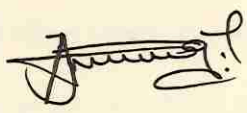
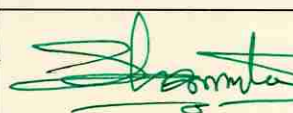


THE INSTITUTION OF ENGINEERS OF KENYA



THE IEK RETIRED ENGINEERS' FEE REMISSION POLICY

Name	Designation	Date	Signature
Eng. Jacton Mwembe	Hon. Secretary	15.04.2025	
Eng. Shammah Kiteme	President	15.4.25	

THE IEK RETIRED ENGINEERS' FEE REMISSION POLICY

Introduction

The Institution of Engineers of Kenya (IEK) acknowledges the significant contributions of its members throughout their careers. Recognizing the transition into retirement, IEK has established a tailored fee remission structure for retired engineers. This document outlines the criteria and procedure for retired engineers to benefit from annual subscription fee remission.

1. Eligibility for Annual subscription Fee Remission

1.1 Retirement Criteria

Age and Experience: Members qualify for fee remission if they are members of the Institution and retired from active engineering practice and their age is 70 years and above.

1.2 Annual Subscription Fee Remission for Retired Members

Members Aged 70 and Above: These members are granted a full waiver of the annual subscription fees.

2. Retention of Registration Status

Retired members maintain their registration status and the right to use their professional title. They may engage in engineering activities on an occasional basis, adhering to the following:

Limitation on Practice: Occasional practice should not exceed 30 hours per month or 300 hours in 12 months. This should include work on a pro-bono basis and provide some form of contribution to the engineering fraternity and the Institution.

Code of Conduct: All retired engineers must continue to abide by the Engineers' Board of Kenya's Code of Professional Conduct and are responsible for their engineering decisions, past and future.

3. Procedure for Fee Reduction Application

3.1 Application Process

Application Requirement: Listing as a retired engineer eligible for fee remission will follow a process as prescribed in this policy.

Members aged 70 years and above (as per the IEK Constitution, the constitution of Kenya 2010, and labor laws) must submit a written application to the IEK Council, detailing their retirement status and desire to benefit from the fee remission.

Supporting Documents: Applications should include the following **mandatory documents**;

- Copy of National ID,
- Employment History Record.
- Members should be in good standing prior to retirement and/or on application,

And any of the following relevant documents confirming retirement status. The documents include:

- Retirement Letter from the Employer,
- Pension/Social Security Documentation,
- Retirement Benefits Statement,
- Government-issued Retirement Verification,
- Affidavit of Retirement,
- Tax Document,

The Council's Committee(s) may request other documents where necessary and abide by the applicable data protection laws.

3.2 Review and Notification

Council Review: Applications will be reviewed by the Membership Committee of the Council.

Notification of Decision: Applicants will be informed about the acceptance or rejection of their application. Successful applicants will be notified of the fee remission. Notification will be done by the Hon. Sec. or the CEO.

3.3 Automatic Listing at Age 70

Members reaching the age of 70 will be automatically listed as retired and granted a fee remission. Upon completion of the application and processing procedure unless they opt out by notifying the IEK Council.

4. Review and Update

The IEK Council will from time to time consider and review the policy to ensure its relevance and effectiveness of this policy, considering the evolving needs of retired engineers.

Conclusion

IEK is committed to supporting its members throughout all stages of their careers, including retirement. This policy ensures that retired engineers continue to be an integral part of the IEK community with due recognition and support.



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Annexure A

**Application for Listing as a Retired Registered Person
for Purposes of a Reduction in Annual Fees**

I, _____ (Full
Name) _____

ID Number _____ IEK Reg. No: _____ EBK Reg.
No: _____

declare that:

1. I am seventy years of age or older.
2. I retired from substantive employment in the engineering profession on _____ (Date) and enclose documentary proof of this.
3. I confirm that I am not, on an ongoing basis, receiving professional fees, salary or other payment for work connected with the engineering profession amounting to more than thirty hours in total per month or 300 hours per year or twelve consecutive months.

Should my workload in future exceed the limits set out in 3 above, I will immediately advise IEK COUNCIL of this and accept that, thereafter, I will again become liable to pay the prescribed full Annual Subscription Fee.

I therefore apply for listing as a Retired Registered person for purposes of annual fee remission.

Sam

[Signature]

Signed: _____ Date: _____

Postal Address of Applicant:

Cellphone & Email:

Sen

A