



**KENYA INSTITUTE OF SUPPLIES MANAGEMENT**  
In partnership with KASNEB



**APPLICATION FOR EXEMPTION FORM**

Kenya Institute of Supplies Examination Board, KISM Towers, 11th Floor, Ngong Road, P. O. Box 30400 – 00100 NAIROBI. +254726244828, +2540769878228, +254733333226, +254721244828 Email: examinations@kism.or.ke Website: www.kiseb.or.ke

KASNEB Towers, Hospital Road, Upper Hill, P.O. Box 41362 – 00100 Nairobi, Kenya Telephone: +254(020) 2712640/2712828 Cellphone: 0734 600624/0722 201214 Fax: +254(020) 2712915 Email: info@kasneb.or.ke Website: www.kasneb.or.ke

Before completing this form, please read the notes at the back of this form and the guide to exemptions

**1. Personal details Examination**

(a) Registration number

Examination

(b) Name

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FIRST NAME

MIDDLE NAME(S)

SURNAME

(c) Identity card No. \_\_\_\_\_

(d) Contacts:

Email \_\_\_\_\_ Cellphone \_\_\_\_\_ Telephone \_\_\_\_\_

(e) Address:

C/o \_\_\_\_\_ P. O. Box \_\_\_\_\_ Code \_\_\_\_\_

Town/City \_\_\_\_\_ Country \_\_\_\_\_

**2. Exemption**

(a) I wish to apply for exemption from the following paper(s):

Section	Paper Code	Title of Paper

(b) State specific grounds in support of your application for exemption.

\_\_\_\_\_  
(Attach certified copies of certificates/transcripts)

**3. Payment details**

I enclose cash/cheque/money order/bank deposit slip/ M-pesa No. \_\_\_\_\_ for Sh \_\_\_\_\_ in respect of exemption fee. Please note that the application for exemption form and supporting documents shall be retained by the bank if payment is made through the bank.

**4. Declaration by the applicant**

I hereby certify that to the best of my knowledge all the information I have provided on this form and all supporting documents are true and correct and I agree to abide by the Examination Rules and Regulations of KISM and KASNEB.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTES**

- 1) Complete the form in **CAPITAL LETTERS** (in black or blue ink).
- 2) (a) Print your names in full in the order on No. 1(b) of this form.  
(b) Change of name must be supported by a legal document (such as Marriage certificate, Affidavit or Deed poll).
- 3) Certified copies of the transcripts and certificates should be enclosed. Certified copies will be retained by KISM.
- 4) Insert section(s) and paper(s) in which you wish to be exempted using the exact titles as given in the Examination Syllabuses/brochures.
- 5) Please ensure that your application for exemption form is duly completed before payment of fees.
- 6) Forms which are incomplete or which are not accompanied by the correct fee will be rejected.
- 7) If exemption is granted, a reference number will be allocated to you. This number must be quoted in all your communications to KASNEB.
- 8) Exemption will be granted on paper by paper basis as appropriate.

**AREARS OF EXEMPTION AND FEES EFFECTIVE FROM 1ST MAY 2016**

<b>CPSP</b>	<b>PAPERS</b>	<b>FEE</b>
Part I	PL1.01 Organizational Environment	3,750.00
	PL1.05 Contract Law and Negotiation	3,750.00
	PL1.06 Finance for Procurement	3,750.00
Part II	PL2.02 Procurement Costing & Budgeting	5,250.00
	PL2.05 Quantitative Technique	5,250.00
Part III	PL3.02 International Procurement	6,000.00
	PL3.03 Logistics and Inventory Management	6,000.00

***\*No exemptions at APS Levels and at CPSP Part IV***

**PAYMENT DETAILS**

<b>Bank Account Name</b>	Kenya Institute of Supplies Management
<b>Bank Account Number</b>	0102096929100
<b>Bank Name</b>	Standard Chartered Bank
<b>Bank Branch</b>	Westlands
<b>Mpesa</b>	<i>Pay Bill Number 552500  Enter paybill number  Enter your account number (your name with no spacing e.g. JaneDoe  Enter amount  Enter your Mpesa Pin  Confirm details and send</i>

***Note: KISM reserves the right to grant exemptions***