



18<sup>th</sup> August 2020

The Commissioner For Cooperative Development  
Ministry of Industry, Trade and Cooperatives,  
State Department for Cooperatives,  
Social Security House,  
Bishop Road, Capital Hill,  
P. O. Box 30547 – 00100 GPO  
NAIROBI.

Through Director for Co-operative Nairobi County.

Dear Sir,

**REF:INQUIRY AND INSPECTION IN OUR CONCORDE SACCO LTD.**

This is to request your able office to do an inquiry and inspection on matters regarding governance of our society.

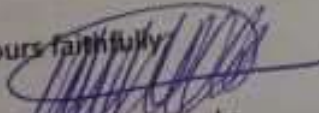
Further to our Auditors Management letter dated 21<sup>st</sup> May 2020 under Cash and Cash equivalents observation and I quote "WE NOTED THAT THE SOCIETY OPERATES TWO PAYBILLS ACCOUNT. ONE MPESA FACILITY IS USED FOR BUSINESS TO CUSTOMER (BC2) AND THE OTHER ONE IS CUSTOMER TO BUSINESS (C2B). WE WERE GIVEN RECONCILIATION STATEMENTS AND THE CASH BOOKS FOR THE AUDIT, SAFARICOM STATEMENTS WERE MISSING HENCE WE DID NOT CONCLUDE OF THE PAYBILL ACCOUNTS." End of quote. ( Copy of Auditors management letter)

We are concerned that the said pay bill number 522400 has been used to perpetrate fraud on member's savings, whereby 7.6million has moved from the SACCO Pay bill to staff cell phone numbers without the treasurers authorization from Jan 2017 to Feb 2020 when the pay bill was introduced.

We urge you to urgently do the inspection in this matter with a view to protect member's savings and avoid further acts of theft and fraud perpetrated against members savings.

We look forward to hearing from you.

Yours faithfully

  
Mrs. Rosemary Aseka.  
Chairperson

# REPUBLIC OF KENYA |



## MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES STATE DEPARTMENT OF CO-OPERATIVES

Email [ps.ushirika@gmail.com](mailto:ps.ushirika@gmail.com)  
Telex:  
Telephone: 020-2731531 FAX 2731520  
When replying please quote

SOCIAL SECURITY BUILDING  
BISHOPS ROAD  
P. O. Box 40811-GPO 00100  
NAIROBI

Ref: **CS/3061**  
Your Ref: **TBA**

Date: 27<sup>th</sup> August, 2020

### Chairman

Concorde Sacco Society Ltd  
Centenary House  
3<sup>rd</sup> Floor off Ring Road, Westlands  
P. O. Box 10690 - 00100  
NAIROBI

### INQUIRY INTO THE AFFAIRS OF CONCORDE SACCO SOCIETY LTD.

The above caption refers.

We confirm receipt of your letter requesting an inquiry being carried out into the affairs of your co-operative society.

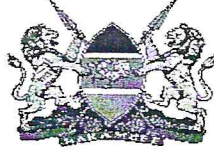
Kindly deposit a banker's cheque of **Ksh. 271,400/-** addressed to the Principal Secretary, State Department of Co-operative to facilitate the inquiry process.

Kindly expedite.

  
**GEOFFREY NJANG'OMBE**  
Ag. COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT



REPUBLIC OF KENYA



MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND CO-OPERATIVES  
STATE DEPARTMENT FOR COOPERATIVES  
Office of the Commissioner

Telephone; 020-2731531-9  
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Email: cooperativecommissioner@gmail.com

Social Security Building, Nairobi  
Bishops Road,  
P.O. BOX 30547 – 00100 G.P.O.  
NAIROBI

When replying please quote

Ref: CS/3061



Date: 17<sup>th</sup> September, 2022

The Government Printer  
P.O. Box 30128  
NAIROBI.

THE CO-OPERATIVE SOCIETIES ACT, CAP. 490 – APPOINTMENT OF INQUIRY OFFICERS – CONCORDE SACCO SOCIETY LTD.

Enclosed herewith, please receive an inquiry order (CS/3061) duly signed by the Commissioner for Co-operative Development for inclusion in your next issue of the Kenya Gazette.

Hesbon Kiura

FOR: COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT

Copy to: Mr. Mathew Wanjiru  
NAIROBI.

Mr. Charles Mugwika  
EMBU COUNTY.

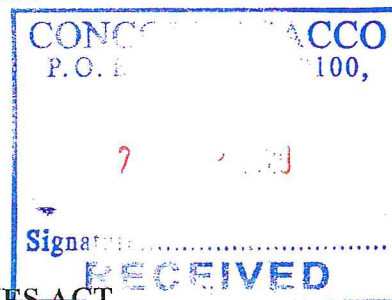
✓ The Chairman  
Concorde Sacco  
NAIROBI.

Director of Co-operatives  
NAIROBI CITY COUNTY





REPUBLIC OF KENYA



THE CO-OPERATIVE SOCIETIES ACT

(CAP 490)

### INQUIRY ORDER

WHEREAS, members of Concorde Sacco Society Limited C/S 3061 petitioned the Commissioner that an inquiry be held into the affairs of the society, now the Commissioner has ordered that an inquiry be held to look into:

- i. The by laws;
- ii. Working and Financial Condition of and;
- iii. The conduct of present or past management committee of Concorde Sacco Society Limited C/S 3061 and in accordance with Section 58 as read together with Section 73 of the Co-operative Societies Act, Cap.490, laws of Kenya.

Now therefore, I authorize: (1) **MATHEW WANJIRU – PRINCIPAL CO-OPERATIVE OFFICER** of **NAIROBI** and (2) **MR CHARLES MUGWIKI – SENIOR ASSISTANT CO-OPERATIVE OFFICER** of **EMBU COUNTY** to hold an Inquiry within (20) days from the date thereof at such place and time as may be expedient and duly notified by them.

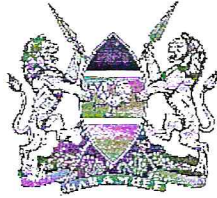
The attention of all officers and members of the society is directed to the following sections of the Co-operative Societies Act.

Section 60(1)	-	Cost of Inquiry
Section 60(2)	-	Recovery of Costs of Expenses
Section 94	-	Offences
Section 73	-	Surcharges

Dated at Nairobi this 16<sup>th</sup> day of September, 2020



  
GEOFFREY N. NJANG'OMBE  
COMMISSIONER FOR CO-OPERATIVES DEVELOPMENT



REPUBLIC OF KENYA

MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES & CO-OPERATIVES  
State Department for Co-operatives

Email: [fm.cooperatives@gmail.com](mailto:fm.cooperatives@gmail.com)

Telex

Telephone: 020-2731531-9

Fax 2731520

When replying please quote

Ref: CS/3061

The Chairlady,

Concorde Sacco Society Ltd,

Centenary House 3<sup>rd</sup> Floor,

Off Ring Road, Westlands

P.O. Box 10690-00100

NAIROBI.

Social Security House,

Block A

Bishops Road, Capitol Hill

P.O. Box 30547-00100

NAIROBI

21<sup>st</sup> September 2020.




**RE: INQUIRY TOR.**

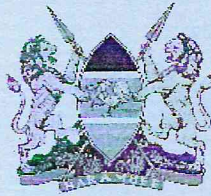
In addition to the inquiry order the specific terms of reference as communicated to the inquiry officers are as follows:

1. To establish the organizational structure in place and the flow of authority within the Sacco.
2. To check the handling of cash and cash equivalents and payment authorization.
3. To check how meetings are held, their composition and regularity.
4. To establish the existence of staff scheme of service, its implementation and its effectiveness.
5. To examine the existence of board sub-committees and their effectiveness.
6. To look into other issues raised in the management letter by the Society's auditors dated 21<sup>st</sup> May 2020.
7. To look into issues raised by the supervisory committees reports.
8. Any other areas of interest, which may affect the effectiveness of society's operations.

  
Mr. Mathew Wanjiru  
Inquiry Officer.

  
Mr. Charles Mugwika  
Inquiry Officer.





REPUBLIC OF KENYA

MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES & CO-OPERATIVES  
State Department for Co-operatives  
Office of the Commissioner

Email: cooperativecommissioner@gmail.com

Telephone: 020-2731531-9

Fax 2731520

When replying please quote

Ref: CS/3061

Social Security House,

Block A

Bishops Road, Capitol Hill

P.O. Box 30547-00100

NAIROBI

Date: 21<sup>st</sup> December, 2020

**The Chairperson**

Concorde SACCO

Centenary House- 3<sup>rd</sup> Floor

P.O BOX 10690- 00100

Nairobi



**REF: CONCORDE INQUIRY REPORT**

Reference is made to the Inquiry into the Society's affairs which was ordered vide order dated 16<sup>th</sup> September 2020 and published in Kenya Gazette Notice No. 7490 on 25<sup>th</sup> September 2020.

The Inquiry report is ready but due to Covid – 19 protocols; it will not be possible to organize Special General meeting to present the report to the whole membership as required by the Cooperative Societies Act (CSA) CAP 490 laws of Kenya Section 58 (3). In this regards this office is recommending the following until the report is presented to the members or otherwise advised by the same office:

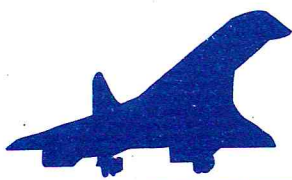
1. The core business of the SACCO (savings and credit administration) to continue uninterrupted.
2. All the Board Sub – committees and Supervisory Committee to continue undertaking their responsibilities as prescribed in the SACCO By-laws.
3. SACCO to suspend from undertaking any Capital expenditures
4. No staff changes to be done until the Inquiry report is presented to members. This include new recruitment, hiring or termination of service,
5. All senior management staff members: CEO, Senior Accountant, Marketing Executive and ICT officer and Accountants contracts that are due to expire to be extended/renewed until the report is presented to the members.
6. Other statutory activities including audit to continue as per the law.

Geoffrey N. Njeng'ombe

Ag: COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT

Cc County Director of Co-operatives – Nairobi

Sub – County Co-operative Officer - Westlands



# Concorde Savings & Credit Co-operative Society Ltd

Centenary House  
3rd Floor Off Ring Road Westlands  
P.O.Box 10690 - 00100 -Nairobi, Kenya  
Office Cell: 0700 552 588 / 0725 800328  
info@concordesacco.com  
www.concordesacco.com

Wednesday, 30 December, 2020

Your Ref: CS/3061

FILE COPY

The Commissioner for Co-operative Development,  
Ministry of Agriculture, Trade & Co-operatives,  
State Department for Co-operatives,  
Social Security House,  
Bishop Road, Capital Hill,  
P.O. Box 30547 – 00100 GPO  
NAIROBI

Dear Sir,

RE: 1. CONCORDE SACCO INQUIRY REPORT  
2. AUTHORITY TO INCUR EXPENDITURE FOR FINANCIAL YEAR 2021

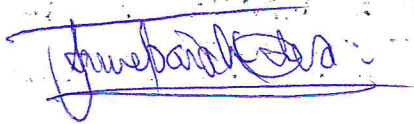
The letter dated 21<sup>st</sup> December 2020 refers.

We acknowledge the fact that the inquiry report is ready. We would like to propose that we hold a virtual Special General Meeting (SGM) within the month of January 2021 for the sole purpose of reading the report to our members. We would be glad to be guided by your office on this matter.

Secondly, our budget for financial year 2021 has not been approved by members since we did not hold an Annual General Meeting (AGM) in the year 2020. We kindly request your office to authorize us to incur expenditure in the early months of financial year 2021 pending budget approval at the AGM to be held within the first quarter of the year 2021.

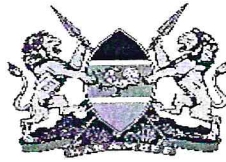
Your Sincerely,

FOR & ON BEHALF OF CONCORDE SACCO SOCIETY LTD.

  
James Odera  
CHIEF EXECUTIVE OFFICER

CC: County Director of Co-operatives – Nairobi  
Sub-County Co-operative Officer - Westlands





REPUBLIC OF KENYA

**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND CO-OPERATIVES**  
**State Department for Co-operatives**  
**Office of the Commissioner**

Telephone: 020-2731531-9  
0704097021/23  
0788484840/41  
Fax: 020-2731511  
Email: ps.ushirika@gmail.com  
When replying please quote

REF: CS/3061

**The Chairman**

Concord Sacco Society Ltd  
P. O. Box 10690 - 00100  
**NAIROBI**



Social Security House BLK 'A'  
Bishops Road, Capital Hill  
P.O. Box 30547 - 00100  
NAIROBI

4<sup>th</sup> January, 2021

**RE: VIRTUAL SPECIAL GENERAL MEETING**

Your letter dated 30<sup>th</sup> December, 2020 on the above subject and the Commissioner's Circular on suspension of all General Meetings ref: MITC/SDC/2/17 dated 16<sup>th</sup> March, 2020 refers.

The request for approval to hold Virtual Special General Meeting of the month of January 2021 has been granted with the following guidelines (attached) to be observed in order to promote effective decision making, professionalism, uniformity and consistency.

This is to ensure the meeting is lawful and procedural, properly planned and effectively managed under the applicable laws, regulations and global best practices including but not limited to: -

- i) Co-operative Societies Act (Cap 490)
- ii) Sacco Societies Act (Cap 490B)

The Society is advised to make necessary logistics for the meeting to be successful and also adopt virtual meetings in its by-laws.

Geoffrey N. Njirang'ombe

**For: COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT**

**Copy to:** County Director of Co-operatives  
Nairobi





**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES & CO-OPERATIVES**  
**State Department for Co-operatives**

**Office of the Commissioner**

Email: cooperativecommissioner@gmail.com

Telephone: 020-2731531-9

Fax 2731520

When replying please quote

**Ref:** CS/3061/

Social Security House,

Block A

Bishops Road, Capitol Hill

P.O. Box 30547-00100

**NAIROBI**

**Date:** 7<sup>th</sup> January, 2021

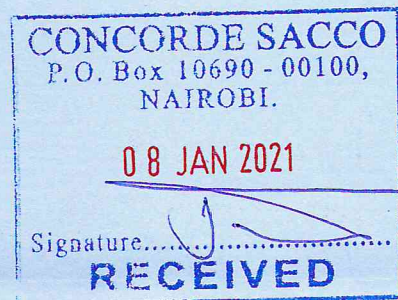
**The Chairperson**

Concorde SACCO

Centenary House- 3<sup>rd</sup> Floor

P O Box 10690- 00100

**NAIROBI.**



**RE: CONCORDE INQUIRY REPORT**

Reference is made to your letter dated 6<sup>th</sup> January, 2021 on the approval to convene Virtual General Meeting.

This Office concurs with your proposal to wait for the conclusion of the 2019 and 2020 financial years audited accounts and then organize the Annual General meeting either in the month of February or March.

This office would also like to inform you that the Inquiry report for the SACCO has been concluded and we would therefore like to direct the SACCO to organize a Special General Meeting besides the AGM with only one Agenda of presentation of the inquiry report.

  
Geoffrey N. Njang'ombe

**Ag: COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT**

**Copy to:** County Director of Co-operatives - Nairobi  
Sub – County Co-operative Officer - Westlands