



HUMAN RESOURCE MANAGEMENT PROFESSIONALS ACT, 2026

**HUMAN RESOURCE MANAGEMENT PROFESSIONALS (REGISTRATION,
LICENSING, FEES AND CONTINUING PROFESSIONAL DEVELOPMENT)
REGULATIONS, 2026**

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HUMAN RESOURCE MANAGEMENT PROFESSIONALS ACT, 2026

**HUMAN RESOURCE MANAGEMENT PROFESSIONALS (REGISTRATION,
LICENSING, FEES AND CONTINUING PROFESSIONAL DEVELOPMENT)
REGULATIONS, 2026**

IN EXERCISE of the powers conferred by sections 9, 10, 11, 12, 13, 51 and 49 of the Human Resource Management Professionals Act, 2025, the Cabinet Secretary makes the following Regulations—

PART I—PRELIMINARY PROVISIONS

Short Title. 1. These Regulations may be cited as the Human Resource Management Professionals (Registration, Licensing, Fees and Continuing Professional Development) Regulations, 2026.

Interpretation. 2. In these Regulations, unless the context otherwise requires—

“Act” means the Human Resource Management Professionals Act;

“Council” means the Council established under the Act;

“Registrar” means the Chief Executive Officer acting as Registrar under the Act;

“Registration Committee” means the Committee established under the Act;

“member in good standing” means a member—

- (a) whose name appears on the Register;
- (b) who has paid all prescribed fees;

- (c) who holds a valid practising certificate where required; and
- (d) who is not suspended or removed from the Register;

“practising certificate” means a practising certificate issued under section 29 of the Act.

Purpose of
Regulations

3. The purpose of these Regulations is to—

- (a) operationalise the provisions of the Act relating to registration and licensing;
- (b) prescribe procedures for entry into and maintenance of the Register;
- (c) regulate practising certificates;
- (d) establish a structured Continuing Professional Development regime;
- (e) prescribe fees payable under the Act; and
- (f) ensure competence, integrity and accountability in the human resource management profession.

Application

4. These Regulations apply to—

- (a) all persons seeking registration under the Act;
- (b) all registered members;
- (c) practising certificate holders; and
- (d) HR firms regulated under the Act.

PART II—REGISTRATION OF MEMBERS

Categories of
registration.

5. Registration under the Act shall be in the following categories—

- (a) Fellow;
- (b) Member;

- (c) Associate Member;
- (d) Graduate Member, where applicable under the Act;
- (e) such other category as may be provided under the Act.

Eligibility for
Registration.

6. (1) A person shall be eligible for registration if the person—

- (a) meets the academic qualifications prescribed for the relevant category;
- (b) satisfies the experience requirements for that category;
- (c) demonstrates good character and professional integrity;
- (d) has not been convicted of an offence involving fraud, dishonesty or moral turpitude;
- (e) pays the prescribed fees.

(2) The Registration Committee may require additional documentation to verify eligibility.

Academic
Qualifications.

7. (1) An applicant shall provide evidence of recognised qualifications in human resource management or related disciplines.

(2) The Registration Committee may recognise—

- (a) local qualifications from accredited institutions;
- (b) foreign qualifications equivalent to local standards; and
- (c) prior learning where supported by verifiable professional experience.

(3) Where doubt exists as to equivalence, the Committee may—

- (a) seek expert evaluation;
- (b) require supplementary documentation; and
- (c) require the applicant to undertake specified assessment.

Experience
Requirements

8. (1) An applicant for Member or Fellow category shall demonstrate relevant practical experience in human resource management.

(2) The Registration Committee shall determine sufficiency of experience based on—

- (a) years of service;
- (b) scope of HR functions performed; and
- (c) level of responsibility exercised.

Application
procedure.

9. (1) An application for registration shall be made in the prescribed form.

(2) The application shall be accompanied by—

- (a) certified copies of academic and professional certificates;
- (b) curriculum vitae;
- (c) references from at least two professional referees;
- (d) proof of identity; and
- (e) prescribed application fee.

(3) An incomplete application shall not be considered until all required documentation is provided.

Verification of
information.

10. (1) The Registrar may verify any information provided by the applicant.

(2) Where necessary, the Registration Committee may—

- (a) invite the applicant for interview;
- (b) require clarification or additional documentation; or
- (c) contact referees or institutions directly.

(3) Providing false or misleading information shall constitute grounds for rejection and may attract disciplinary proceedings.

Determination of Application

11. (1) The Registration Committee shall determine a complete application within thirty days.

(2) The Committee may—

- (a) approve registration;
- (b) approve subject to conditions;
- (c) defer determination pending further information; or
- (d) reject the application.

(3) Every rejection shall be accompanied by written reasons.

Conditional Registration

12. (1) The Registration Committee may impose conditions on registration where necessary to protect professional standards.

(2) Conditions may include—

- (a) supervised practice;
- (b) completion of specified training; or
- (c) limitation of scope of practice.

Entry into the Register

13. (1) Upon approval, the Registrar shall enter the applicant's name in the Register.

(2) The entry shall indicate—

- (a) membership category;
- (b) membership number;
- (c) date of registration; and

(d) current status.

Certificate of
Registration

14. (1) The Registrar shall issue a certificate of registration to every registered member.

(2) A certificate shall remain the property of the Institute and shall be surrendered upon removal or suspension.

Change of
Particulars.

15. (1) A member shall notify the Registrar of any change in—

- (a) address;
- (b) employer;
- (c) contact details; or
- (d) name.

(2) Failure to notify the registrar of these changes may attract administrative action.

Removal for
Administrative
Default

16. (1) A member who fails to pay prescribed fees may be removed from good standing.

(2) Removal for administrative default shall not constitute professional misconduct unless determined under the Disciplinary Regulations.

PART III—PRACTISING CERTIFICATES

Requirement to
Hold a Practising
Certificate

17. (1) A person shall not engage in independent human resource management practice unless issued with a valid practising certificate under the Act.

(2) For purposes of this regulation, “independent human resource management practice” includes—

- (a) providing HR consultancy services to the public;
- (b) operating an HR firm;
- (c) offering advisory services in employment relations, recruitment, workforce restructuring or organisational HR governance for reward or fee; or
- (d) representing oneself to the public as an independent HR practitioner.

(3) A member employed exclusively within a single employer organisation shall not require a practising certificate unless engaging in consultancy outside that employment.

Eligibility for
Practising
Certificate

18. An applicant for a practising certificate shall—

- (a) be registered as a Member or Fellow;
- (b) be a member in good standing;
- (c) have complied with CPD requirements for the preceding year;
- (d) have no pending disciplinary suspension; and
- (e) pay the prescribed fee.

Application
Procedure

19. (1) An application for issuance or renewal of a practising certificate shall be made in the prescribed form.

(2) The application shall include—

- (a) declaration of compliance with CPD;
- (b) declaration of absence of disqualifying disciplinary action;
- (c) disclosure of any pending investigations; and
- (d) payment of the prescribed fee.

(3) The Registrar shall submit complete applications to the Registration Committee.

Determination of Application

20. (1) The Registration Committee shall determine duly submitted applications within thirty days.

(2) The Committee may—

- (a) approve issuance;
- (b) approve subject to conditions;
- (c) defer pending clarification; or
- (d) refuse issuance.

(3) Where the Committee refuses to issue or renew a practising certificate, the refusal shall be accompanied by written reasons which reasons shall include—

- (a) that the applicant has failed to meet statutory requirements;
 - (b) that the applicant is under administrative suspension;
 - (c) that the applicant has outstanding fees;
 - (d) that the applicant has failed to comply with CPD requirements;
- or
- (e) that disciplinary proceedings are pending and the Committee determines issuance would prejudice public interest.

Validity and Renewal

21. (1) A practising certificate shall be valid for one calendar year.

(2) Renewal of a practising certificate shall be applied for not later than 31 January of the year for which renewal is sought.

(3) A practising certificate not renewed by 31 March shall lapse automatically and the holder shall—

- (a) cease independent practise immediately; and
- (b) not hold themselves out as a practising HR professional.

(4) Practising without a valid certificate constitutes professional misconduct under section 30 of the Act.

Display of
Practising
Certificate

22. (1) A practising certificate holder shall—

- (a) display the certificate at their principal place of practice; and
- (b) include the practising certificate number in official correspondence.

(2) Failure to comply may attract administrative action.

Surrender of
Practising
Certificate

23. A practising certificate shall be surrendered—

- (a) upon suspension;
- (b) upon removal from the Register in accordance with these Regulations; or
- (c) upon expiry without renewal.

Administrative
Suspension of
Practising
Certificate

24. (1) A practising certificate may be administratively suspended for—

- (a) non-payment of prescribed fees;
- (b) non-compliance with CPD; or
- (c) failure to submit annual compliance declaration.

(2) Administrative suspension shall not constitute professional misconduct unless referred under the Disciplinary Regulations.

Restoration
Following
Administrative
Suspension

25. (1) A practising certificate may be restored upon—

- (a) payment of outstanding fees;
- (b) payment of reinstatement fee; or
- (c) compliance with outstanding CPD obligations.

(2) Restoration shall be effected by the Registrar upon confirmation of compliance.

Publication of
Practising
Certificate
Holders

26. The Institute shall maintain and may publish a public register of practising certificate holders indicating—

- (a) name;
- (b) membership number;
- (c) practising certificate number; and
- (d) status.

PART IV—CONTINUOUS PROFESSIONAL DEVELOPMENT

Purpose of
Continuing
Professional
Development

27. (1) Continuing Professional Development (CPD) is intended to—

- (a) maintain and enhance professional competence;
- (b) ensure currency of knowledge in labour law and HR practice;
- (c) promote ethical and accountable professional conduct; and
- (d) safeguard the public interest.

(2) CPD compliance is a condition for maintenance of good standing and renewal of a practising certificate.

Annual CPD
Requirement

28. (1) Every registered Member and Fellow shall complete not less than forty hours of CPD in each calendar year.

(2) Not less than five of the required hours shall relate to—

- (a) professional ethics;
- (b) governance and regulatory compliance; or
- (c) developments under the Act and Regulations.

(3) CPD hours shall not be carried forward to a subsequent year.

(4) Partial completion shall not be deemed compliance except as provided under the remedial window.

Categories of
CPD Activities

29. CPD activities may include—

- (a) attendance at accredited seminars, workshops or conferences;
- (b) participation in structured online learning;
- (c) publication of peer-reviewed HR research or scholarly work;
- (d) delivery of accredited training programmes;
- (e) participation in recognised professional forums; or
- (f) structured in-house corporate HR training approved by the Institute.

Maximum
Recognition
Limits

30. For purposes of preventing CPD inflation—

- (a) not more than fifteen hours per year shall be credited for teaching or facilitation;
- (b) not more than ten hours per year shall be credited for publication or research; and
- (c) attendance-only events shall not exceed twenty hours unless assessment-based.

Annual CPD
Declaration

31. (1) A member applying for renewal of a practising certificate shall submit an annual CPD declaration.

(2) The declaration shall confirm—

- (a) completion of required hours;
- (b) compliance with ethics component; and
- (c) accuracy of submitted records.

(3) Submission of a false declaration constitutes professional misconduct under section 30 of the Act.

CPD Audit

32. (1) The Institute may conduct random or targeted CPD audits.

(2) A member selected for audit shall provide supporting documentation within fourteen days.

(3) Where deficiencies are identified, the Institute shall issue a notice of non-compliance.

Remedial CPD
Window

33. (1) A member who fails to meet CPD requirements shall be granted a remedial period of six months, during which period—

(a) the member may continue to practise unless otherwise directed; and

(b) outstanding CPD hours must be completed.

(2) Failure to comply within the remedial period shall result in administrative suspension.

Administrative
Consequences of
CPD Non-
Compliance

34. (1) A member who remains non-compliant after the remedial period shall be administratively suspended.

(2) Administrative suspension shall—

(a) remove the member from good standing;

(b) invalidate any practising certificate; or

(c) not amount to professional misconduct unless referred to the Disciplinary Committee

Accreditation of
CPD Providers

35. (1) A person or institution offering CPD shall on an annual basis, apply for accreditation and such application shall require a demonstration of—

(a) professional expertise;

(b) relevant curriculum;

(c) defined learning objectives; and

(d) attendance verification mechanisms.

(2) The Registration Committee may revoke accreditation where—

- (a) standards are not maintained;
- (b) false information was supplied; and
- (c) the provider breaches these Regulations.

Recognition of
Non-Accredited
CPD

36. (1) A member may apply for recognition of CPD undertaken through non-accredited providers.

(2) Recognition shall be granted where relevance and quality are demonstrated.

Exemption

37. (1) A member may apply for partial exemption from CPD requirements due to illness or other exceptional circumstances.

(2) The Registration Committee may grant proportionate reduction in required hours.

PART V — REGISTRATION AND REGULATION OF HR FIRMS

Requirement for
Registration of
HR Firms

38. (1) A firm offering human resource management consultancy or advisory services to the public shall be registered with the Institute.

(2) For purposes of this regulation, “HR firm” includes an incorporated or unincorporated person offering HR consultancy or advisory services for reward.

(3) No firm shall represent itself as an HR consultancy unless registered under these Regulations.

Application for
Registration of
HR Firm

39. (1) An application for registration of an HR firm shall be made in the prescribed form.

(2) The application shall include—

- (a) proof of legal incorporation or registration;
- (b) physical and postal address;
- (c) names of directors or partners;
- (d) designation of a responsible practising certificate holder; and
- (e) prescribed annual subscription fee.

(3) The responsible practitioner shall—

- (a) hold a valid practising certificate; and
- (b) be a member in good standing.

Role of
Responsible
Practitioner

40. (1) Every registered HR firm shall designate at least one responsible practitioner.

(2) The responsible practitioner shall—

- (a) oversee compliance of the firm with the Act and Regulations;
- (b) ensure professional standards are maintained; and
- (c) act as liaison with the Institute.

(3) A firm shall notify the Registrar within fourteen days of any change in responsible practitioner.

Joint
Responsibility

41. (1) An HR firm and its responsible practitioner shall be jointly responsible for compliance with these Regulations.

(2) Misconduct committed in the name of a firm may attract either disciplinary proceedings against the responsible practitioner or administrative sanctions against the firm.—

Obligations of
Registered HR
Firms

42. A registered HR firm shall—

- (a) ensure services are rendered by or under supervision of practising certificate holders;
- (b) maintain professional records for not less than five years;
- (c) comply with ethical standards under the Code of Ethics; and
- (d) cooperate with compliance inspections.

Administrative
Suspension of HR
Firm

43. (1) A firm may be administratively suspended for—

- (a) non-payment of fees;
- (b) absence of a valid responsible practitioner; and
- (c) failure to comply with compliance notices.

(2) A suspended firm shall cease offering HR consultancy services until restored

Removal of HR
Firm from
Register

44. (1) The Registration Committee may remove a firm from the Register where—

- (a) it persistently fails to comply with these Regulations;
- (b) it engages in conduct prejudicial to professional standards; or
- (c) it ceases operations.

(2) Removal shall be communicated in writing with reasons.

Publication of
Registered Firms

45. The Institute shall maintain and may publish a list of registered HR firms indicating—

- (a) firm name;
- (b) registration number;
- (c) responsible practitioner; and
- (d) status.

PART VI — FEES AND FINANCIAL COMPLIANCE

Prescribed Fees **46.** (1) The fees set out in the Second Schedule shall be payable under these Regulations.

(2) Fees shall be payable in the manner prescribed by the Council.

Annual Membership Subscription **47.** (1) Every registered member shall pay the prescribed annual subscription fee on or before the 1st day of January of each year.

(2) A member who fails to pay the annual subscription fee by 31 March shall be liable to a late payment surcharge as prescribed in the Second Schedule.

Practising Certificate Fee **48.** (1) The prescribed practising certificate fee shall be paid—

- (a) upon initial issuance; and
- (b) upon annual renewal.

(2) A practising certificate shall not be issued or renewed unless the prescribed fee has been paid in full.

HR Firm Annual Fee **49.** (1) Every registered HR firm shall pay the prescribed annual subscription fee on or before 1 January of each year.

(2) Failure to pay the prescribed fee shall attract a late surcharge and may result in administrative suspension.

Notice of Non-Payment **50.** (1) Where a member or firm fails to pay prescribed fees, the Registrar shall issue a written notice of default.

(2) The notice shall—

- (a) specify the amount due;

- (b) specify the applicable surcharge; and
- (c) specify the date by which payment must be made.
- (3) Failure to comply with the notice may result in administrative suspension.

Administrative
Suspension for
Non-Payment

51. (1) A member or firm that remains in default after notice shall be administratively suspended.

(2) Administrative suspension shall—

- (a) remove the member from good standing;
- (b) invalidate any practising certificate;
- (c) prohibit the firm from offering HR consultancy services.

(3) Administrative suspension shall not amount to professional misconduct unless referred under the Disciplinary Regulations.

Reinstatement
After
Administrative
Suspension

52. (1) A member or firm administratively suspended for non-payment may apply for reinstatement.

(2) Reinstatement shall require—

- (a) payment of all outstanding fees;
- (b) payment of the prescribed reinstatement fee; and
- (c) compliance with any outstanding CPD obligations.

(3) The Registrar shall restore the member or firm upon confirmation of compliance.

Review and
Revision of Fees

53. (1) The Council may review the prescribed fees from time to time.

(2) Revised fees shall—

- (a) be approved in accordance with the Act;
- (b) be published in the Gazette; and

(c) take effect on the date specified in the Gazette notice.

PART VII — REGISTERS, PUBLICATION, REVIEW AND TRANSITIONAL PROVISIONS

Duty to maintain Registers

54. (1) The Registrar shall maintain—

- (a) a Register of Members;
- (b) a Register of Practising Certificate Holders; and
- (c) a Register of HR Firms.

(2) The Register shall contain—

- (a) full name;
 - (b) membership number;
 - (c) category of registration;
 - (d) date of registration;
 - (e) status;
 - (f) practising certificate number, where applicable; and
 - (g) such other particulars as the Council may prescribe.
- (3) The Registers may be maintained in electronic form.

Public Access to Register

55. (1) The Institute may publish an extract of the Register for purposes of public transparency.

(2) The published extract may include—

- (a) name;
- (b) membership number;
- (c) category of membership;
- (d) practising status; and
- (e) suspension status, where applicable.

(3) Sensitive personal information shall not be published except where required by law.

Written Reasons
for Adverse
Decisions

56. Decisions adversely affecting an applicant, member or firm under these Regulations shall be communicated in writing within fourteen days of the decision, providing reasons.

Review of
Administrative
Decisions

57. (1) A person aggrieved by an administrative decision under these Regulations may apply for review within fourteen days of notification.

(2) The Registration Committee shall determine the review within thirty days and communicate to the member their determination, providing reasons.

(3) Nothing in this regulation shall limit any right of appeal provided under the Act.

Non-Derogation
from Disciplinary
Powers

58. Nothing in these Regulations shall limit the powers of the Disciplinary Committee under the Act or the Disciplinary Regulations.

Transitional
Provisions

59. (1) A person registered under previous regulations shall be deemed registered under these Regulations.

(2) Any practising certificate valid at the commencement of these Regulations shall remain valid until expiry.

(3) New and ongoing applications shall be determined in accordance with these Regulations unless otherwise directed by the Registration Committee.

Saving Provision

60. Any action lawfully taken under previous regulations shall continue in force unless inconsistent with these Regulations.

ZERO DRAFT

FIRST SCHEDULE

PRESCRIBED FORMS

(Regulations 5, 19, 34, 43 and 57)

FORM 1 — APPLICATION FOR REGISTRATION

Section	Required Information		Notes
Personal Details	Full Name		<i>As per ID/Passport</i>
	National ID / Passport No.		<i>Mandatory</i>
	Postal Address		
	Email Address		
	Telephone Number		
Category Applied	Fellow / Member / Associate / Graduate		<i>Tick one</i>
Academic Qualifications	Certified copies attached		<i>Required</i>
Professional Experience	Curriculum vitae attached		<i>Required</i>
Referees	At least two referees		<i>With contacts</i>
Declarations	Accuracy confirmation		<i>Mandatory</i>
Signature	Applicant signature & date		<i>Required</i>

FORM 2 — APPLICATION FOR PRACTISING CERTIFICATE

Section	Required Information		Notes
Applicant Details	Name		
	Membership Number		<i>Must be valid</i>
	Category		<i>Member/Fellow</i>

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Nature of Practice	Consultancy / HR Firm / Advisory		<i>Specify</i>
CPD Compliance	Total Hours Completed		<i>Minimum 40</i>
	Ethics Hours Completed		<i>Minimum 5</i>
Declaration	Compliance & no pending discipline		<i>Mandatory</i>
Signature	Applicant signature & date		<i>Required</i>

FORM 3 — ANNUAL CPD DECLARATION

Field	Description	Notes on compliance
Membership Number	Unique identifier	<i>Mandatory</i>
Year	Reporting year	<i>Calendar year</i>
Activity	CPD Activity description	<i>Relevant</i>
Provider	Accredited/Recognised provider	<i>Verified</i>
Date	Date attended	<i>Required</i>
Hours	Duration	<i>Totals ≥ 40</i>
Ethics Hours	Ethics-related hours	<i>≥ 5</i>
Declaration	Accuracy & truthfulness	<i>Required</i>
Signature	Member signature	<i>Mandatory</i>

FORM 4 — HR FIRM REGISTRATION

Section	Required Information	Notes
Firm Name		<i>Must match registration</i>
Incorporation No. (Company/LLP Number)		<i>Required</i>

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Physical Address (Principal place of business)		<i>Required</i>
Directors/Partners (Attach list)		<i>Mandatory</i>
Responsible Practitioner (Name)		<i>Must hold valid PC</i>
Membership Number		<i>Verified</i>
Practising Certificate Number		<i>Valid</i>
Declaration /Compliance undertaking		<i>Required</i>
Signature of Responsible Practitioner		<i>Mandatory</i>

FORM 5 — APPLICATION FOR REINSTATEMENT

Field	Description	Notes
Name / Firm		
Membership/Firm No.		<i>Required</i>
Reason for Suspension		<i>Required</i>
CPD/Fees compliance		<i>Mandatory</i>
Confirmation of compliance		<i>Required</i>
Signature		<i>Mandatory</i>

SECOND SCHEDULE

PRESCRIBED FEES

(Regulation 51)

PART I — REGISTRATION & MEMBERSHIP FEES

Item	Category	Amount (KES)	Frequency
1	Membership Application Fee	1,000	One-off (Non-refundable)

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2	Membership Joining Fee	1,000	One-off (Upon approval)
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PART II — ANNUAL SUBSCRIPTION FEES

Category	Amount (KES)	Payable
Associate Member	4,000	Annually
Member	4,500	Annually
HR Firm	10,000	Annually

PART III — PRACTISING CERTIFICATE FEES

Category	Amount (KES)	Frequency
Practising Certificate (Individual)	7,000	Annually

PART IV — ADMINISTRATIVE FEES & SURCHARGES

Item	Amount (KES)	Trigger Event
Late Payment Surcharge	10% of applicable annual fee	After 31 March, every year
Reinstatement Fee	2,000	Following administrative suspension
Replacement Practising Certificate	1,000	Upon loss/damage
Replacement Membership Certificate	1,000	Upon loss/damage
Administrative Review Fee	1,500	Upon review request

PART V — CPD ACCREDITATION FEES

Item	Amount (KES)	Validity
Accreditation of CPD Provider	10,000	1 Year
Renewal of CPD Provider Accreditation	7,500	1 Year

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Accreditation of Individual CPD Programme	2,000	Per Programme
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