

THE EXECUTIVE OFFICE
of
THE ATTORNEY-GENERAL
REPUBLIC OF KENYA

SUBMISSION TEMPLATE

Task Force on the Incorporation and Institutional Transformation of the Public Trustee Department

Established by Gazette Notice No. 8767 of 12th June 2026

This is the official template for written submissions to the Task Force. Please complete all applicable sections. You may expand any section as needed. Attach supporting documents as indicated in Section F.

SECTION A: SUBMITTER DETAILS

Full Name / Name of Organization: _____

Capacity (Individual / Institutional): _____

Designation (if institutional): _____

Physical Address: _____

Postal Address: _____

Telephone: _____

Email: _____

County of Residence / Operation: _____

SECTION B: CATEGORY OF SUBMITTER

Please tick [✓] all that apply:

- ☐ Beneficiary / Claimant with a current or past matter before the Public Trustee
- ☐ Advocate / Legal Practitioner
- ☐ Professional Body
- ☐ Civil Society / Non-Governmental Organization
- ☐ Faith-Based Organization
- ☐ Academic / Researcher
- ☐ Government Agency
- ☐ Private Sector / Business
- ☐ Member of the Public (general)
- ☐ Other (please specify): _____

SECTION C: CONFIDENTIALITY PREFERENCE

- ☐ My submission may be referenced with my name / organization name.
- ☐ My submission may be referenced but my personal details should be kept confidential.

[] My submission contains sensitive information (e.g., personal estate details or matters relating to compliance gaps) and I request that it be handled with strict confidentiality.

SECTION D: SUBMISSION ON SPECIFIC TERMS OF REFERENCE

Each response should be concise, specific, and, where possible, supported by evidence or examples. The items below correspond to clause 1(a)–(k) of Gazette Notice No. 8767.

D1. Rapid Results Initiative — caseload, bottlenecks, and fast-track recommendations

Your views

D2. Standard operating procedures and monitoring mechanisms for file management

Your proposals:

D3. Audit of the Department's current structure — capacity, autonomy, and compliance gaps

Your views

D4. Legal framework for incorporation as a body corporate

Proposed amendments, registrations, or transitional provisions:

D5. Governance model — Board structure, management hierarchy, accountability

Your proposals:

D6. Transition Roadmap — timelines, milestones, risk mitigation, monitoring

Your proposals:

D7. Financial and asset-transfer protocols

Your proposals (valuation, liability assumption, funding models):

D8. Human resource restructuring, staff absorption, capacity building, pensions

Your proposals:

D9. Review of the Law of Succession Act and protection of vulnerable beneficiaries

Your views / evidence:

D10. Stakeholder engagement, communication, and change management

Your proposals:

D11. Any other matter ancillary to the above, for the Attorney-General's consideration

Your views / evidence:

SECTION E: KEY RECOMMENDATIONS

SECTION F: ATTACHMENTS

Please list any documents attached in support of this submission (e.g., court orders, correspondence, financial records, policy papers, research, draft amendments):

- 1

- 2

- 3

- 4
