



## THE KENYA INSTITUTE OF PLANNERS

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### **FORM E-04**

#### **HANDOVER NOTE (OFFICE BEARER)**

Office being handed over: \_\_\_\_\_

Outgoing office bearer (Name/No.): \_\_\_\_\_

Incoming office bearer (Name/No.): \_\_\_\_\_

Date of declaration of results: \_\_\_\_\_

Date of handover meeting: \_\_\_\_\_

A. Summary of status (programmes, resolutions, pending actions)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Financial status (attach statements/returns where applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Assets and records inventory attached: YES / NO

Outgoing signature: \_\_\_\_\_

Incoming signature: \_\_\_\_\_

Secretary/Seretariat witness: \_\_\_\_\_

Date: \_\_\_\_\_