIEK
E485	Eng. Omondi, Erick Auma	P.O. Box 2393-00200 Nairobi	P.Cons.Eng., Bsc., MSc., MIEK
A3123	Eng. Omondi, Felix Mark	P.O. Box 2361-00200 Nairobi	P. Eng., B.Tech., MIEK
A2920	Eng. Omondi, Stephen Phanuel	P.O. Box 37603-00100 Nairobi	P. Eng., BSc, MIEK,
A3267	Eng. Omondi, Felix Otieno	P.O. Box 6464-40100 Kisumu	P. Eng., Bsc., MIEK
A3047	Eng. Omosa, Isaiah Bosire	P.O. Box 966-00520 Ruai	P. Eng., Bsc., MSc., DrEng., MIEK
A3364	Eng. Omung'i, Festus Boniface Nyadimo	P.O. Box 51788-00100 Nairobi	P. Eng., Bsc., MIEK
A3585	Eng. Omulokoli, Paul Olukoye	P.O. Box 13010-00100 Nairobi	P. Eng., Bsc., MIEK
A2603	Eng. Omuono, Simon Omondi	P.O. Box 8166-00100 Nairobi	P. Eng., Bsc., MIEK
A3251	Eng. Omurayi, Clyde Omulimi	P.O. Box 21292-00100 Nairobi	P. Eng., Bsc., MIEK
A1740	Eng. Onalo, Paul O.	P.O. Box 22, Uhuru Gardens, Nairobi	P. Eng., Bsc., MIEK
A2730	Eng. Onchiri, Richard Ocharo	P.O. Box 2353-50100 Kakamega	P. Eng., MSc., PhD., MIEK
A2312	Eng. Onchoke, Wilfred Onchwari	P.O. Box 49720 Nairobi	P. Eng., Bsc., MIEK
A3218	Eng. Onchong'a, Evans Nyamwaro	P.O. Box 30743-00100 Nairobi	P. Eng., Bsc., MIEK
A3852	Eng. Ondari, James Maati	P.O. Box 14050-20100 Nakuru	P. Eng., Bsc., M.Tech., MIEK
A2658	Eng. Ondeyo, Julia Waithera	P.O. Box 74619-00200 Nairobi	P.Eng.Bsc., MIEK
A3763	Eng. Onduru, Patrick Amek	P.O. Box 20913-00202 Nairobi	P. Eng., Bsc., MIEK
A3117	Eng. Ong'ayo, Edwin Onkendu	P.O. Box 51450-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A2917	Eng. Onger, Jason Otao	P.O. Box 14278 Nakuru	P. Eng., BSc, MIEK
A3867	Eng. Onger, Nickson Bukachi	P.O. Box 4098 Nairobi	P. Eng., BEng., MSc., MIEK
E318	Eng. Ongewe, Victor Johnson	P.O. Box 51449 – 00200 Nairobi	P.Cons.Eng., Bsc., MIEE, MEIEA, MIEK
E456	Eng. Ongong'o, Benjamin Esiliah	P.O. Box 12012-00100 Nairobi	P.Cons.Eng., Bsc., MSc., MIMIS., MIEK
A1851	Eng. Ongoro, Beatrice A.	P.O. Box 33584 Nairobi	P. Eng., Bsc., MSc., MIEK.
A3827	Eng. Ong'udi, Moses Otieno	P.O. Box 1448-40100 Kisumu	P. Eng., BEng., MIEK
A3112	Eng. Onjole, Eric Hesbon Ajala	P.O. Box 4-80403 Kwale	P. Eng., Bsc., MIEK
A3239	Eng. Onsoti, Asaria Ongesa	P.O. Box 785-20117 Naivasha	P. Eng., Bsc., MIEK
A3144	Eng. Onwong'a, David Orang'o	P.O. Box 6640-00200 Nairobi	P. Eng., Bsc., MIEK
A2373	Eng. Onyancha, George	P.O. Box 41191 Nairobi	P. Eng., Bsc., MIEK
E446	Eng. Onyango, Albert Aketch	P.O. Box 5650 – 00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A2708	Eng. Onyango, Bernard Owino	P.O. Box 250-40101 Ahero	P.Eng.Bsc., MIEK
A2886	Eng. Onyango, Elphas Omolo	P.O. Box 123 Suna	P. Eng., Bsc., MIEK
A2829	Eng. Onyango, Fredrick Oyugah	P.O. Box 79606-00200 Nairobi	P. Eng., B.Tech., MIEK
A2567	Eng. Onyango, Grace Laura A.	P.O. Box 51604 – 00200 Nairobi	P. Eng., Bsc., MIEK
A3056	Eng. Onyango, Joseph Odhiambo	P.O. Box 41191-00100 Nairobi	P. Eng., Bsc., MIEK
A3787	Eng. Onyango, Kennedy Otieno	P.O. Box 12546-00400 Nairobi	P. Eng., Bsc., MIEK
A3591	Eng. Onyara, Samson Arthur	P.O. Box 89472-80100 Mombasa	P. Eng., Bsc., MSc., MIEK
A2635	Eng. Onyari, Richard Moturi	P.O. Box 696 Kisii	P. Eng., Bsc., MIEK
A2111	Eng. Onyinkwa, Justus Morara	P.O. Box 163 Kalimoni	P. Eng., Bsc., MIEK
E354	Eng. Onyuka, Gedion Omondi	P.O. Box 17892 – 00100 Nairobi	P.Cons.Eng., Bsc., MIEK
E155	Eng. Oonge, Zablon I.N.	P.O. Box 68221 Nairobi	P.Cons.Eng., BSc, MSc, PhD, MIEK
A3863	Eng. Opana, Samwel Ouma	P.O. Box 50-40777 Oyugis	P. Eng., Bsc., MSc., MIEK
A3188	Eng. Opany, Michael Okuma	P.O. Box 926-40123 Kisumu	P. Eng., Bsc., MIEK
A3734	Eng. Opany, Julius Nyaisanga	P.O. Box 103923-00101 Nairobi	P. Eng., Bsc., MIEK
E262	Eng. Opiyo, Tom Odago	P.O. Box 63532 – 00619 Nairobi	P.Cons.Eng., Bsc., MSc.(Roads) PGDip.(Transport)MIEK
A2798	Eng. Orege, Michael Otieno	P.O. Box 4921-00200 Nairobi	P. Eng., BSc, MIEK
E156	Eng. Orege, Carey Okwiri	P.O. Box 61259 – 00100 Nairobi	P.Cons.Eng., BSc, MSc, MIEK
A3754	Eng. Orimba, Allan Omondi Odondi	P.O. Box 2365-00621 Nairobi	P. Eng., B.Tech., MIEK
A2006	Eng. Orora, Jairus Omwoyo	P.O. Box 30260 Nairobi	P. Eng., Bsc., MIEK
A2693	Eng. Oruru, Josephat Matini	P.O. Box 19721-00100 Nairobi	P.Eng.Bsc., MIEK
A3282	Eng. Orwa, Felix Okeyo	P.O. Box 2889-00200 Nairobi	P. Eng., Bsc., MIEK
E160	Eng. Orwa, Junius Tobias	P.O. Box 2110 Nakuru	P.Cons.Eng., MSc., MIEK
A3744	Eng. Orwa, Patrick Owino	P.O. Box 21110-20100 Nakuru	P. Eng., BEng., MIEK
A1889	Eng. Orwenyo, David O.	P.O. Box 16115 – 00100 Nairobi	P. Eng., MSc., MIEK
E483	Eng. Osamong, Paul Ikileng	P.O. Box 60309-00200 Nairobi	P.Cons.Eng., Bsc., MIEK
E431	Eng. Osano, Simpson Nyambane	P.O. Box 1234-00300 Nairobi	P. Eng., Bsc., MSc., PhD., MIEK
A3822	Eng. Osore, Charles Kwena	P.O. Box 398-20500 Narok	P. Eng., Bsc., MIEK
A2722	Eng. Osoro, Dominic Oanda	P.O. Box 31730-00600 Nairobi	P. Eng., B.Tech., MIEK
A3506	Eng. Oswago, Chrispine Nyanjare	P.O. Box 15130-00509 Nairobi	P. Eng., B.Tech., MIEK
A2809	Eng. Otenyo, Philip Makonjio	P.O. Box 202 Kiligili	P. Eng., BSc, MSc., MIEK
A2385	Eng. Othieno, Jared Omondi	P.O. Box 12415 – 00100 Nairobi	P. Eng., Bsc., MKSEEE MIEK
A3449	Eng. Otieno, Ignatius Ochanjo	P.O. Box 424-40405 Sare	P. Eng., Bsc., MIEK
A3275	Eng. Otieno, Jeckoniah Opudo	P.O. Box 2000-30100 Eldoret	P. Eng., BEng., MIEK
A3351	Eng. Otieno, Joseph Bismarck Olang'o	P.O. Box 62957-00200 Nairobi	P. Eng., Bsc., MIEK
A2942	Eng. Otieno, Kennedy Bonyo	P.O. Box 68083-00200 Nairobi	P. Eng., BSc, MIEK
A3323	Eng. Otieno, Linda Achieng	P.O. Box 10529-00100 Nairobi	P. Eng., Bsc., MIEK
A1127	Eng. Otieno, Wellington	P.O. Box 50587 Nairobi	P. Eng., Bsc., MIEK
A3002	Eng. Otieno, Wycliff Ogallo	P.O. Box 30156-00100 Nairobi	P. Eng., Bsc., MIEK
A3726	Eng. Otieno, Evans Oduor	P.O. Box 73651-00200 Nairobi	P. Eng., Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
A3655	Eng. Otieno, Samuel Odhiambo	P.O. Box 89430-80100 Mombasa	P. Eng., Bsc., MIEK
A3782	Eng. Otieno, John Oloo	P.O. Box 452-40600 Siaya	P. Eng., BTech., MIEK
A3850	Eng. Otieno, Samuel Odhiambo	P.O. Box 45283-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A3045	Eng. Otiike, Joan Anyika	P.O. Box 49712-00100 Nairobi	P. Eng., BTech., MIEK
A3570	Eng. Otonglo, Christine Akinyi	P.O. Box 28291-00200 Nairobi	P. Eng., Bsc., MIEK
E499	Eng. Otsieno, Francis O	P.O. Box 57290-00200 Nairobi	P.Cons.Eng., Bsc., MEIK., MIEK
A3445	Eng. Otuoma, Patrick Otieno	P.O. Box 7466-00200 Nairobi	P. Eng., Bsc., MIEK
E428	Eng. Otiani, Justus Aufridus	P.O. Box 45650-00100 Nairobi	P.Cons.Eng., Bsc., MA., MAAK., FIEK
A3836	Eng. Otwor, Hezron Mokua	P.O. Box 2220-40200 Kisii	P. Eng., BTech., MIEK
A2604	Eng. Ouma, Clarence Karot	P.O. Box 2998-40100 Kisumu	P. Eng., B.Tech., M.Phil., MIEK
E316	Eng. Ouma, George	P.O. Box 15044-00100 Nairobi	P.Cons., Eng., BSc, MIEK.
A2965	Eng. Ouma, Patrick Ojuok	P.O. Box 2228-00100 Nairobi	P. Eng., Bsc., MIEK
A3875	Eng. Ouma, Joel Nadebu	P.O. Box 08-50410 Port Victoria	P. Eng., BEng., MIEK
A3568	Eng. Ouna, Latoya	P.O. Box 101176-00101 Nairobi	P. Eng., Bsc., MIEK
A3740	Eng. Outa, Michael Ochieng	P.O. Box 30743-00100 Nairobi	P. Eng., BTech., MIEK
A3234	Eng. Owayo, Alphonse Ayado	P.O. Box 52428-00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A3593	Eng. Owembi, Divon Odhiambo	P.O. Box 1524-30100 Eldoret	P. Eng., BTech., MIEK
A3391	Eng. Owino, Lydia Esiaba	P.O. Box 51970-00200 Nairobi	P. Eng., Bsc., MBA, MIEK
A3166	Eng. Owino, Robert Okello	P.O. Box 57256-00200 Nairobi	P. Eng., Bsc., MIEK
A2927	Eng. Owiti, Collins Komora	P.O. Box 102464-00101 Nairobi	P. Eng., BSc, MIEK
A1994	Eng. Owitti, Bernard Muga	P.O. Box 7589-40100 Kisumu	P. Eng., Bsc., MIEK
A2407	Eng. Owuor, Maurice Onyango.	P.O. Box 2691 - 80100 Mombasa	P. Eng., Bsc., MIEK
A3809	Eng. Owuor, Alfrick Otieno	P.O. Box 270-40100 Kisumu	P. Eng., BTech., MIEK
A3771	Eng. Owuor, Maurice Otieno	P.O. Box 25258-00100 Nairobi	P. Eng., BTech., MSc., MIEK
A2060	Eng. Owuori, Patrick Joseph	P.O. Box 73 - Oo517 Nairobi	P. Eng., Bsc., Msc., MIEK
A3035	Eng. Oyaro, Damaris Kerubo	P.O. Box 15774-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A2793	Eng. Oyolla, Carren Aoko	P.O. Box 66266-00800 Nairobi	P. Eng., Bsc., MIEK
A2791	Eng. Oyonzo, Joshua Nicholas	P.O. Box 52616-00200 Nairobi	P. Eng., BSc, MIEK
E290	Eng. Parpia, Salehmohamed A	P.O. Box 47967-00100 Nairobi	P.Cons.Eng.Bsc., MSc., AMICE., MIEK
A1239	Eng. Patel, Meghji Harji	P.O. Box 11198 - 00400 Nairobi	P. Eng., B.Eng., MIE (INDIA., MIEK)
A3000	Eng. Paul, Peter Mutinda	P.O. Box 14003-00400 Nairobi	P. Eng., B.Tech., MIEK
A1331	Eng. Rading, George Odera	P.O. Box 52007 Nairobi	P. Eng., Bsc., MSc., MIEK
A3882	Eng. Raghwan, Arun Shivji	P.O. Box 38081-00623 Nairobi	P. Eng., BEng., MIEK
A3215	Eng. Rama, James Mahinda	P.O. Box 34059 -00100 Nairobi	P. Eng., Bsc., MIEK
A2357	Eng. Rapando, James Musungu	P.O. Box 68287 - 00200 Nairobi	P. Eng., Bsc., MIEK
A2707	Eng. Raude, James Messo	P.O. Box 4925-Kisumu	P.Eng.Bsc., MSc., MIEK
E162	Eng. Rimui, Jeremy Njoroge	P.O. Box 657 - 00100 Nairobi	P.Cons.Eng., Bsc., MIEK
E249	Eng. Riungu, Julius Marimi	P.O. Box 13692-00800 Nairobi	P.Cons.Eng., Bsc., FIEK., MIET., C.Eng
E134	Eng. Rogo, Apollo Okelo	P.O. Box 44399 Nairobi	P.Cons.Eng., BSc, MIEK, MASCE, AMCIarb(uk)
A3150	Eng. Rono, Michael Kiptonui	P.O. Box 48151-00100 Nairobi	P. Eng., BTech., MIEK
A3735	Eng. Rono, Vincent Kiprotich	P.O. Box 2839-00100 Nairobi	P. Eng., Bsc., MAAK., MIEK
A2912	Eng. Ronoh, Jonathan	P.O. Box 42681-00100 Nairobi	P. Eng., Bsc., MIEK
A2974	Eng. Rop, Kiprono Dominic	P.O. Box 45283-00100 Nairobi	P. Eng., B.Tech., MIEK
A3361	Eng. Rotich, David Kibet	P.O. Box 9111-30100 Eldoret	P. Eng., BTech., MIEK
A3207	Eng. Ruathe, Julius Kiragu	P.O. Box 14210-00400 Nairobi	P. Eng., Bsc., MIEK
E210	Eng. Ruigu, James R.	P.O. Box 68243 - 00200 Nairobi	P.Cons.Eng., Bsc., MIEK
A3160	Eng. Runanu, Ambrose Waita	P.O. Box 27753-00506 Nairobi	P. Eng., Bsc., MIEK
A1065	Eng. Rutere, Japhet K.G	P.O. Box 67744- 00200 Nairobi	P. Eng., Bsc., C.Eng., MICE., MIEK., MASCE., MACEK., MAAK (E), ACIAArb.
A2148	Eng. Ruto, Esther Chelangat	P.O. Box 34585 - 00100 Nairobi	P. Eng., Bsc., MIEK
A3940	Eng. Rutto, Edwin Kiprono	P.O. Box 6444-00620 Nairobi	P. Eng., Bsc., MIEK
A3021	Eng. Ruttoh, Ernest Kipkirui	P.O. Box 122-20204 Roret	P. Eng., BTech., MIEK
A3665	Eng. Rwamba, Gideon Gitonga	P.O. Box 21646-00100 Nairobi	P. Eng., BTech., MSc., MIEK
E236	Eng. Saboke, Meshack Mokua	P.O. Box 42971-00100 Nairobi	P.Cons.Eng., BS., MSc., MIEK
A3010	Eng. Sabuni, Benedette Nabwile Waswa	P.O. Box 2403-50100 Kakamega	P. Eng., Bsc., MPhil., MIEK
A2956	Eng. Salim, Arif Ali	P.O. Box 34799 Nairobi	P. Eng., B.Tech., MIEK
A3590	Eng. Sammy, Melvin Sawe	P.O. Box 398-00200 Nairobi	P. Eng., BTech., MIEK
A2675	Eng. Sang, Anthony K.	P.O. Box 6121-00100 Nairobi	P.Eng.BTech., MIEK
A2610	Eng. Sang, Musa Cheruiyot	P.O. Box 578 Eldama Ravine	P. Eng., Bsc., MIEK
E448	Eng. Saratuki, Edmond Wakachunga	P.O. Box 7375-00300 Nairobi	P.Cons.Eng., BTech., MIEK
A3374	Eng. Schwartzman, Joseph	P.O. Box 30118-00100 Nairobi	P. Eng., Bsc., MSc., MIEK
A3471	Eng. Segero, Bernaby Dally	P.O. Box 46060- 00100 Nairobi	P. Eng., MEng., MIEK
A3681	Eng. Segero, Esther Khatenje	P.O. Box 1784-00606 Sarit Centre	P. Eng., BEng., MIEK
A2522	Eng. Semo, Julius J. Ndoli	P.O. Box 610-00100 Nairobi	P. Eng., B.Tech., MIEK
A2690	Eng. Semutwa, Albert Rumanzi	P.O. Box 7841-00100 Nairobi	P. Eng., Bsc., MIEK
A3057	Eng. Serem, Anderson Kibet	P.O. Box 23874-00100 Nairobi	P. Eng., Bsc., MIEK
A3711	Eng. Serem, Gilbert Kiplimo	P.O. Box 831-30202 Moi's Bridge	P. Eng., BEng., MSc., MIEK
A3242	Eng. Serede, Jairus Imbenzi	P.O. Box 13533-00400 Nairobi	P. Eng., Bsc., MSc., MIEK
A1254	Eng. Shankla, Arjan	P.O. Box 41990 Nairobi	P. Eng., B.Eng., MIStructE., MIEK
E452	Eng. Shanyuma, Christopher Magero	P.O. Box 7539-00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A3479	Eng. Shariff, Idarus Mohamed	P.O. Box 2017-80200 Malindi	P. Eng., BTech., MIEK
A3683	Eng. Shikoli, Brian Akhonya	P.O. Box 1623-50100 Kakamega	P. Eng., Bsc., MIEK
A3038	Eng. Shiundu, Felix Okanga	P.O. Box 30372-00100 Nairobi	P. Eng., Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
E393	Eng. Shoni, Maxwell Joel	P.O. Box 25116 Nairobi	P.Cons.Eng.,Bsc., MIEK
A3725	Eng. Sidera, Kennedy Odhiambo	P.O. Box 90104-80100 Mombasa	P. Eng., Bsc., MIEK
A3013	Eng. Siele, Anthony	P.O. Box 278-00202 Knh	P. Eng., Bsc., MIEK
A2471	Eng. Sigei, Joel Kipchirchir	P.O. Box 7375-00300 Nairobi	P. Eng., Bsc., MIEK
A3736	Eng. Simba, Lorena Evon Achieng	P.O. Box 21773-00505 Nairobi	P. Eng., Bsc., MIEK
A3631	Eng. Simbii, Joseph Maluki	P.O. Box 52514-00200 Nairobi	P. Eng., Bsc., MIEK
A1748	Eng. Simitu, Lawrence N.	P.O. Box 45558-00100 Nairobi	P. Eng., Bsc., MIEK
A2404	Eng. Simiyu, Jane A.	P.O. Box 46439 - 00100 Nairobi	P. Eng., Bsc., MIEK
A3385	Eng. Simiyu, Michael Nabangi	P.O. Box 18466-00500 Nairobi	P. Eng., BTech., MSc., MIEK
A388	Eng. Sira, Kuldip Singh	P.O. Box 66694 - 00800 Nairobi	P. Eng., MICE., C.Eng., MIEK
A2814	Eng. Siror, Joseph Kiplagat Arap Kokwon	P.O. Box 3555-00100 Nairobi	P. Eng., BSc, MBA., MIEK
A3872	Eng. Sisungu, Job Musamali	P.O. Box 52258-00100 Nairobi	P. Eng., BTech., MIEK
A2492	Eng. Prof. Sitati, Stanley Simiyu	P.O. Box 1454 Eldoret	P. Eng., MSc., Ph.D., MIEK
A3448	Eng. Sitienei, Eric Cheruiyot	P.O. Box 54074-00200 Nairobi	P. Eng., Bsc., MIEK
A3003	Eng. Somoebwana, Sufyan Yusuf	P.O. Box 26797-00504 Nairobi	P. Eng., BTech., MIEK
A3350	Eng. Songok, Judith Chepkemboi	P.O. Box 82703-80100 Mombasa	P. Eng., BTech., MIEK
A3520	Eng. Steven, Ingabo	P.O. Box 579-50100 Kakamega	P. Eng., BEng., MIEK
A3755	Eng. Sugut, Vincent Kimutai	P.O. Box 806-30100 Eldoret	P. Eng., BEng., MSc., MIEK
A3494	Eng. Sum, Noah Kipyego	P.O. Box 2742-30100 Eldoret	P. Eng., Bsc., MPhil., MIEK
A3001	Eng. Sumbeiywo, Kennedy Kipchirchir	P.O. Box 55674 Nairobi	P. Eng., BTech., MIEK
A3813	Eng. Sungu, Harrison Jerry Shiverenje	P.O. Box 15102-00100 Nairobi	P. Eng., Bsc., MIET., MICLES., MIEK
E308	Eng. Sura, Hardip Singh	P.O. Box 54531 Nairobi	P.Cons.Eng., Bsc., C.Eng., MIEK., MICE.
A3865	Eng. Sutter, Joel Rutto	P.O. Box 58-20157 Kabarak	P. Eng., BTech., MIEK
A3621	Eng. Tai, Julius Kipkoech	P.O. Box 83836-80100 Mombasa	P. Eng., BTech., MIEK
A3192	Eng. Tanui, Nancy	P.O. Box 2923-30100 Eldoret	P. Eng., BTech., MIEK
A3701	Eng. Tanui, Joseph Kipruto	P.O. Box 41191-00100 Nairobi	P. Eng., BTech., MIEK
A2193	Eng. Tawuo, Moses	P.O. Box 73442 Nairobi	P. Eng., Bsc., MIEK
A3132	Eng. Terer, Gilbert	P.O. Box 14519-00100 Nairobi	P. Eng., BTech., MIEK
A3332	Eng. Terigin, Cornelius Kibet	P.O. Box 50038-00100 Nairobi	P. Eng., Bsc., MIEK
E258	Eng. Theuri, James Wachira	P.O. Box 74804-00200 Nairobi	P.Cons.Eng., BSc, MA(PPM), MIEK
A3341	Eng. Thiongo, Daniel Mwangi	P.O. Box 30156-00100 Nairobi	P. Eng., Bsc., MIEK
E265	Eng. Thomas, Michael Kariuki	P.O. Box 1011 - 10400 Nanyuki	P.Cons.Eng., Bsc., MSc., M.I.A.C.M., F.C.C.S., M.A.A.A.S., MIEK
A3527	Eng. Thuku, John Kimani	P.O. Box 5905-00100 Nairobi	P. Eng., Bsc., MIEK
A3693	Eng. Thuo, Francis Mbuthi	P.O. Box 101433-00101 Nairobi	P. Eng., Bsc., MIEK
A3747	Eng. Thuo, Joseph Ng'ang'a	P.O. Box 157-10218 Kangare	P. Eng., Bsc., MSc., MIEK
A3513	Eng. Thurair, Murimi	P.O. Box 13011-00100 Nairobi	P. Eng., Bsc., MIEK
A3853	Eng. Thure, Ceaser Mervin	P.O. Box 68053-00200 Nairobi	P. Eng., BTech., MIEK
A3028	Eng. Tirop, Geoffrey Kimutai	P.O. Box 41727-00100 Nairobi	P. Eng., Bsc., MIEK
A2810	Eng. Tonui, Wesley Kiprono	P.O. Box 4517-30100 Eldoret	P. Eng., BSc, MIEK
A3862	Eng. Tonui, Henry Kibett	P.O. Box 3036 Eldoret	P. Eng., BEng., MIEK
A2564	Eng. Tsuma, Fanuel Dirack	P.O. Box 90104 - 80100 Mombasa	P. Eng., Bsc., MIEK
A3203	Eng. Tuitok, Nehemiah Kiplagat	P.O. Box 16763-00100 Nairobi	P. Eng., MSc., KSAE., ISTRO., MIEK
A3348	Eng. Tumbo, Martin Maina	P.O. Box 803-40200 Kisii	P. Eng., Bsc., MIEK
E115	Eng. Varsani, Ratna M.	P.O. Box 325 - 00606 Nairobi	P.Cons.Eng., B.Eng., MIEK, C.Eng., MIE, MAAK(E), MACEK, AMASHRAE, AMIMEchE
A3901	Eng. Vavu, Victor Nzamalu	P.O. Box 59528-00200 Nairobi	P. Eng., Bsc., MSc., MIEK
A3330	Eng. Vusaka, Christopher Kisesi	P.O. Box 44456-00100 Nairobi	P. Eng., BSc, MIEK
A3475	Eng. Wabwire, Amos Kundu	P.O. Box 13349-00100 Nairobi	P. Eng., Bsc., MIEK
A3552	Eng. Wabwire, Kenneth Ngwabe	P.O. Box 186-50400 Butere	P. Eng., Bsc., MIEK
A2710	Eng. Wachira, Kahoro	P.O. Box 1203-Village Market Nairobi	P.Eng.Bsc., MIEK
E295	Eng. Wachira, Peter Njogu	P.O. Box 65743 Nairobi	P.Cons.Eng., Bsc., MIEK
A3569	Eng. Wachira, Kennedy Gichohi	P.O. Box 23751-00100 Nairobi	P. Eng., Bsc., MIEK
A3886	Eng. Wachira, Peter Maina	P.O. Box 12-20307 Igwamiti	P. Eng., BEng., MIEK
A2455	Eng. Wafula, Ezekiel Fukwo	P.O. Box 71541 - 00622 Nairobi	P. Eng., Bsc., MIEK
E489	Eng. Wafula, Oscar Wanyonyi	P.O. Box 35205-00200 Nairobi	P.Cons.Eng., BTech., MIEK
A2737	Eng. Wafula, Timothy Namunaba	P.O. Box 430-50204 Kimilili	P. Eng., Bsc., MIEK
A2457	Eng. Wagai, Julius Karachi	P.O. Box 11868 - 00400 Nairobi	P. Eng., Bsc., MIEK
E464	Eng. Wagana, Gerald Mukuha	P.O. Box 605-00100 Nairobi	P.Cons.Eng., Bsc., MBA., MIEK
E362	Eng. Wagwa, George Odhiambo	P.O. Box 16546-00620 Nairobi	P.Cons.Eng., Bsc., MBA., MIEK
E169	Eng. Wahome, Ephraim Rubiro	P.O. Box 60987 - 00200 Nairobi	P.Cons. Eng., BSc, MSc, MIEK
A1643	Eng. Wahome, Samuel Muraguri	P.O. Box 60039 Nairobi	P. Eng., Bsc., MIEK
A3137	Eng. Wahome, Samuel Mwaniki	P.O. Box 28901-00100 Nairobi	P. Eng., Bsc., MIEK
A2835	Eng. Waigwa, Joseph Kinyua	P.O. Box 104198-00101 Nairobi	P. Eng., Bsc., MIEK
E410	Eng. Waiharo, Tom Njoro	P.O. Box 25466 - 00603 - Lavinton Nairobi	P.Cons.Eng., Bsc., MIEK
A2959	Eng. Wainaina, Mary Wamaita	P.O. Box 570-00621 Nairobi	P. Eng., Bsc., MIEK
A2003	Eng. Wainaina, Michael	P.O. Box 69821 Nairobi	P. Eng., Bsc., MIEK
E373	Eng. Wairagu, James Mwangi	P.O. Box 48453-00100 Nairobi	P.Cons.Eng., Bsc., CMAAK., MIEK
A3252	Eng. Wairimu, Angela Karigo	P.O. Box 12186-00100 Nairobi	P. Eng., Bsc., MIEK
A2699	Eng. Wairua, Joel Kireru	P.O. Box 30156-00100 Nairobi	P.Eng.Bsc., MIEK
A2669	Eng. Waithaka, George Wainaina	P.O. Box 11886-00100 Nairobi	P.Eng.Bsc., MIEK

Reg. No.	Name	Postal Address	Affixes
A2550	Eng. Waithaka, John Mwangi	P.O. Box 4487 – 00100 Nairobi	P. Eng., Bsc., MIEK
A2537	Eng. Waithaka, Stephen	P.O. Box 2218 Nyahururu	P. Eng., Bsc., MIEK
E096	Eng. Waithaka, Solomon M.	P.O.Box 54247 Nairobi	P.Cons. Eng, MSc, MCI Arb, MIEK
A2425	Eng. Wakimani, Joseph Mukora	P.O. Box 72548 – 00200 Nairobi	P. Eng., Bsc., MSc, MIHT (UK), MIEK
A1588	Eng. Wamaya, Benson Mukoya	P.O. Box 52691 – 00200 Nairobi	P. Eng., Bsc., MIEK
A2617	Eng. Wambua, Eric Mutinda	P.O. Box 12326–00400 Nairobi	P. Eng., Bsc., MIEK
A3075	Eng. Wambua, Festus Muema	P.O. Box 2188–90100 Machakos	P. Eng., Bsc., MIEK
A3522	Eng. Wambua, Cecilia Mutheu	P.O. Box 11751–00100 Nairobi	P. Eng., Bsc., MIEK
A1979	Eng. Prof. Wambua, Paul Mwanzia	P.O. Box 7074 Eldoret	P. Eng., Bsc., MSc., PHD., MIEK., CMTI
A1519	Eng. Wambugu, Mercy Muthoni	P.O. Box 43561 Nairobi	P. Eng., Bsc., MIEK
E382	Eng. Wambugu, Paul Gateere	P.O. Box 52607–00200 Nairobi	P.Cons.Eng., Bsc., MICE., MECSA., MIEK
E333	Eng. Wambulwa, Patrick Simiyu	P.O. Box 46439 Nairobi	P.Cons.Eng., Bsc., MIEK
A2263	Eng. Wamugunda, Kinyua	P.O. Box 73259 – 00200 Nairobi	P. Eng., Bsc., MIEK
A2200	Eng. Wamukota, Antony Tawayi	P.O. Box 8733 – 00100 Nairobi	P. Eng., Bsc., MIEK
A3589	Eng. Wanangwe, Davis Shatimba	P.O. Box 24398–00100 Nairobi	P. Eng., Bsc., MIEK
A3525	Eng. Wanarua, Stanley Muchina	P.O. Box 68053–00200 Nairobi	P. Eng., Bsc., MIEK
E146	Eng. Wanday, Peter Odhiambo	P.O. Box 10128 – 00100 Nairobi	P.Cons.Eng., Bsc., MIEK., AM.C.I.Abr.
A2685	Eng. Wandera, Simon Mondono	P.O. Box 50948–00100 Nairobi	P. Eng., B.Tech., MPhil., MIEK
A2541	Eng. Wandiemba, John Javan	P.O. Box 370–40300 Homabay	P. Eng., BSc, MIEK
A3667	Eng. Wandu, Anthony Gichira	P.O. Box 17085–00100 Nairobi	P. Eng., Bsc., MIEK
A2254	Eng. Wanga, Javan Wanyama	P.O. Box 85401 – 008100 Mombasa	P. Eng., B.Eng., MIEK., AMIME (UK)
A3078	Eng. Wang'ang'a, Simon Ian	P.O. Box 70821–00400 Nairobi	P. Eng., B.Tech., MIEK
A3832	Eng. Wangare, Monica	P.O. Box 30260–00100 Nairobi	P. Eng., B.Tech., MIEK
A2871	Eng. Wangette, Isaac S.	P.O. Box 71 Homa Bay	P. Eng., Bsc., MIEK
A3185	Eng. Wangui, Erastus Waweru	P.O. Box 3905–00506 Nairobi	P. Eng., Bsc., MIEK
A3181	Eng. Wangui, Maureen	P.O. Box 102113–00101 Nairobi	P. Eng., Bsc., MIEK
A3212	Eng. Wanjala, Eric Wekesa	P.O. Box 145–50205 Webuye	P. Eng., B.Tech., FOA., MIEK
A3101	Eng. Wanjau, Gibson Ndirangu	P.O. Box 30156–00100 Nairobi	P. Eng., Bsc., MIEK
A3768	Eng. Wanjiku, Geoffrey Mwangi	P.O. Box 40676–00100 Nairobi	P. Eng., Bsc., MIEK
A3645	Eng. Wanjira, Wilfred Njuguna	P.O. Box 161–00300 Nairobi	P. Eng., Bsc., MIEK
A3639	Eng. Wanjiru, Evan Murimi Nyamu	P.O. Box 477–10101 Karatina	P. Eng., Bsc., MSc., PhD., MIEK
E022	Eng. Wanjohi, Isaac Gathungu	P.O. Box 21714 Nairobi	P.Cons.Eng., BSc, FIEK, MICE, CIEK, C.Eng, ACI Arb, MIHE, Lin. W. Eng., DIC
A3779	Eng. Wanjohi, Jeremiah Kiragu	P.O. Box 62729–00200 Nairobi	P. Eng., Bsc., MIEK
A3861	Eng. Wanyela, Milton Archbon	P.O. Box 52258–00100 Nairobi	P. Eng., BEng., MIEK
A2505	Eng. Wanyiri, Daniel Wanjau	P.O. Box 65985–00607 Nairobi	P. Eng., Bsc., MIEK
A2868	Eng. Wanyoike, John Karanja	P.O. Box 20198–00200 Nairobi	P. Eng., Bsc., MIEK
A3487	Eng. Wanyoike, Paul Kungu	P.O. Box 16208–00610 Nairobi	P. Eng., B.Tech., MIEK
A2149	Eng. Wanyoike, Robert Macharia	P.O. Box 41355 Mombasa	P. Eng., Bsc., MIEK
E490	Eng. Wanyonyi, Eliud Bone	P.O. Box 785–20117 Naivasha	P. Cons.Eng., BSc, MIEK
A2889	Eng. Wanyonyi, Morgan Simiyu	P.O. Box 230–50200 Bungoma	P. Eng., B.Tech., MIEK
A3647	Eng. Wanyonyi, Jamin Khalakayi	P.O. Box 30156–00100 Nairobi	P. Eng., B.Tech., MIEK
E409	Eng. Wasike, Godwin Wanyonyi	P.O. Box 19721 – 00100 Nairobi	P.Cons.Eng., BSc, MIEK
A2441	Eng. Wasinda, Auma Stephen	P.O. Box 13366 – 00100 Nairobi	P. Eng., BSc, MIEK
A2528	Eng. Wasioya, Buge Hatibu	P.O. Box 42681 – 00100 Nairobi	P. Eng., Bsc., MIEK
A2668	Eng. Waswa, Gammaliel Simiyu	P.O. Box 4267–00100 Nairobi	P.Eng., B.Tech., MIEK
E135	Eng. Waswa, Ambrose Wafula	P.O.Box 8272–00100 Nairobi	P.Cons.Eng., Bsc., MIEK
A2899	Eng. Watako, Julius Maloba	P.O. Box 2818 Bungoma	P. Eng., Bsc., MIEK
A2061	Eng. Wathome, Alex Mutunga	P.O. Box 7530 –00100 Nairobi	P. Eng., Bsc., MIEK
A3320	Eng. Wawire, Alex Wamboga	P.O. Box 9882–00100 Nairobi	P. Eng., Bsc., MIEK
A2595	Eng. Wekesa, Cleophas Simiyu	P.O. Box 151–40100 Kisumu	P. Eng., Bsc., MIEK
A3906	Eng. Wekesa, Edmond Wanyela	P.O. Box 7534–00200 Nairobi	P. Eng., Bsc., MIEK
A2621	Eng. Wekola, Moses Wafula	P.O. Box 9722–20100 Nakuru	P. Eng., BSc, MIEK
A3008	Eng. Wende, Joash Odhiambo	P.O. Box 2585–40100 Kisumu	P. Eng., B.Tech., MIEK
A2881	Eng. Wende, Luke Ouma	P.O. Box 26190–00100 Nairobi	P. Eng., B.Tech., MIEK
A3191	Eng. Wendot, Robert	P.O. Box 1803–00502 Nairobi	P. Eng., Bsc., MIEK
A3354	Eng. Were, Dickson Omondi	P.O. Box 20023–00200 Nairobi	P. Eng., Bsc., MIEK
A3823	Eng. Wilfred, Kipkirui Langat	P.O. Box 49712–00100 Nairobi	P. Eng., Bsc., MIEK
A2930	Eng. Yego, Shadrack Kiprutto	P.O. Box 24103–00100 Nairobi	P. Eng., BSc, MIEK
<i>Temporary Professional Engineers</i>			
Country	Name	Postal Address	Affixes
China	Eng. Dongzheng Li	P.O. Box 104507–00101 Nairobi	P.Temp.Eng.
China	Eng. Fei Zhang	P.O. Box 104507–00101 Nairobi	P.Temp.Eng.
Uganda	Eng. Odongo, Mark Ajal	P.O. Box 103765–00101 Nairobi	P.Temp.Eng.
America	Eng. Robert Fredrick Weaver	P.O. Box 7121 Grape Road, Granger, In 46530	P.Temp.Eng.
ECF44	Ama Consulting Engineers Limited	P.O. Box 66266–00800 Nairobi	Civil
ECF116	Anthonyisaacs Engineers Limited	P.O. Box 17520–20100 Nakuru	Civil
ECF58	Africon Universal Consulting Ltd	P.O. Box 3181–00506 Nairobi	Civil
ECF119	Amplus Consulting Engineers Ltd	P.O. Box 42450–00100 Nairobi	Civil
ECF41	Amsowconsult Limited	P.O. Box 63090–00200 Nairobi	Electrical & Mechanical
ECF61	Apec Consortium Limited	P.O. Box 3786–00100 Nairobi	Civil
ECF76	Apex Systems Consulting Group	P.O. Box 38900–00100 Nairobi	Civil

Reg. No.	Name	Postal Address	Affixes
	Limited		
ECF45	Associated Services Consultants	P.O Box 55284-00200 Nairobi	Mechanical & Electrical
ECF141	Avatech Consult Limited	P.O. Box 2393-00200 Nairobi	Civil
ECF11	Batch Associates Ltd	P.O Box 24103-00100 Nairobi	Civil
ECF4	Batiment Project Consulting Ltd	P.O. Box 23751-00100 Nairobi	Civil
ECF89	Bosko Engineering Consultants Ltd	P.O Box 25371-00100 Nairobi	Civil
ECF113	Building Services Group Limited	P.O Box 24529-00100 Nairobi	Mechanical
ECF125	Butichi & Associates Engineering Consultants Limited	P.O Box 104815-00101 Nairobi	Civil
ECF65	C M Kamau & Associates Ltd	P.O Box 74694-00200 Nairobi	Civil
ECF127	Cape Consult Limited	P.O Box 10128-00100 Nairobi	Civil
ECF88	Cas Consultants Limited	P.O Box 67693-00200 Nairobi	Civil
ECF103	Cgp Consulting Engineers Ltd	P.O Box 58911-00200 Nairobi	Civil
ECF104	Choice Consultants	P.O Box 8484-00200 Nairobi	Electrical
ECF129	Civil One Consulting Engineers Ltd	P.O Box 103409-00101 Nairobi	Civil
ECF60	Civotech Associates Limited	P.O Box 26603-00100 Nairobi	Civil
ECF20	Cobeam Designs	P.O Box 6437-00200 Nairobi	Civil
ECF115	Connex Engineering Limited	P.O Box 21396-00505 Ngong Road	Civil
ECF138	Design Masterplan Limited	P.O. Box 58438-00200 Nairobi	Civil
ECF74	Donn Consultants	P.O Box 10457-00100 Nairobi	Electrical
ECF71	East African Engineering Consultants Limited	P.O Box 30707-00100 Nairobi	Civil
ECF57	Ecosite Development Consultants Ltd	P.O Box 56075-00200 Nairobi	Civil
ECF83	Edcons (K) Ltd	P.O Box 19721-00100 Nairobi	Civil
ECF117	Edvik Consulting Kenya Limited	P.O. Box 1245-00606 Sarit Centre	Civil
ECF68	Engiconsult Consulting Engineers	P.O Box 42256-00100 Nairobi	Civil
ECF139	Engineering Ideals Kenya Limited	P.O. Box 51288-00200 Nairobi	Civil
ECF87	Engplan Consulting Engineers Limited	P.O. Box 17845-00100 Nairobi	Civil
ECF2	Engscope Consulting Engineers Ltd	P.O Box 59421-00200 Nairobi	Civil
ECF86	Feradon Associates Ltd	P.O Box 7375-00300 Nairobi	Electrical
ECF91	Finix Consulting Ltd	P.O Box 1088-00517 Nairobi	Civil
ECF120	Framari Exclusive Agencies Limited	P.O. Box 12703-00100 Nairobi	Civil
ECF108	Frame Consultants Ltd	P.O Box 58624-00200 Nairobi	Civil
ECF7	Frinconsult Ltd.	P.O Box 235 - 01000 Thika	Civil
ECF22	G A Consultants Limited	P.O Box 2670-00100 Nairobi	Civil
ECF93	Gath Consulting Engineers Ltd	P.O Box 14279-00800 Nairobi	Civil
ECF50	Gathara & Partners Consulting Engineers	P.O Box 53980-00200 Nairobi	Civil
ECF110	Gedox Associates Ltd	P.O Box 64441-00620 Nairobi	Electrical
ECF73	Geotest Engineers Limited	P.O. Box 154-00502 Nairobi	Civil
ECF114	Graeme Watson Associates	P.O Box 66507-00800 Nairobi	Civil
ECF140	Howard Humphreys East Africa Limited	P.O Box 30156-00100 Nairobi	Civil & Mechanical
ECF42	Ilovi Consulting Engineers Ltd	P.O Box 79625-00200 Nairobi	Civil
ECF112	Interconsult Engineers Ltd	P.O Box 55176-00200 Nairobi	Civil
ECF69	Interphase Consultants Limited	P.O Box 21974-00505 Nairobi	Civil
ECF14	Inticom Limited Consulting Engineers	P.O Box 14105-00100 Nairobi	Civil
ECF34	Itec Engineering Limited	P.O Box 63532-00619 Nairobi	Civil
ECF64	Kinconsult Associates Limited Consulting Engineers	P.O Box 10529-00100 Nairobi	Civil
ECF33	Kiri Consult Limited	P.O Box 4125-00506 Nairobi	Civil
ECF95	Kurrent Technologies Limited	P.O Box 16989-00620 Nairobi	Mechanical
ECF94	La Femme Engineering Services Ltd	P.O Box 64723-00620 Nairobi	Civil
ECF97	Loadline Engineering Services	P.O Box 52440-00200 Nairobi	Electrical
ECF128	Log Associates Limited	P.O. Box 10677-00100 Nairobi	Agricultural
ECF124	Lotus & Partners Consulting Engineers Limited	P.O. Box 40887-00100 Nairobi	Electrical
ECF62	M & E Consulting Engineers	P.O Box 50744-00100 Nairobi	Mechanical & Electrical
ECF82	Mankan Consulting Engineers Ltd	P.O Box 57866-00200 Nairobi	Civil
ECF121	Mascal Ltd	P.O. Box 27309-00100 Nairobi	Civil
ECF111	Max & Partners Limited	P.O. Box 1349-00606 Nairobi	Civil
ECF12	Maxcad Consulting Engineers Ltd	P.O Box 40482-80100 Mombasa	Civil
ECF144	Mebs & Industrials Limited	P.O. Box 99784-80107 Mombasa	Electrical
ECF107	Mecoy Consultants Ltd	P.O. Box 20198-00200 Nairobi	Electrical
ECF143	Metrix Integrated Consultancy	P.O. Box 26524- 00504 Nairobi	Civil
ECF75	Metrocom Consultants Limited	P.O. Box 27090-00100 Nairobi	Electrical
ECF39	Moti Consultants Limited	P.O Box 27345-00100 Nairobi	Civil
ECF56	Multiscope Consulting Engineers Ltd	P.O Box 12012-00100 Nairobi	Civil
ECF137	Nemel Kenya Limited	P.O. Box 76230-00508 Nairobi	Electrical
ECF130	Ngasi Consulting Engineers	P.O Box 2680-00202 Nairobi	Civil
ECF131	Norken International Limited	P.O Box 9882-00100 Nairobi	Civil
ECF96	Norkun Intakes Limited	P.O Box 605-00100 Nairobi	Electrical
ECF46	Ochieng' Abuodha And Associates Limited	P.O Box 4854-00506 Nairobi	Civil

Reg. No.	Name	Postal Address	Affixes
ECF66	Pleng Engineering Limited	P.O Box 24866–00100 Nairobi	Civil
ECF102	Prisma Technics Limited	P.O Box 49197–00100 Nairobi	Electrical
ECF1	Procon Consulting Engineers Ltd.	P.O Box 5201–00506 Nairobi	Civil
ECF35	Professional Consultants Limited	P.O Box 45792–00100 Nairobi	Civil
ECF92	Re–Engineering Consulting Engineers Limited	P.O. Box 105495–00101 Nairobi	Civil
ECF37	Remax Consult Limited	P.O Box 3550–00506 Nairobi	Electrical
ECF109	Rhines Engineering Services Limited	P.O Box 9947–00200 Nairobi	Civil
ECF70	Royal Associated Consulting Engineers Limited	P.O. Box 37705–00100 Nairobi	Civil
ECF48	Runji Consulting Group Ltd	P.O Box 68053 Nairobi	Civil
ECF38	Samu Engineering Consultants Limited	P.O. Box 20310–00200 Nairobi	Civil
ECF81	Servcon Associates Limited	P.O Box 5602–00100 Nairobi	Electrical
ECF54	Smoothconsult Consulting Engineers Limited	P.O Box 4095–20100 Nakuru	Civil
ECF106	Sobocon Associates Limited	P.O Box 34558–00100 Nairobi	Civil
ECF122	Span Consulting Engineers Llp	P.O. Box 75093–00200 Nairobi	Civil
ECF30	Stroutel Africa Limited	P.O Box 76664–00508	Civil
ECF123	Syldon & Partners Consulting Engineers Limited	P.O. Box 664–00606 Nairobi	Electrical
ECF133	Synchroconsult Associates Ltd	P.O Box 79626–00200 Nairobi	Electrical
ECF5	Terms Kenya Limited	P.O Box 29204–00100 Nairobi	Civil
ECF51	Terraconsult Kenya Ltd	P.O Box 35305–00100 Nairobi	Civil
ECF47	Tertiary Consulting Engineers Limited	P.O Box 46439–00100 Nairobi	Civil
ECF135	Timcon Transport Consulting Ltd	P.O Box 62389–00200 Nairobi	Civil
ECF36	Tripple Systems Consultants Limited	P.O. Box 64353–00620 Nairobi	Civil
ECF21	Uniconsult Engineering Consultants Ltd	P.O. Box 59763–00200 Nairobi	Civil
ECF132	Varsani Associates Limited	P.O Box 325–00606 Nairobi	Mechanical
ECF63	Vejtech Consult Limited	P.O Box 15702–00509 Nairobi	Civil
ECF100	Vemart Engineering Consultants Ltd	P.O Box 9333–00200 Nairobi	Civil
ECF136	Vex Engineers Ltd	P.O. Box 15044–00100 Nairobi	Civil
ECF67	Wanjohi Mutonyi Consult Limited	P.O Box 21714–00505 Nairobi	Civil
ECF53	Westconsult	P.O Box 50222–00200 Nairobi	Mechanical & Electrical
ECF10	Witts Engineering Consulting Ltd.	P.O Box 70584–00400 Nairobi	Civil
ECF27	Xenocon Consulting Engineers	P.O Box 59385–00200 Nairobi	Civil
ECF105	Zamconsult Consulting Engineers Ltd	P.O Box 68221–00200 Nairobi	Civil

Dated the 28th March, 2022.

ENG. MARGARET N. OGAI,
Registrar/CEO, Engineers Board of Kenya.

GAZETTE NOTICE NO. 3637

THE INSURANCE ACT

(Cap. 487)

THE INSURANCE (REINSURANCE ARRANGEMENTS) GUIDELINES, 2022

STATEMENT OF INTENT

THE Insurance (Reinsurance Arrangements) Guidelines are made by the Insurance Regulatory Authority pursuant to section 3A (1) (g) of the Insurance Act and are intended to provide standards for the use of reinsurance and other forms of risk transfer, standards to be applied to manage the selection, implementation, monitoring, review, control and documentation of reinsurance arrangements and controls and reporting standards for risk transfer programmes.

Citation

1. These Guidelines may be cited as the Insurance (Reinsurance Arrangements) Guidelines, 2022.

Interpretation

2. In these Guidelines, unless the context otherwise requires—

“appointed actuary” means an external and independent actuary with qualifications as indicated in section 2 of the Act;

“aggregate exposure” means the amount of reinsurance coverage provided by a single reinsurer to a cedant during a specified period for all reinsurance losses likely to be sustained during that period;

“cedant” means an insurer who enters into a reinsurance arrangement with a reinsurer;

“cession” means the amount of insurance risk transferred to a reinsurer by a ceding company may be the whole or a portion of a single risk;

“cut-through” means reinsurance contract provision that allows a party other than the cedant and the reinsurer to have rights under the reinsurance contract;

“facultative reinsurance” means reinsurance of individual risks by offer and acceptance;

“fronting arrangements” means a reinsurance arrangement where the cedant transfers the entire risk to a reinsurer;

“maximum event retention” means the maximum amount retained, calculated separately by class of business, by the insurer in respect of the accumulation of all losses arising from a defined event;

“mismatch risk” refers to where the terms and conditions of a reinsurance contract differs from that of the policy issued by a cedant for the class of business reinsured leading to a gap in reinsurance protection;

“retention” means the amount of risk which a cedant or a reinsurer keeps for its own account; and

“treaty reinsurance” means a reinsurance contract under which the cedant agrees to cede and the reinsurer accepts a portfolio of risks of a particular class or classes of business.

Application

3. These Guidelines shall apply to all insurers.

Purpose of the Guidelines

4. The purpose of these Guidelines is to set—

(a) standards for the use of reinsurance and other forms of risk transfer;

(b) standards to be applied to manage the selection, implementation, monitoring, review, control and documentation of reinsurance arrangements; and

(c) controls and reporting standards for risk transfer programmes.

General Principles

5. Reinsurance arrangements shall take the following issues into account—

- (a) the financial strength and claims payment ability of the reinsurers in question;
- (b) the risk and capital management strategy of the cedant;
- (c) the appropriateness of the reinsurance strategy given the underlying insurance portfolios;
- (d) the structure of the reinsurance programme;
- (e) the extent to which relevant functions are outsourced;
- (f) the levels of aggregate exposure to a single reinsurer or different reinsurers being part of the same group;
- (g) the proportion of business ceded so that the net risks retained are commensurate with the insurer's financial resources;
- (h) the resilience of the reinsurance programme in stressed claims situations;
- (i) the extent of any credit risk mitigation in place;
- (j) processes for—
 - (i) timely and complete reporting and settlements;
 - (ii) approving, monitoring and confirming the placement of facultative reinsurance;
 - (iii) monitoring the performance and potential exhaustion of its reinsurance programme; and
 - (iv) ensuring that it has accurate and complete reinsurance documentation of contract terms and conditions;
- (k) the mismatch risk between the underlying policies and the reinsurance contracts;
- (l) controls of reinsurance arrangements suitable in the context of the nature, scale and complexity of the business and the extent of their reinsurance exposures.

Responsibility of the Board of Directors

6. (1) The roles and responsibilities of the board of directors with regard to an insurer's reinsurance arrangements shall be to —

- (a) oversee the development of a reinsurance management strategy and ensure it is implemented;
- (b) establish appropriate monitoring mechanisms to ensure that the strategy is being delivered and complied with;
- (c) review the reinsurance strategy at least biennially and whenever there have been material changes in the company's circumstances;
- (d) ensure regular reviews of the performance of the reinsurance programme, to ensure that it functions as intended and continues to meet its strategic objectives;
- (e) put in place an appropriate reinsurance function for the day-to-day management of the reinsurance programme;
- (f) set limits on the net risk to be retained per class of business and aggregate for the company;
- (g) determine the maximum foreseeable amount of reinsurance protection to be obtained from approved reinsurers; and
- (h) seek the advice of appointed actuary on the soundness of risk and capital management strategy before entering into, modifying or terminating a reinsurance arrangement.

(2) The head of the reinsurance function shall have a minimum qualification of certificate of proficiency in reinsurance practice from a recognised institution.

Responsibility of Management

7. The roles and responsibilities of management with regard to insurer's reinsurance arrangements are to —

- (a) implement the insurer's reinsurance management strategy;
- (b) develop and implement procedures with respect to reinsurance arrangements;
- (c) periodically analyse and assess the quality and performance of reinsurance arrangements and report to the Board on a regular basis and upon request;
- (d) set underwriting guidelines that specify the types of insurance to be underwritten, policy terms and conditions and aggregate exposure by class of business;
- (e) establish and document limits on the amount and type of insurance that will be covered by treaty reinsurance;
- (f) establish and document criteria for placing and accepting facultative cover; and
- (g) establish internal control mechanisms to ensure that reinsurance arrangements comply with the reinsurance management strategy and procedures and with legal and regulatory requirements.

Reinsurance Management Strategy

8. (1) Insurer's reinsurance management strategy shall be part of the risk and capital management strategy.

(2) Every insurer shall have a written reinsurance management strategy, approved by the company's Board of Directors that is appropriate to the insurer's overall risk profile.

(3) At a minimum, the reinsurance management strategy of an insurer shall—

- (a) identify the insurer's risk tolerance;
 - (b) identify the level of cessions appropriate for the insurer's risk tolerance;
 - (c) identify, and clearly articulate, any other reasons for seeking reinsurance cover, such as risk diversification, financing of new business or expertise transfer;
 - (d) determine the types of reinsurance arrangements that are appropriate to the insurer's risk tolerance;
 - (e) set out how liquidity will be managed where there is a timing mismatch between the payment of claims and the receipt of reinsurance recoveries;
 - (f) consider peak exposures and seasonality in the insurance portfolio;
 - (g) consider appetite for credit risk;
 - (h) consider the capital management strategy; and
 - (i) define and document the insurer's approach for reinsurance management framework, identifying the procedures for—
 - (i) the reinsurance cover(s) to be purchased;
 - (ii) the selection process of reinsurers; and
 - (iii) monitoring reinsurance programs, including reporting and internal control systems.
- (4) An insurer shall review and submit its reinsurance management strategy to the Authority every two years.

Reinsurance arrangements

9. (1) Insurers may enter into inward reinsurance arrangements, provided that—

- (a) any such arrangements are clearly identified and fully taken into account in the insurer's reinsurance strategy;
- (b) the insurer has provided for adequate reserving for any inward reinsurance business; and
- (c) the terms and conditions of the reinsurance cover must be compatible with those of the underlying insurance business in order to avoid mismatch risk.

(2) An insurer shall submit reinsurance arrangements for the following year to the Authority on or before the 30th September every year.

Quantum Reinsurance Cover

10. In calculating the quantum of reinsurance cover required, insurers shall apply the following methodology—

- (a) calculation of the quantum of maximum loss arising from the catastrophic event determined by the Board to be the most financially damaging to the insurer;
- (b) in calculating the maximum loss, the Board shall include the impact of this catastrophic event on all classes of business underwritten by the insurer;
- (c) establish the maximum event retention; and
- (d) effect reinsurance cover between the maximum loss and the maximum event retention.

Written Procedures

11. An insurer shall have in place written procedures in respect of—

- (a) timely payments of reinsurance premiums to reinsurers; and
- (b) timely recovery of reinsurance claims.

Internal Controls

12. An insurer shall put in place adequate internal control systems to ensure that—

- (a) all underwriting is carried out in accordance with the company policy;
- (b) planned reinsurance cover is in place at all times;
- (c) claims are reported to the reinsurer in a timely manner and in accordance with the reinsurance agreement;
- (d) reinsurance claims payments are being promptly recovered; and
- (e) material deviations from items (a) to (d) above are identified and reported to Management and the Board of Directors.

Prohibited Practices

13. An insurer shall not enter into fronting arrangements unless prior approval is granted by the Authority in writing.

Fronting Arrangements

14. (1) In requesting for approval of fronting arrangements and overseas reinsurance placement, an insurer shall provide the following information in respect to the risk being fronted—

- (a) sum insured;
- (b) previous sum insured, where applicable;
- (c) premium rate charged;
- (d) previous premium rate charged, where applicable;
- (e) date of inception and expiry of cover;
- (f) proof of declination from the mandatory cession reinsurers;
- (g) description of the risk including the terms and conditions; and
- (h) reinsurers participating in the risk, their credit rating and their proportions.

(2) Each fronting arrangement shall be submitted to the Authority in writing and in addition to the deposits required under section 32 of the Act, the insurer shall maintain a further deposit equivalent to 10% of the premium payable.

Protection of Policy Holders

15. An insurer shall put in place measures intended to protect the policyholders including the use of cut-through provisions.

Appointed Actuary

16. An insurer shall ensure that the appointed actuary provides an assurance on the appropriateness and adequacy of the insurer's reinsurance strategy and arrangements.

Enforcement

17. Where the Authority determines non-compliance with the provisions of these Guidelines, it may take any intervention prescribed in the Act, including—

- (a) require an insurer to invest in a specified manner;
- (b) restrict or prohibit an insurer from investing in certain asset classes or individual assets to safeguard insurance funds;
- (c) disqualify or revoke the appointment of an individual in a position as board member, management or key person in a control function;
- (d) impose additional reporting requirements;
- (e) withdraw or impose conditions on the business license;
- (f) impose monetary penalties as provided for under the Act; and
- (g) take any other action as may be deemed necessary.

ABDIRAHIN ABDI,

*Chairperson,
Insurance Regulatory Authority.*

GEOFFREY KIPTUM,

*Chief Executive Officer and
Commissioner of Insurance,
Insurance Regulatory
Authority.*

GAZETTE NOTICE NO. 3638

THE INSURANCE ACT

(Cap. 487)

THE INSURANCE (CLAIMS MANAGEMENT)
GUIDELINES, 2022

STATEMENT OF INTENT

THE Insurance (Claims Management) Guidelines are made by the Insurance Regulatory Authority pursuant to section 3A(1)(g) of the Insurance Act and are intended to provide principles of management of insurance claims by an insurer as well as the market conduct relating to the claims process and to ensure prompt payment of claims and to promote consumer confidence in the insurance industry.

Citation

1. These Guidelines may be cited as the Insurance (Claims Management) Guidelines, 2022.

Interpretation

2. In these Guidelines, unless the context otherwise requires—

“claim” means a request by a claimant to an insurance company for compensation based on the terms of the insurance policy and includes claims related expenses;

“claimant” means a person who has a right to a settlement arising from a contract of insurance;

“insurer” means a person, registered under the Act, who carries on insurance business; and

“service provider” refers to Risk Managers, Motor Assessors, Insurance Investigators, Loss Adjustors, Insurance Surveyors and Claim Settling Agents registered under the Act.

Application

3. These Guidelines shall apply to all insurers, intermediaries and the service providers.

Purpose

4. The purpose of these Guidelines is—

- (a) to ensure prompt payment of claims; and
- (b) to promote consumer confidence in the insurance industry.

General Requirements

5. The board of an insurer shall develop, document and implement policies and procedures for effective claims management.

Pre-Loss Information

6. (1) An insurer shall, at the time of issuing an insurance policy, provide in writing the procedures to be followed by a claimant when lodging a claim.

(2) An insurer shall not ask for information that ought to have been provided at the time of policy issuance.

(3) An insurer shall explain to the policyholder the claim conditions such as depreciation, average, pre-loss value, reinstatement, excess or deductibles among others.

(4) An insurer shall ensure that the claims procedure provided to the claimant contains information on—

- (a) loss minimization;
- (b) claims notification as provided under the terms of the policy; and
- (c) the need for claimant to cooperate with the insurer and other service providers in the processing of the claim.

Valuation of Motor Vehicles

7. An insurer shall ensure that valuation of motor vehicles shall be carried out at inception or subsequent renewal of cover and the valuation shall form the basis of settlement of any claim.

Repair of Motor Vehicles

8. (1) Accident vehicles shall be repaired by a repairer of the insured choice selected from the insurer's panel of repairers, provided that where the insured chooses one outside the panel, the insurer shall ascertain that the repairer is competent to carry out such repairs and has complied with all statutory requirements to carry out such business.

(2) A copy of the assessment report containing a list of parts to be repaired and replaced shall be made available to the claimant.

Contribution Towards Repairs

9. An insured shall only be called upon to contribute towards repairs where—

- (a) components in the vehicle are subject to continuous wear and tear and such components shall include—
 - (i) tyres and tubes;
 - (ii) batteries;
 - (iii) engine overhaul parts; and
 - (iv) gear box, transmission and transfer cases.
- (b) the vehicle requires rebranding after repairs; and
- (c) the repair requires a set of similar items to be replaced whilst only one of the items was damaged in the accident.

Claim of Notification

10. (1) Notification of the claim shall be done as per the insurance policy terms and conditions.

(2) Where a claim notification is received by an insurance intermediary, such notification shall immediately be transmitted to the insurer not later than two (2) working days.

(3) Any claims notified through an intermediary shall be deemed to have been notified to the insurer.

Acknowledgement of Claim Notification

11. An insurer shall take the following action immediately but not later than two (2) working days, upon receipt of claim notification —

- (a) acknowledge the notification;
- (b) avail an appropriate claim form and if specific documents are required for processing the claim, the insurer shall provide a list of all the documents;
- (c) provide any additional information or advice that will assist in dealing with the claim; and
- (d) appoint a service provider(s) as necessary.

Receipt of Claims by the Company

12. (1) An insurer shall upon receipt of all the documents from the claimant —

- (a) acknowledge receipt of the documents within two (2) working days;
- (b) if a claim is admissible and can be settled immediately without any further assessment, effect the settlement of the claim;
- (c) if the claim is admissible but further assessment by a service provider is necessary to quantify the loss, appoint a service provider and advise the claimant on the action being taken and the insurer shall, upon receipt of the assessment report, make an offer to settle the claim;
- (d) where further investigation is necessary to determine admissibility of the loss under the policy, notify the claimant of this requirement; and
- (e) and within seven (7) calendar days of receipt of the investigation report, make an offer or communicate declination and the reasons thereof.

(2) An admission of liability as contemplated under the Act shall be construed to mean performance of an act by an insurer that is consistent with the settlement of the claim and shall include but not limited to making of an offer, issue of a discharge voucher, authorizing repair and replacements.

(3) If in the opinion of the insurer the loss is not covered by the insurance policy, the insurer shall after exhausting their internal mechanisms on declining a claim, immediately send a notification to the claimant explaining the reasons for declining the claim; and

(4) If the amount offered is different from the amount claimed, the insurer shall explain the reason for this to the claimant and avail to the claimant the assessment report.

(5) Where the insurer declines part of a claim, the insurer shall promptly notify the claimant of this fact and explain the reasons.

(6) An insurer shall not repudiate a claim on the basis of late notification without establishing the reasons thereof.

Decline of Claim

13. An insurer shall not decline a claim on the grounds of—

- (a) non-disclosure of material facts which a policyholder will not reasonably be expected to have known;
- (b) pre-existing or congenital medical conditions which had not been previously diagnosed;
- (c) misrepresentation unless it is fraudulent or negligent misrepresentation of material facts;
- (d) breach of warranty or condition where the circumstances of the loss are unconnected with the breach;
- (e) late reporting without establishing and considering the reasons for the late notification;
- (f) a breach of policy conditions where the policyholder was not issued with the policy document at inception of the policy;
- (g) non-payment of premium to an insurer where cover has not been cancelled or where cancellation has been done through an intermediary and not communicated to the policyholder; and
- (h) expiry of a driving license at the time of the accident provided that the driver was not disqualified from holding such a license at the time of the accident.

Procedure Manual

14. (1) Every insurer shall develop and maintain a manual on their claims handling procedures which shall include all steps from claim intimation to settlement for different classes of insurance business.

(2) The manual shall provide expected timeframes in each of the steps, provided that the insurer shall, while setting the time frames take into consideration the provisions of the Act.

(3) An insurer, while formulating the manual, shall put in place clearly defined controls and reporting systems surrounding the claims management process.

(4) An insurer shall update the claimant on status of the claim in a timely and fair manner.

Insurance Fraud

15. (1) An insurer shall take the following steps to eradicate fraudulent claims —

- (a) establish systems and controls for detecting and prevention of fraudulent claims; and
- (b) discourage fraudulent practices by informing the claimant of the consequences of submitting false statements.

(2) An insurer shall report fraudulent claims to the Authority and maintain a database of the same.

Salvage Disposable

16. An insurer shall not dispose of salvage before the insured is indemnified.

Customer Service

17. (1) An insurer shall establish a well-resourced customer service function, depending on the nature, scale and complexity of the insurer's operations, to address queries and complaints related to claims.

(2) An insurer shall have a documented procedure and timelines for receiving, registering and resolving complaints and the same be replicated in each of its offices.

Enforcement

18. Where the Authority determines non-compliance with the provisions of these Guidelines, it may take any intervention prescribed in the Act including —

- (a) directing the insurer, intermediary or the service provider to take appropriate remedial action;
- (b) imposing additional reporting requirements and monitoring activities;
- (c) withdrawing or imposing conditions on the business license taking into account the nature of the breach;
- (d) imposing monetary penalties as provided for under the Act; or
- (e) taking any other action as may be deemed necessary.

ABDIRAHIN ABDI

GEOFREY KIPTUM

*Chairperson,
Insurance Regulatory Authority.*

*Chief Executive Officer and
Commissioner of Insurance,
Insurance Regulatory
Authority.*

GAZETTE NOTICE NO. 3639

THE INSURANCE ACT

(Cap. 487)

THE INSURANCE (CORPORATE GOVERNANCE) GUIDELINES, 2022

STATEMENT OF INTENT

THE Insurance (Corporate Governance) Guidelines are made by the Insurance Regulatory Authority pursuant to section 3A (1) (g) of the Insurance Act and are intended to set minimum standards of good corporate governance practices by the entities. The aim is to promote the development, implementation and effective oversight of policies that clearly define and support the objectives of the entity, defining the roles and responsibilities of persons accountable for the management and oversight of an entity, setting requirements relating to how decisions and actions are taken, providing for communication, as appropriate, on matters relating to the management, conduct and oversight of the entity to stakeholders, and providing for corrective actions to be taken for non-compliance or weak oversight, controls or management.

Citation

1. These Guidelines may be cited as the Insurance (Corporate Governance) Guidelines, 2022.

Interpretation

2. In these Guidelines, unless the context otherwise requires —

“Board” means the Board of Directors of the regulated entity;

“corporate governance” means the systems, structures, policies and processes through which a regulated entity is managed and controlled;

“control function” means a function that is independent and provides the insurer's board of directors and management with an independent assessment of the quality and effectiveness of an insurers' internal control systems which include, risk management, actuarial, compliance and internal audit;

“fiduciary relationship” means the legal or ethical relationship between two or more parties;

“management staff” means the principal officer and the direct reports;

“Non-Executive Director” means a member of a board of an entity who is not involved in the day to day management of the entity;

“fit and proper criteria” means an assessment of the suitability of significant owners, board members, management staff and heads of control functions with respect to qualifications, financial soundness and integrity;

“regulated entity” means an insurer, insurance broker and bank assurance intermediary registered under the Act; and

“principal officer” means the Chief Executive Officer or Managing Director approved by the Authority and responsible for the general control, direction and supervision of the regulated entity.

Application

3. These Guidelines shall apply to regulated entities.

Purpose

4. The purpose of these Guidelines is to set minimum standards of good corporate governance practices by the entities.

General Principles

5. A regulated entity shall develop a corporate governance framework —

- (a) to promote the development, implementation and effective oversight of policies that clearly define and support the objectives of a regulated entity;
- (b) to define the roles and responsibilities of persons accountable for the management and oversight of a Regulated Entity;
- (c) to set requirements relating to how decisions and actions are taken;
- (d) to provide for communication as appropriate, on matters relating to the management, conduct and oversight of a regulated entity to its stakeholders;
- (e) to provide for corrective actions to be taken for non-compliance or weak oversight, controls or management, and;
- (f) to adequately recognise and protect the interest of policy holders.

Governance Structure of the Board

6. (1) The board shall ultimately be accountable and responsible for the corporate governance framework.

(2) A regulated entity shall have an effective board that is accountable and responsible for the performance and conduct of its business.

(3) Delegation of board's functions to board committees or management does not absolve the board of its responsibilities;

(4) A regulated entity shall ensure that the management and board functions are clearly separated to enable the board to exercise its oversight function over management.

(5) A regulated entity shall ensure that the corporate governance framework meets the expectations of all its stakeholders.

(6) A regulated entity shall ensure that no member of its management sits in the board as a member except the Principal Officer.

(7) A regulated entity shall have an adequate number of board members that enable it to carry out its functions effectively and efficiently.

(8) Where the constitutive documents of the entity allow for the appointment of an alternate director, such an appointment shall be subject to approval by the Authority.

(9) A regulated entity shall ensure that one third of the board members are independent directors who shall not hold office for more than six years.

(10) An independent director shall be a person who—

- (a) has not been employed by a regulated entity within the preceding five (5) years;
- (b) is not associated to an adviser or consultant to a regulated entity or a member of the entity's management staff or a significant customer or supplier of the entity or with an organization that receives significant contributions from the entity or within the preceding five (5) years, has not had any business relationship with the entity;
- (c) has no personal service contract(s) with a regulated entity or a member of the entity's employees;
- (d) is not a member of the immediate family of any person described above; or
- (e) has not had any of the relationships described above with any affiliate of the entity.

(11) The board shall be composed of individuals with a balance of skills, diversity and expertise, who collectively possess the necessary qualifications commensurate with the size, complexity and risk profile of the entity.

(12) The Principal Officer shall be an *ex-officio* member of the board with no right to vote at the board meetings.

(13) All board members shall train on corporate governance with an institution recognized by the Authority.

(14) The board of a regulated entity shall have and maintain the necessary skills, knowledge and understanding of the entity's business to be able to fulfil their roles.

(15) The board of an entity shall establish and periodically review a board charter which defines the respective roles, responsibilities and functions of the board.

Responsibility of the Board

7. The board shall —

- (a) set a regulated entity's strategic objectives, the means of attaining the objectives and the procedures for monitoring and evaluating the progress made towards achievement of the objectives;
- (b) select, monitor and where necessary replacement of key executives and overseeing succession planning;
- (c) develop and implement human resource policies including a remuneration policy that is reviewed periodically which does not induce excessive or inappropriate risk taking;
- (d) be in charge of the overall direction of the business of the entity, including capital management, revenue streams, expenses and profitability;
- (e) align the corporate culture, corporate activities and behavior with the expectation that the entity will operate in a safe and sound manner, with integrity and in compliance with applicable laws, regulations and guidelines;
- (f) ensure that the entity has appropriate systems and functions for risk management and internal controls and to provide oversight to ensure that these systems and the functions that oversee them are operating effectively and as intended;

(g) set out nomination and appointment procedures, structure, function, re-election, removal and balance the board composition depending on the nature, scale and complexity of a regulated entity;

(h) set a regulated entity's values and standards, including ethical standards and ensure that obligations to policyholders and other stakeholders are met;

(i) devise policies to govern related party transactions;

(j) establish a policy on declaration of dividends to shareholders and participating policyholders if applicable;

(k) set out policies dealing with conflict of interest, fair treatment of customers and information disclosure;

(l) prepare financial statements and accounts; and

(m) inculcate an appropriate risk culture throughout the entity.

Fiduciary Duties

8. (1) The board shall establish clear roles and responsibilities in discharging its fiduciary and leadership functions.

(2) In exercising fiduciary duties, each board member shall —

- (a) exercise reasonable degree of care, skill and diligence;
- (b) act in the best interests of the company and not for any other purpose;
- (c) act honestly at all times and shall not place themselves in a situation where personal interests conflict with those of the company;
- (d) at all times exercise independent judgement;
- (e) devote sufficient time to carry out their responsibilities and enhance their skills;
- (f) promote and protect the image of the company;
- (g) owe their duty to the company and not to the nominating authority; and
- (h) owe the company a duty to hold in confidence all information available to them by virtue of their position as a board member.

Fit and Proper Criteria

9. The directors of an entity shall meet the "fit and proper criteria" as defined under paragraph 1.

Role of the Chairperson

10. The Chairperson of the board shall be an independent director who shall provide leadership to the board for its proper and effective functioning.

Board Committees

11. (1) The board shall establish board committees, depending on the nature, scale and complexity on the entity, to assist in discharging its duties and responsibilities.

(2) The Committees of the Board shall include— z

- (a) audit;
- (b) risk management;
- (c) policyholder protection;
- (d) finance and investment; and
- (e) ethics and compliance.

(3) The Board shall be responsible for monitoring and oversight of the committees.

(4) The committees of the board shall be composed of at least three members at any onetime to assist in discharging its duties and responsibilities.

(5) The chairperson of the board shall not be a member of any board committee.

(6) Where a committee of the board performs more than one function, the board shall ensure such a combination does not compromise the integrity or effectiveness of the combined functions.

(7) The committees of the board shall have clearly defined mandates, authority to carry out their respective functions and the degree of independence and objectivity as appropriate to the role of the committee.

(8) The chairperson of the committee in charge of the audit shall be an independent director of the board with accounting, finance or audit knowledge and experience.

(9) The Principal Officer shall not be a member of the Audit Committee.

Committees in Charge of Audit Function

12. The committee in charge of the audit function shall perform among others the following responsibilities —

- (a) provide an independent review of the effectiveness of the financial reporting process and internal control systems;
- (b) review the effectiveness of the internal audit function; and
- (c) recommend to the board for the appointment, re-appointment, dismissal, remuneration and terms of engagement of the external auditors and appointed actuaries.

13. (1) The committee of the board in charge of the risk management function shall ensure that the management maintains a sound risk management system and internal controls to safeguard policyholder's interest and the entity's assets.

(2) The committee shall determine the nature and extent of the significant risk which the board is willing to take in achieving its strategic objectives.

(3) The committee shall maintain a group-wide and aggregated view on the risk profile of the entity in addition to the individual risk profile.

Committee in Charge of Policyholder Protection

14. (1) The committee in charge of policyholder protection shall develop a mechanism of keeping the policyholders well informed and educated about insurance products, claims and complaint-handling procedures.

(2) The procedure shall at a minimum—

- (a) set out a policy on fair treatment of customers and monitor its implementation;
- (b) put in place proper procedures and effective mechanism to address complaints and grievances of policyholders; and
- (c) have fully documented internal procedures for resolving disputes between the customer and the entity or any other person acting on behalf of the entity

Ethics Function

15. Board's responsibilities in respect to the ethics functions shall be—

- (a) to establish and embed corporate ethical values, the ethics policy and code, ensure and monitor ethical business practices;
- (b) to set out a policy on anti-fraud and anti-corruption and monitor its implementation;
- (c) to supervise and monitor matters reported using the entity's whistle blowing or other confidential mechanisms for employees and others to report ethical and compliance concerns or potential breaches or violations; and
- (d) approve compliance framework, review their effectiveness on a regular basis and signoff on any material compliance issues or matters.

Committee in Charge of Nomination and Remuneration Function

16. The committee in charge of nomination and remuneration function shall set up a policy on nomination, remuneration and

performance of the board, Principal Officer, management and persons in control functions of the entity.

17. Management staff shall oversee the operations of the entity and provide direction on a day-to-day basis, subject to the objectives and policies set out by the board of directors, as well as other legal requirements.

(2) Management staff shall provide the board with comprehensive, relevant and timely information to enable the review of business objectives, business strategy and policies, and to hold Management staff accountable for performance.

Board Performance and Evaluation

18. (1) The board shall—

- (a) determine the board performance evaluation criteria; and
- (b) undertake an annual evaluation of board performance.

(2) The evaluation shall cover the board, committees of the board individual members, the chairperson, the Chief Executive Officer and the Company Secretary.

Role of Principal Officer

19. (1) The Principal Officer shall be the link between the board and management of the entity.

(2) The Principal Officer shall be responsible to the Board for the day to day running of the entity and shall—

- (a) ensure that the policies set out by the Board in the overall corporate strategy are implemented;
- (b) establish and maintain efficient and adequate internal control systems; and
- (c) design and manage the necessary management information system in order to facilitate efficient and effective communication within the institution.

Company Secretary

20. A regulated entity shall have a Company Secretary who shall provide guidance to the board on their duties and responsibilities and on matters of governance.

Enforcement

21. Where the Authority determines non-compliance with the provisions of these Guidelines, it may take any intervention prescribed in the Act.

ABDIRAHIN ABDI,

GEOFREY KIPTUM

*Chairperson,
Insurance Regulatory Authority.*

*Chief Executive Officer and
Commissioner of Insurance,
Insurance Regulatory Authority.*

GAZETTE NOTICE NO. 3640

THE INSURANCE ACT

(Cap. 487)

THE INSURANCE (EXTERNAL AUDITORS AND APPOINTED ACTUARIES) GUIDELINES, 2022 STATEMENT OF INTENT

THE Insurance (External Auditors and Appointed Actuaries) Guidelines are made by the Insurance Regulatory Authority pursuant to section 3A (1) (g) of the Insurance Act and are intended to provide for mechanism of conducting independent review and reporting on the financial condition of an insurer by ensuring that there is a reliable financial reporting framework, there are clearly defined roles and responsibilities of the board, management, external auditor and appointed actuary in regard to financial reporting, there is reasonable assurance that the financial statements are free from material misstatement, whether due to fraud or error and that the insurer has an appointed actuary to give assurance on actuarial matters.

Citation

1. These Guidelines may be cited as the Insurance (External Auditors and Appointed Actuaries) Guidelines, 2022.

Interpretation

2. In these Guidelines, unless the context otherwise requires—

“Act” means the Insurance Act.

“actuarial function” means a control function of an insurer dealing with actuarial matters;

“appointed actuary” means an external and independent actuary with qualifications as indicated in section 2 of the Act; and

“regulated entry” means a corporate entity registered under the Act;

Application

3. These Guidelines shall apply to all corporate entities registered under the Act.

Objectives

4. The purpose of these Guidelines is to ensure that—

- (a) there is a reliable financial reporting framework;
- (b) there are clearly defined roles and responsibilities of the board, management, external auditor and appointed actuary in regard to financial reporting;
- (c) there is reasonable assurance that the financial statements are free from material misstatement, whether due to fraud or error; and
- (d) the insurer has an appointed actuary to give assurance on actuarial matters.

*Corporate entities registered under the Act**Applicable Financial Reporting Standards*

5. A regulated entity shall prepare their financial statements on an annual basis and in accordance with the International Financial Reporting Standards (IFRS) or any other approved financial reporting standards which shall be audited in accordance with the International Standards on Auditing (ISA).

*External Auditors**Appointment of External Auditor*

6. (1) An insurer shall, on an annual basis, appoint an external auditor who shall be approved by the Authority.

(2) An external auditor appointed under subparagraph (1) shall —

- (a) be a member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other professional accounting body recognized by the Authority;
- (b) be authorized by the Institute of Certified Public Accountants of Kenya to practice;
- (c) have at least five years’ experience in insurance practice; and
- (d) meet the fit and proper requirements specified by the Authority.

Functions of the External Auditor

7. (1) An external auditor shall—

- (a) audit the financial statements and report to the regulated entity;
- (b) confirm that the financial statements have been prepared in accordance with the provisions the Act;
- (c) confirm the application of the assets of the statutory fund in accordance with the Act;
- (d) evaluate the objectivity of the actuarial reviews;
- (e) perform a liability adequacy test;
- (f) evaluate the appropriateness of the actuarial inputs into the financial statements; and
- (g) carry out such other duties as may be required of the auditor under the Act, Regulations and these Guidelines.

(2) An insurer shall ensure that—

(a) the audit partner, the audit manager and the supporting staff are not engaged for a period of more than four (4) consecutive years;

(b) an audit firm shall not be engaged for a period of more than seven (7) consecutive years and the same shall not be re-engaged before expiry of a period of three (3) years.

(3) The audit report shall be signed by the audit partner approved by the Authority.

*An Actuary**Appointment of an Actuary*

8. An insurer shall, on an annual basis, engage an actuary who shall be the appointed actuary.

Functions of the Actuary

9. (1) The appointed actuary shall—

- (a) meet the requirements of the Act;
- (b) be a fellow of The Actuarial Society of Kenya (TASK) or any other society recognized by the Authority;
- (c) have at least five years experience in actuarial and insurance practice;
- (d) meet the fit and proper requirements specified by the Authority; and
- (e) be approved by the Authority.

(2) The appointed actuary shall, for each financial year, prepare —

- (a) Actuarial Valuation Report in accordance with the Act and these Guidelines; and
- (b) Financial Condition Report.

Financial Condition Report

10. (1) The Financial Condition Report shall at a minimum contain —

- (a) a declaration that the actuary’s reporting has been prepared in accordance with the Guidelines and actuarial principles;
- (b) a statement on the consistency, completeness and accuracy of the information used in the preparation of the financial condition report;
- (c) a statement on the insurer’s governance structure;
- (d) a statement of business plans, performance and projections;
- (e) an analysis of past financial performance and deviations from the projected performance for the last three (3) years;
- (f) an analysis of the adequacy of technical provisions for the last three (3) years;
- (g) a statement on the premium adequacy, pricing and material issues arising from the insurer’s pricing processes, underwriting and claim management practices;
- (h) an analysis on the adequacy of the asset and liability management of the insurer;
- (i) a review of the insurer’s capital management strategy;
- (j) a review of the adequacy of an insurer’s reinsurance strategy and arrangements for the last three (3) years;
- (k) a review of the insurer’s risk profile and the effectiveness of the risk management framework
- (l) recommendations in respect of issues identified during the assessment of the financial condition of the insurer;
- (m) a statement on the extent to which the insurer has addressed the recommendations provided in the financial condition report of the previous year; and
- (n) any other information as may be required of the appointed actuary under the Act, Regulations and these Guidelines.

(2) The Actuarial Valuation Report and the Financial Condition Report shall be signed off by—

- (a) the appointed actuary;
- (b) two (2) directors; and
- (c) the principal officer.

General requirements

Independence

11. A regulated entity shall ensure that the external auditor and the appointed actuary are independent and have no conflict of interest.

Submission of Independence Declaration Forms

12. A regulated entity shall submit the fit and proper Form and independence declaration Form as may be specified by the Authority to be completed by the external auditor and the appointed actuary on an annual basis when seeking approval for their appointment.

Notification of Impairment of Independence

13. (1) A regulated entity shall in writing notify the Authority within seven days of any circumstance that may impair the independence, fitness and propriety of the external auditor or the appointed actuary.

(2) A regulated entity shall within seven days notify the Authority of the resignation or replacement of an external auditor or the appointed actuary and give reasons for the resignation or replacement.

(3) A regulated entity may be required to replace an external auditor or an appointed actuary when the external auditor or the appointed actuary fails to adequately perform their functions, is subject to conflict of interest or no longer meets the eligibility requirements.

(4) The external auditor and appointed actuary shall within seven (7) days, of becoming aware of any breach, report to the Authority in circumstances where the insurer has breached or its directors may have contravened the Act or any other law where the contravention may prejudice the interests of policyholders, or is likely to breach capital adequacy requirements.

(5) Where such a report is made directly to the Authority, the appointed actuary is not under any obligation to disclose this to the management and board of the insurer if—

- (a) considers that by doing so the interests of policyholders may be jeopardized; or
- (b) has lost confidence in the board or management of the insurer.

Responsibilities of the Board

14. (1) The board of a regulated entity shall carry out the following functions—

- (a) design and implement an effective financial reporting system;
- (b) prepare the entity's financial statements in accordance with the approved financial reporting framework;
- (c) oversee the audit and actuarial processes and review both the audit and actuarial plans and address the material findings;
- (d) oversee the processes for hiring, removing and assessing the performance and independence of the external auditor and appointed actuary;
- (e) facilitate provision of relevant information to the appointed actuary; and
- (f) be accessible to the appointed actuary.

(2) The board of a regulated entity shall safeguard and promote an effective relationship with the external auditor and the appointed actuary by ensuring that—

- (a) the terms of engagement of the external auditor and the appointed actuary are clear and appropriate to the scope of

these functions and resources required to perform the functions and specify the level fees to be paid;

- (b) the tasks are performed in accordance with the terms of the engagement and the relevant guiding principles;
- (c) there are adequate policies and processes to ensure the independence, periodic rotation, ethical and professional standards of these functions;
- (d) there is adequate dialogue with the external auditor and appointed actuary on the scope and timing of the functions;
- (e) there is sufficient access by the external auditor and appointed actuary to information and persons within the entity as necessary to perform the functions; and
- (f) there is an evaluation of the effectiveness of the audit and actuarial processes at the end of the reporting cycle.

Reporting Requirements

15. A regulated entity shall submit for each financial year, reports as prescribed in the Act and as the Authority may require from time to time.

Enforcement

16. Where the Authority determines non-compliance with the provisions of these Guidelines, it may take any intervention prescribed in the Act including—

- (a) prohibiting the regulated entity from declaring and paying dividends;
- (b) declaring that a person may not take the office of external auditor or appointed actuary;
- (c) revoking the approval of external auditor or appointed actuary;
- (d) reporting any misconduct by the officers involved in the audit or actuarial review to the relevant professional body;
- (e) rejecting an audit or actuarial report, and require the regulated entity to commission another audit or actuarial valuation at the expense of the regulated entity;
- (f) directing the entity to take appropriate remedial action;
- (g) imposing additional reporting requirements and monitoring activities; and
- (h) withdrawing or imposing conditions on the business license taking into account the nature of the breach.

ABDIRAHIN ABDI,

Chairperson,

Insurance Regulatory Authority.

GEOFFREY KIPTUM,

Chief Executive Officer and

Commissioner of Insurance,
Insurance Regulatory Authority.

GAZETTE NOTICE NO. 3641

THE INSURANCE ACT

(Cap. 487)

THE INSURANCE (PRODUCTS) GUIDELINES, 2022

STATEMENT OF INTENT

THE Insurance (Products) Guidelines are made by the Insurance Regulatory Authority pursuant to section 3A (1) (g) of the Insurance Act and are intended to enhance the transparency and efficiency of the product approval process by providing insurers and intermediaries with guidance on what constitutes a new or repackaged product; and detailing the information required to be submitted to the Authority when submitting new or repackaged products for approval.

Citation

1. These Guidelines may be cited as the Insurance (Products) Guidelines, 2022.

Interpretation

2. In these Guidelines, unless the context otherwise requires—

“insurer” means a person, registered under the Act, who carries on insurance business;

“insurance product” means products and services developed, marketed and offered by an insurer;

“new product” means an insurance product that is to be introduced in the market and has not previously sold by an insurer;

“pilot testing” in relation to new product, means offering an insurance product to a few select customers on an experimental basis to assess the performance of the product before it is offered to the larger market;

“repackaged product” means an existing insurance product that has been enhanced or varied;

“Shari’ah Advisory Council” means a committee of scholars who are well-versed and competent in Shari’ah and its approaches to finance and are appointed by the insurer; and

“treating customer fairly” means an outcome based regulatory and supervisory approach designed to ensure that an entity delivers specific, clearly set out fairness outcome for its customers.

Application

3. These Guidelines shall apply to all insurers and intermediaries registered under the Insurance Act.

Purpose

4. The purpose of these Guidelines is to enhance the transparency and efficiency of the product approval process by—

- (a) providing insurers and intermediaries with guidance on what constitutes a new or repackaged product; and
- (b) detailing the information required to be submitted to the Authority when submitting new or repackaged products for approval.

General Requirements

5. (1) The board and management of an insurer shall be responsible for the development of new or repackaged products.

(2) An insurer shall develop, document and implement policies and procedures to prudently manage risks associated with the products it offers and ensure the needs and rights of consumers are appropriately addressed.

(3) When designing and pricing an insurance product, an insurer shall consider among others—

- (a) that the new product falls within the ambit of insurance business;
- (b) adherence to principles relating to the fair treatment of customers;
- (c) evolving needs of the customer;
- (d) policyholders’ reasonable expectations;
- (e) transparency and clarity in wordings, terms, coverage, exclusions and conditions;
- (f) sound and prudent underwriting and actuarial basis;
- (g) information relating to the product should be in simple and understandable language;
- (h) the terms, conditions, exclusions and warranties of the contract shall be fair to both parties;
- (i) appropriate data or technical justification;
- (j) the underwriting policy of the insurer;
- (k) assigning capital to all products and monitoring of the performance of the product to gauge the continuing need of capital;
- (l) a business case for new or enhanced product;
- (m) pilot testing and analysis to be done after a no objection by the Authority;
- (n) cost benefit analysis;

(o) risk identification, assessment and mitigation;

(p) an implementation plan for the product, including milestones;

(q) clearly defined and appropriate levels of delegation for approval of all material aspects of product design;

(r) post-implementation review; and

(s) an actuarial review during the pricing process.

Filing

6. (1) An application for approval of a product shall contain —

- (a) formal application letter giving indication to the Authority of the piloting, commencement of sale or launch of the product;
- (b) the policy wording documentation;
- (c) proposal form;
- (d) claim form;
- (e) marketing brochure;
- (f) actuarial premium pricing structure or actuary’s report for life insurance products;
- (g) reinsurance agreement or statement;
- (h) Product Business Plan (at least three years);
- (i) Service Level Agreement (if applicable);
- (j) demonstration of measures taken during product design to prevent the use of the product for Money Laundering and Terrorism Financing;
- (k) an approval from Shariah Advisory Council in case of takaful products; and
- (l) any other relevant information.

(2) The proposal form, claim form and marketing brochure of an insurance product shall prominently bear the name of the insurer and that the insurer is regulated by the Insurance Regulatory Authority.

(3) The insurer shall only commence the pilot or sale of an insurance product upon receipt of a letter of no objection for the pilot or an approval for the sale from the Authority.

(4) An insurer or intermediary shall market and promote insurance products or services in a manner that is clear, fair, truthful and conforms to the approved product.

Meeting

7. (1) The marketing information provided shall —

- (a) be easily understandable;
- (b) be consistent with the result reasonably expected to be achieved by the majority of customers of that product including illustrations where necessary;
- (c) state prominently the basis for any claims or benefits and any significant limitations;
- (d) not hide, diminish or obscure important statements or warnings; and
- (e) be consistent with the terms and conditions of their application to the Authority.

(2) If an insurer or intermediary becomes aware that the information provided is not accurate and clear or is misleading, it shall withdraw the information and notify any persons that it knows to be relying on the information as soon as reasonably practicable.

(3) An insurer or intermediary shall ensure that any advertising and promotional material is consistent with the terms and conditions of their application to the Authority.

Reporting

8. An insurer or an intermediary shall submit annual reports to the Authority on the performance of each approved product, for a period of three years after the commencement of the sale in a specified form.

Withdrawal

9. (1) An insurer or intermediary who intends to withdraw any insurance product shall —

- (a) notify the Authority of the intention to withdraw the insurance product from the market including reasons for the withdrawal; and
- (b) satisfy the Authority that it has put in place sufficient measures to protect the interests of the existing policyholders.

(2) The Authority may at its discretion require the insurer or intermediary to notify the public of the withdrawal of an insurance product from the market.

Enforcement

10. Where the Authority determines non-compliance with the provisions of these Guidelines, it may take any intervention prescribed in the Act and may include the following —

- (a) direct the insurer or intermediary to take appropriate remedial action;
- (b) withdraw or impose conditions on the sale of the insurance product taking into account the nature of the breach;
- (c) impose additional reporting requirements and monitoring activities;
- (d) withdraw or impose conditions on the business license taking into account the nature of the breach;
- (e) impose monetary penalties as provided for under the Act; and
- (f) take any other action as may be deemed necessary.

ABDIRAHIN ABDI,

GEOFFREY KIPTUM,

*Chairperson,
Insurance Regulatory Authority.*

*Chief Executive Officer and
Commissioner of Insurance,
Insurance Regulatory Authority.*

GAZETTE NOTICE NO. 3642

THE INSURANCE ACT

(Cap. 487)

THE INSURANCE (MARKET CONDUCT) GUIDELINES, 2022

STATEMENT OF INTENT

THE Insurance (Market Conduct) Guidelines are made by the Insurance Regulatory Authority pursuant to section 3A (1) (g) of the Insurance Act and are intended to strengthen public trust and consumer confidence in the insurance sector through ensuring that the entity maintains high standards of integrity and fair dealing in conduct of their business, exercises due care and act in a diligent manner in dealing with customers, promotes products and services in a manner that is fair and not misleading, obtains sufficient information about the customer to assess their insurance needs and treat confidential information as such and communicates relevant and meaningful information in a timely and comprehensive manner to policyholders.

Citation

1. These Guidelines may be cited as the Insurance (Market Conduct) Guidelines, 2022.

Interpretation

2. In these Guidelines, unless the context otherwise requires —

“Act” means the Insurance Act;

“treating customers fairly” means an outcome based regulatory and supervisory approach designed to ensure that a regulated entity delivers specific, clearly sets out fair outcomes for its customers;

“market conduct” means elements of regulation and supervision focusing on a regulated entity’s behaviour including non-distortive and non-abusive business practices and information disclosures;

“conduct of business risk” means any action by a regulated entity that is detrimental to consumers of insurance services and products or may lead to instability of the insurance industry in a way that does not ensure fair treatment of customers;

“regulated entity” means persons registered under the Insurance Act; and

“service provider” refers to Risk Managers, Motor Assessors, Insurance Investigators, Loss Adjustors, Insurance Surveyors;

Application

3. These Guidelines shall apply to regulated entities.

Purpose

4. The purpose of these Guidelines is —

- (a) to promote public trust and consumer confidence in the insurance industry;
- (b) to ensure that a regulated entity maintains high standards of integrity, exercises due care and act in a diligent manner in dealing with customers;
- (c) to ensure that a regulated entity markets and distributes products and services in a manner that is fair and not misleading;
- (d) to ensure that a regulated entity obtains sufficient information to conduct a needs assessment on potential customers, the information is treated in a confidential manner and is used for the intended purposes only; and
- (e) to ensure that a regulated entity communicates relevant and meaningful information in a timely and comprehensive manner to customers.

General Principles

5. (1) A regulated entity shall develop, document and implement a conduct risk framework.

(2) The ultimate responsibility for fair treatment of customers shall rest with the board and management of the entity.

(3) A regulated entity shall make relevant policies and procedures publicly available, in particular the claims handling, complaints handling and dispute resolution.

(4) A regulated entity shall exercise due care, skill and diligence when dealing with customers.

Fair Treatment of Customers

6. (1) A regulated entity shall develop and implement policies and procedures for fair treatment of customers, including taking appropriate measures to ensure that its employees, service providers and intermediaries meet high standards of ethics and integrity.

(2) Fair treatment of customers encompasses achieving outcomes which include —

- (a) developing and marketing products in a way that pays due regard to the interests of customers;
- (b) providing customers with clear information before, during and post sale;
- (c) ensuring that the product being offered is appropriate to a given customer’s needs and interests;
- (d) ensuring that any advice given is of high quality;
- (e) dealing with customer complaints and disputes in a fair manner and timely provision of feedback;
- (f) protecting the confidentiality of information obtained from customers; and
- (g) managing reasonable expectations of customers.

(3) A regulated entity shall ensure that the fair treatment of customers is entrenched in its culture and shall include the following —

- (a) designing, implementing and monitoring adherence to policies and procedures aimed at ensuring that customers are treated fairly;
- (b) designing of the business strategy taking into consideration fair treatment of customers;

- (c) identifying, collecting and evaluating relevant information for monitoring fair treatment of customers;
 - (d) establishing mechanisms and controls to ensure that all departures from policies and procedures as well as all other situations that jeopardize the protection of the interests of customers are promptly remedied; and
 - (e) training relevant staff to deliver appropriate outcomes in terms of fair treatment of customers.
- (4) A regulated entity shall promote insurance products and services in a manner that is clear, fair and not misleading.

Information Disclosure

7. (1) A regulated entity shall be responsible for provision of information that is accurate, clear and not misleading not only to customers but also to other entities who may rely on this information in providing advice to customers.

(2) A regulated entity shall, if it subsequently becomes aware that the information provided is not accurate and clear or is misleading, withdraw the information and notify any person that it knows or deems to be relying on the information as soon as reasonably practicable

(3) A regulated entity shall ensure that the information disclosed is accurate in all material respects, not misleading, easily understandable and available in writing or appropriate electronic means.

(4) A regulated entity shall provide at a minimum the following information—

- (a) features of the insurance product;
- (b) benefits, costs and risks to the customer;
- (c) rights and obligations of the parties involved;
- (d) complaints handling procedures; and
- (e) duty of customers to disclose material information.

(5) A regulated entity shall—

- (a) provide a customer with a full and fair account of the status of the policy regularly and at least annually;
- (b) assess the customer's needs, before giving advice or concluding a contract;
- (c) explain and document the basis on which a recommendation is made, particularly in the case of complex products and products with an investment element;
- (d) have appropriate policies and procedures to identify and manage conflicts of interest;
- (e) identify and manage conduct of business risks arising out of outsourcing arrangements; and
- (f) develop and implement policies and procedures for the protection of confidential information on customers.

Development and Marketing of Products Policy Servicing

8. (1) An insurer shall—

- (a) take into account the interests of different types of customers when developing and marketing insurance products;
- (b) carry out a diligent review of the product in relation to its business model, the existing rules and regulations as well as its risk management approach; and
- (c) issue a policy document within 14 days after inception of cover.

(2) An insurer shall—

- (a) provide support to intermediaries to ensure that they understand the target market and thus reduce the risk of mis-selling;
- (b) ensure that agents undertake a refresher course as a requirement for renewal of license once every three years; and
- (c) review the advice given by the agents to ascertain the quality of advice given and take any necessary remedial measures.

(3) An insurer shall ensure that their conduct risk framework incorporates policy servicing throughout the life cycle of the product until all obligations under the policy have been discharged.

Intermediaries

9. (1) An intermediary shall —

- (a) disclose to the customer their role in the transaction and the relationship the intermediary has with the insurer including the basis on which they are remunerated;
- (b) quote terms exactly as provided by the insurer;
- (c) ensure that where a proposal form is used, the form is completed and signed by the customer;
- (d) disclose and explain to the potential customers the terms and conditions of the policy;
- (e) provide the customer with a prompt written confirmation that insurance has been effected;
- (f) ensure that where the policy document is not provided together with the confirmation of insurance cover, the policy document is issued within fourteen (14) days of inception of cover;
- (g) provide an acknowledgement note, at the time of delivery of the policy document, to be signed and dated by the customer acknowledging receipt of the policy document; and
- (h) at the point of sale, inform the customer on the consequences of surrendering a life policy.

(2) The cooling off period shall commence on the date of receipt of the policy document by the policyholder.

Service Providers

10. An insurance service provider shall —

- (a) accurately disclose its role in any professional engagement;
- (b) disclose to the insured, claimant or a third party the principal on whose behalf they are acting;
- (c) only disclose information, pertaining to the insurer, insured or claimant acquired in the course of engagement, to a third party, with the consent of the concerned party; and
- (d) ensure that reports issued comply with all statutory requirements and meet the requisite professional standards.

Reporting

11. An insurer shall, on a quarterly basis submit to the Authority a complaints management report.

Enforcement

12. Where the Authority determines non-compliance with the provisions of these Guidelines, it may take any intervention prescribed in the Act including the following —

- (a) direct the regulated entity to take appropriate remedial action;
- (b) impose additional reporting requirements and monitoring;
- (c) withdraw or impose conditions on the business license taking into account the nature of the breach;
- (d) impose monetary penalties as provided for under the Act; and
- (e) take any other action as may be deemed necessary.

ABDIRAHIN ABDI,

GEOFFREY KIPTUM,

Chairperson,
Insurance Regulatory Authority.

Chief Executive Officer and
Commissioner of Insurance,
Insurance Regulatory Authority.

GAZETTE NOTICE NO. 3643

THE INSURANCE ACT

(Cap. 487)

THE INSURANCE (RISK MANAGEMENT AND CONTROL
FUNCTIONS) GUIDELINES, 2021

STATEMENT OF INTENT

THE Insurance (Risk Management and Control Functions) Guidelines are made by the Insurance Regulatory Authority pursuant to section 3A (1) (g) of the Insurance Act and are intended to ensure that insurers are managed in a prudent manner by having in place systems for identifying, assessing, monitoring and mitigating the risks that affect their ability to achieve their objectives.

Citation

1. These Guidelines may be cited as the Insurance (Risk Management and Control Functions) Guidelines, 2022.

Interpretation

2. In these Guidelines, unless the context otherwise requires—

“Act” means the Insurance Act;

“control function” means a function that is independent and provides the insurer’s board of directors and the management with an independent assessment of the quality and effectiveness of an insurers’ internal control systems;

“head of control function” means a person qualified to head an insurer’s control function; and

“insurer” means any insurer registered under the Act and includes insurance groups;

Application

3. These Guidelines shall apply to all insurers.

Purpose

4. The purpose of these Guidelines is to ensure that an insurer is managed in a prudent manner by putting in place systems for identifying, assessing, monitoring and mitigating the risks that affect achievement of its objectives.

General Principles

5. (1) An insurer shall have, as part of its overall corporate governance framework, effective systems of risk management and internal controls, including effective functions for risk management, compliance, actuarial and internal audit.

(2) The control functions shall be properly authorized and resourced to carry out specific activities and be commensurate to the nature, scale and complexity of the insurer’s business.

(3) Insurers who are part of a group shall undertake risk management on a legal entity basis as well as on a group-wide basis.

Responsibility of the Board of Directors

6. The roles and responsibilities of the insurer’s board of directors with regard to risk management and control functions shall be —

- (a) to oversee the development of a risk management strategy and framework, approve the same and ensure it is implemented;
- (b) to define the insurer’s risk appetite;
- (c) to review and approve the risk management policies and procedures;
- (d) to review the framework and risk appetite at least annually;
- (e) to ensure that the risk management framework is audited at least once every two years by appropriately trained and competent personnel that are operationally independent of the risk management activities;
- (f) to ensure that there is an appropriate organizational structure, with an appropriate level of independence between staff responsible for risk management and control functions and those responsible for operations;
- (g) to set authority levels and responsibilities of each control function and determine the content and frequency of reporting;
- (h) where applicable, to put in place an outsourcing policy and retain the ultimate responsibility in respect of the outsourced material activities or functions;
- (i) to ensure that the insurer complies with all applicable laws, regulations, supervisory directives and internal policies; and
- (j) to ensure that the insurer conducts its business ethically and responsibly.

Responsibility of Management

7. The roles and responsibilities of an insurer’s management with regard to the risk management and control functions shall include —

- (a) implementation of the risk management strategy and framework approved by the board;
- (b) translating the risk appetite set by the board into a system of risk management strategies and controls; and
- (c) implement the approved policies and procedures.

Risk Management Framework

8. (1) An insurer shall develop and submit to the Authority a risk management framework which shall be reviewed at least every two (2) years.

(2) The risk management framework shall, at a minimum, include the following.—

- (a) documented risk management policies, strategy, procedures and controls and its review process;
- (b) well-resourced risk management and control functions;
- (c) Updated Risk Register; and
- (d) well defined risk governance and responsibilities.

(3) The risk management framework shall address all material risks and shall at a minimum cover the following risks —

- (a) strategic – this is the risk associated with a company’s business model and how a company intends to position itself in the market. It arises from inability of an insurer to implement appropriate business plans, strategies, decision making, resource allocation and inability to adapt to changes in the business environment;
- (b) insurance – this is the risk of inadequate or inappropriate underwriting, pricing, reserving, claims management, product design and reinsurance arrangements that will expose a company to financial loss and the consequent inability to meet liabilities as and when they arise;
- (c) operational – this is the risk of loss resulting from inadequate or failed internal processes, people and systems, or from external events;
- (d) market and balance sheet – the risk of loss resulting from adverse investment returns caused by market price volatility, interest rate and credit spread changes and adverse foreign currency rate movements;
- (e) credit – this relates to the risk of default by borrowers and transactional counterparties leading economic loss to the insurer;
- (f) liquidity – this arises from an insurer’s inability to discharge its obligations when they fall due without incurring unacceptable costs or inability to transform its assets into cash or cash equivalent in a timely manner at a reasonable price;
- (g) legal and regulatory – this arises from a company’s non-conformance with laws, rules, regulations or prescribed practices;
- (h) conduct of business risk – means any action by a regulated entity that is detrimental to consumers of insurance services and products or may lead to instability of the insurance industry in a way that does not ensure fair treatment of customers; and
- (i) financial crime – this is the risk that products and services of the insurer can be used by criminals for money laundering and terrorist financing.

Key Control Functions

9. (1) An insurer shall have in place effective key control functions consisting of —

- (a) risk management;
- (b) compliance;
- (c) actuarial; and
- (d) internal audit.

(2) The control functions shall be headed by management staff with relevant qualifications and experience as provided for under section 31 (h) of the Act.

(3) The control functions shall be well positioned, resourced and empowered.

(4) The control functions shall be independent and have access to the board of directors and management.

(5) Where a control function is outsourced, the insurer shall seek prior approval from the Authority of the outsourcing arrangement.

Risk Management Functions

10. (1) The risk management function shall ensure that all of the insurer's significant risks are detected, measured, managed and duly reported.

(2) The risk management function shall be actively involved in mapping out the insurer's risk strategy as well as in all management decisions that have a significant influence on the risks

(3) The risk management function shall at a minimum—

- (a) design and implement an effective enterprise risk management framework;
- (b) assist the board of directors, management and the other functions in the effective operation of the enterprise risk management system;
- (c) monitor the enterprise risk management system;
- (d) monitor the general risk profile of the insurer as a whole;
- (e) report in detail on risk exposures and advise the board of directors and management on risk management matters; and
- (f) identify and assess emerging risks.

Compliance Function

11. (1) The compliance function shall ensure that the insurer complies with all rules, legal and regulatory requirements governing insurer's operations.

(2) The compliance function shall at a minimum—

- (a) assist the board of directors, management and the other functions of the insurer to ensure compliance with the relevant rules, laws and regulations;
- (b) monitor compliance by the insurer, directors, management, staff and authorized persons with rules, laws and regulations;
- (c) monitor compliance with internal policies and procedures; and
- (d) report on compliance and advise the board of directors and management on compliance matters.

Internal Audit Function

12. (1) The internal audit function shall conduct an independent assessment, and give assurance to the board and management, of the quality and effectiveness of the insurer's internal controls, risk management and governance system

(2) The internal audit function shall at a minimum—

- (a) establish, implement, and maintain an audit plan setting out the audit work to be undertaken, taking into consideration the nature, scale and complexity of the insurer;
- (b) submit the audit plan to the board for approval;
- (c) report on the internal audit findings and recommendations to the board of directors; and
- (d) monitor implementation of decisions made by the board of directors to management with regard to the internal audit recommendation.

Actuarial Function

13. The actuarial function shall at a minimum —

- (a) advise on the design and pricing of products and adequacy of reinsurance arrangements;
- (b) calculate technical provisions;
- (c) ensure that the methodologies, underlying models and assumptions used for the calculation of the technical provisions are suitable;
- (d) assess the sufficiency and quality of the data used in the calculation of technical provisions;
- (e) compare best estimates against experience;
- (f) assess the insurer's current and prospective capital adequacy;
- (g) evaluate and advise on the insurer's investment policies and the valuation of assets;
- (h) advise on the distribution of surplus;
- (i) conduct scenario and sensitivity testing;
- (j) report to the board of directors and management on any circumstances that may have a material effect on the insurer from an actuarial perspective;
- (k) report to the board of directors and management on the reliability and adequacy of the calculation of technical provisions, premium rates and capital adequacy;
- (l) ensure the adequacy of the technical provisions adopted for statutory and financial reporting; and
- (m) advise on risk modelling and use of internal models where applicable.

Reporting Requirements

14. (1) An insurer shall, on a quarterly basis, submit to the Authority the following reports signed off by the Principal Officer and the respective heads of control function—

- (a) risk management report;
- (b) compliance report;
- (c) internal audit report; and
- (d) actuarial report on capital adequacy and valuation of technical provisions.

(2) The heads of control functions are required to report to the Authority directly where an insurer or its directors may have contravened the Act or any other law and the contravention may prejudice the interests of the policyholders, insurance beneficiaries and claimants.

Enforcement

15. Where the Authority determines non-compliance with the provisions of these Guidelines, it may take any intervention prescribed in the Act including—

- (a) disqualifying or revoking the appointment of an individual in a position as board member, management or key person in a control function;
- (b) prohibiting the insurer from declaring or paying dividends;
- (c) imposing additional reporting requirements;
- (d) withdrawing or imposing conditions on the business license as provided for under the Act;
- (e) reporting misconduct by any person in a position as director, management staff or key person in a control function to the relevant professional body;
- (f) imposing monetary penalties as provided for under the Act; and
- (g) taking any other action as may be deemed necessary.

ABDIRAHIN ABDI,

GEOFREY KIPTUM,

Chairperson,
Insurance Regulatory Authority.

Chief Executive Officer and
Commissioner of Insurance,
Insurance Regulatory Authority.