**SUN Business Network Kenya Membership Form**

To become a member of the SUN Business Network (SBN) in Kenya, please complete the following form and return it to [sunbusinessnetworkkenya@gmail.com](mailto:sunbusinessnetworkkenya@gmail.com)

**There is currently no membership fee.**

|  |  |  |
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| **1** |  | **ORGANISATION DETAILS** |
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| **i** |  | ***Please complete all the sections in this part of the form fully. This section provides a general overview of your organization.*** |
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| Organization Name: | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Headquarters Address (Country): | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Company phone number: | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Website: | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Primary Contact Details: *This person will be your organization’s focal point for the SBN* | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Position / Title: | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Email: | | | | |  | | | | | | | | **Phone Number:** | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Description of Business:  (Indicate briefly what the business does) | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Is the company a member of any association:  If Yes; Name the association/s:  Counties of Operation: | | | | | Yes No | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Address of company’s operation/production facilities: | | | | |  | | | | | | | | | | | | | | | |
| Gender of Owner/s: | | | | | | | | | | | | | | | | | | | | |
|  | | Female |  | | | | | | Male | | | | | |  | | | | Joint | |
| Type of Organization: | | | | | | | | | | | | | | | | | | | | |
|  | | Private enterprise | |  | | Group (Youth, Women, Men, Church) | | | | |  | Business and trade association | | | | | |  | | Community-based organization |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | Producer/Farmer organization | |  | | NGO/development organization with focus on business | | | | |  | Public enterprise | | | | | |  | |  |
| Company Management: | | | | | | | | | | | | | | | **Company Legal Structure:** | | | | | |
|  | | One director | | | | | |  | | | | | | | | Sole Proprietorship | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | Co-directors | | | | | |  | | | | | | | | Limited Liability | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | Family-run | | | | | |  | | | | | | | | Corporation (e.g. S.A.) | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | Board | | | | | |  | | | | | | | | Public | | | | |
| Other: | | | | |  | | | | | | | | |  | | | | | | |
|  | | Community Based Organization | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |  | | Association | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Proportion of women in senior leadership (%): | | | | | | | | | |  | | | | | | | | | | |
| Organization Size (Full time employees - FTE):  Micro (1-10 FTE)    Small (11-50 FTE)  Medium (51-100 FTE)    Large (101 – 1000 FTE)    Very Large (>1000 FTE)  Percentage of women in workforce/supply chain: | | | | | | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Annual Turnover | | | | | | | | | | | | | | | | | | | | |
|  | Less than Ksh 500,000 | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | Ksh 500,000 to 5,000,000 | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | KSH 5,000,000 to 8,000,000 | | | | | |  | | | | | | | | | | | | | |

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| **2** |  | **ORGANISATION REACH** |
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| **i** |  | ***Please complete all the questions in this part of the form fully. This section provides a general overview of your organization scale and operations.*** |
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| Company Scale | | |  | |
|  | Multinational | |  |  |
|  | | | | |
|  | National (countrywide) | |  |  |
|  | | | | |
|  | Regional (Between different countries but not Multinational) | |  |  |
|  | | | | |
|  | Local | |  |  |
|  | | | | |
|  | | | | |
| Position in the business sector | | | | |
|  | Farming suppliers | |  | Food: Promotion and Advertising |
|  | | | | |
|  | Supply and Distribution | |  | Information Technology |
|  | | | | |
|  | Farming and Agricultural production | |  | Finance and investment |
|  | | | | |
|  | Inputs: Ingredients and chemicals | |  | Services: Communication and Branding |
|  | | | | |
|  | Food: Processing | |  | Services: Business Development |
|  |  | |  |  |
|  | Food: Production | |  | Services: Other consultancy (specify) |
|  |  | |  |  |
|  | Food: Distribution | |  | NGO, Development Organization |
|  |  | |  |  |
|  | Food: Retail | |  |  |
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|  | | | | |
| Products sold  (final product sold to end customer): | |  | | |
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| **3** |  | **ORGANISATION TECHNICAL AND FINANCE NEEDS** |
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| **i** |  | ***Please complete all the questions in this part of the form fully. This section provides a general overview of your organization technical and finance needs.*** |
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| --- | --- | --- | --- |
| Do you require finance? | | Do you require technical assistance? | |
|  | Y |  | N |
|  | | | |
|  | N |  | Y |
|  | | | |
| If requiring Finance, what for? | | **What type of technical assistance do you require?** | |
|  | Growth capital/capital expenditure/equity investment |  | Product formulation (new products) |
|  | | | |
|  | Working capital/debt financing |  | Product reformulation (existing products) |
|  | | | |
|  | Restructuring |  | Production capacity |
|  | | | |
|  | Grants |  | Storage and Distribution |
|  | | | |
|  |  |  | Packaging |
|  | | | |
|  |  |  | Basic planning (records) |
|  | | | |
| Are looking to offer finance services and/ technical assistance to members? | |  | Financial literacy |
|  | Y |  | |
|  |
|  | N |  | Business planning |
|  |
|  | |  | |
|  | |  | Governance structure |
|  | |  | |
|  | |  | Marketing |
|  | |  | |
|  | |  | Quality and safety |
|  | |  | |
|  | | Other: |  |
|  | | | |
|  | | | |
| Expectations: (If you have any priorities that you would like SBN to engage in with you, please include them here): | | | |
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| **4** |  | **COMMITMENTS** |
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| **i** |  | ***This section provides a general overview of your organization area of commitment around nutrition. Please select at least four of the following corporate goals which contribute toward improving nutrition.*** |
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| --- | --- | --- | --- | --- | --- |
| Corporate strategy, management and governance: | | | | Supporting healthy diets and active lifestyles: | |
|  | Corporate nutrition strategy | |  | Supporting staff health & wellness | |
|  | | | | | |
|  | Nutrition governance and management systems | |  | Supporting breastfeeding mothers in the workplace | |
|  | | | | | |
|  | Quality of reporting | |  | Supporting consumer-oriented healthy eating and active lifestyle programs | |
|  | | | | | |
| Delivering affordable, accessible products: | | | | **Product labeling and use of health and nutrition claims:** | |
|  | Product pricing | |  | Product labeling | |
|  | | | | | |
|  | Product distribution | |  | Health and nutrition claims | |
|  | | | | | |
| Formulating appropriate products: | | | | **Engagement with governments, policymakers and other stakeholders:** | |
|  | Nutrient profiling system | |  | Lobbying and influencing governments and policymakers | |
|  | | | | | |
|  | Product formulation | |  | Stakeholder engagement | |
|  | | | | | |
| Responsible marketing policies, compliance and spending: | | |  | **Ensuring food safety and quality**  Ensure adherence to quality procedures and production | |
|  | Responsible marketing policy: All consumers | |  |
| Ensure safety of products produced | | | | | |
|  | Auditing and compliance with policy: All consumers | |  |  |  |
|  | | | | | |
|  | Responsible marketing policy: Children | |  |  |  |
|  | | | | | |
|  | Auditing and compliance with policy: Children |  | | | |
| Sector Focus: | | **Which counties are you distributing your products to?** | | | |
|  | Food and Beverage Sector |  | | | |
|  |
|  | Non Food and Beverage Sector |  | | | |
|  |
| Annual Output (volume & unit, e.g. 500 MT) | |  | | | |
| Does your business strategy focus specifically on the nutritional needs of women, adolescent girls and children under 5? | | **Are you producing and/distributing nutritious products/ services that target women?** | | | |
|  | Women |  | | Y | |
|  |  | |
|  | Adolescent girls |  | | N | |
|  |  | |
|  | Children under 5 |  | | | |
|  |
|  | N/A | **If any, what nutritious products /services are you producing/distributing to women?** | | | |
|  |
| Are you producing and/distributing nutritious products/ services that target children/ adolescents (under 18yrs)? | |  | | | |
|  | Y |
|  |
|  | N |
|  |
| If any, what nutritious products /services are you producing/distributing to children and adolescents (under 18yrs)? | |

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| **5** |  | **MEMBERSHIP DECLARATION** |
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| **i** |  | ***In order to become an SBN member you must agree with and sign the following declaration.*** |
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In signing up to be a SBN member, your organization commits to adhere to the following principles of engagement:

* The organization supports and respect the protection of internationally proclaimed human rights; and make sure that they are not complicit in human rights abuses
* The organization complies with UN guidance on health and nutrition and the International Code on Marketing of Breast Milk Substitutes and World Health Assembly resolutions related to Maternal, Infant and Young Child Nutrition
* The organization upholds the freedom of association and the effective recognition of the right to collective bargaining
* The organization supports the elimination of all forms of forced and compulsory labour; the effective abolition of child labour; and the elimination of discrimination in respect of employment and occupation
* The organization and its subsidiaries cannot engage in the production of armaments, tobacco or pornography
* The organization supports a precautionary approach to environmental challenges; undertake initiatives to promote greater environmental responsibility; and encourage the development and diffusion of environmentally friendly technologies
* The organization works against corruption in all its forms, including extortion and bribery
* The organization considers ways to support Small and Medium Enterprises (SMEs) or National SBNs through technical assistance initiatives\*
* The organization supports targeted actions and/or policies to address overweight, obesity and diet-related Non-Communicable Diseases\*
* The organization supports workforce nutrition commitments (including breastfeeding support)\*

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|  | Please tick to confirm that your organization has read and understood the Declaration of Membership and hereby confirm they will abide by the terms contained herein. |
|  | Please tick to confirm that your organization’s decision to join the SBN has been approved by the relevant representative(s) of your company |

**Membership Disclosure**

*Please attach all required disclosures regarding production or promotion of food products or beverages for children under 24 months of age and declared compliance with the Code.*

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **SBN Contact Details** | |
| **Contact: Charles Opiyo**  **Tel No:** +254724159229 | **Contact:** Janet Ntwiga  **Tel No:** +254798474602 |