



e-procedures.
investkenya.go.ke

Immigration services / Work permits / Class B (Agriculture and animal husbandry) work permit

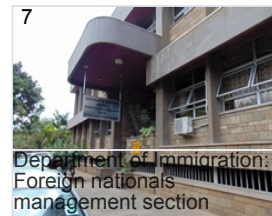
Summary of the procedure

List of steps

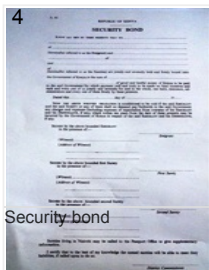
List of steps (7)

- 1 Apply and pay for work permit processing fees
- 2 Obtain notification of approval
- 3 Pay for permit fees
- 4 Obtain security bond
- 5 Obtain payment acknowledgement receipt
- 6 Obtain class B work permit
- 7 Permit endorsement

Where to go?



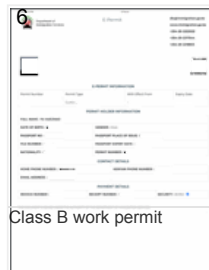
What you will get



Security bond



Security bond receipt



Class B work permit



Endorsed permit

Required documents



Certificate of incorporation



Company PIN



Clearance from relevant body



PIN certificate



Bank statement



Proof of land ownership



Passport



Passport photo



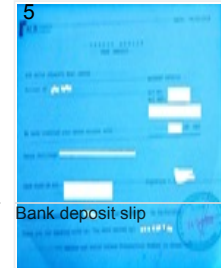
Notification of issuance of invoice



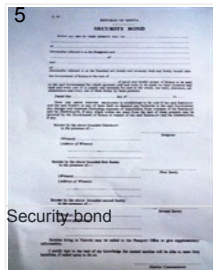
Notification of approval



Request letter



Bank deposit slip



Security bond



Security bond receipt



Class B work permit

How much?

Estimated cost of the procedure : **KES 120,100**

KES 100,000 (For issuance of class B work permit for one year)

KES 10,000 (For work permit processing fees)

KES 10,000 (For issuance of security bond)

KES 50 (Ecitizen convenience fee)

KES 50 (eCitizen convenience fee)

How long ?

	min.	max.
Total time (sum):	43d	54d
<u>of which:</u>		
Waiting time in queue (sum):	15mn	1h. 20mn
Attention at counter:	45mn	1h. 40mn
Waiting time until next step (sum):	42d	53d

Legal justification?



Kenya Citizenship and Immigration Act, 2011

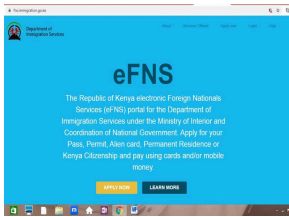


Kenya Citizenship and Immigration Regulations 2012

Detailed steps

1 | Apply and pay for work permit processing fees

Contact details



Entity in charge

Efns portal

Email: fnshep@futuristic.co.ke

Expected results

1. Payment receipt for work permit processing fees
2. Notification of receipt

Requirements

1. Certificate of incorporation (copy)
or Certificate of compliance (copy)
For a branch of a foreign company
2. Company PIN (copy)
3. Clearance from relevant body (copy)
This will depend on the nature of the agricultural activity and one has to clear with the respective body
4. PIN certificate (copy)
For the applicant
5. Bank statement (copy)
Of the applicant issued by a local bank. The amount to be invested by the investor should be at least 100 000 US dollars or the equivalent in any other currency
6. Proof of land ownership (copy)
Can either be a title deed, lease agreement or any other legal document showing proof of land ownership
7. Passport (copy)
Showing the bio data and visa page
8. Passport photo (2 original)

Cost KES 10,050

KES 10,000

For work permit processing fees

KES 50

Ecitizen convenience fee

Payment methods: credit cards, RTGS, Mobile Money; Airtel Money, Mpesa

Payment of the processing fee can also be made at Kenya Commercial Bank , Equity bank. Once at bank the applicant will proceed to ask to make the Ecitizen cash payment and quote the Bill reference number issued from the eFNS portal

Time frame

Attention at counter: Min. 10mn - Max. 30mn

Waiting time until next step: Min. 40 days - Max. 50 days

Recourse: Department of Immigration: Foreign nationals management section



Entity in charge

Department of Immigration: Foreign nationals management section

Nyayo House ground floor, Kenyatta
Avenue/Uhuru Highway P.O Box

30191., Nairobi 00100

Tel: +254 202 222 022 /

+254 202 217 544

Email: infomirp@kenya.go.ke

Website:

<http://www.immigration.go.ke>

Directions: Google maps

Unit in charge

eFNS support centre

Mon: 09:00 - 18:00

Tue: 09:00 - 18:00

Wed: 09:00 - 18:00

Thu: 09:00 - 18:00

Fri: 09:00 - 18:00

Person in charge

eFNS support officer

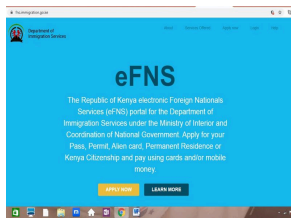
Tel: +254 775 165 200 /

+254 900 620 610

Email: fnshelp@futuristic.co.ke

2 | Obtain notification of approval

Contact details



Entity in charge

Efns portal

Email: fnshep@futuristic.co.ke

Expected results

1. Notification of approval
2. Notification of issuance of invoice
3. Permit invoice

Time frame

Attention at counter: Min. 5mn - Max. 10mn

Legal justification

1. Kenya Citizenship and Immigration Act, 2011
Section 40
2. Kenya Citizenship and Immigration Regulations 2012
Section 20

Additional information

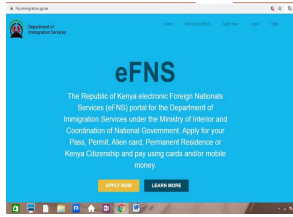
The work permit application may be deferred or rejected if the application does not meet the set criteria.



Who certified this information ?

11/12/2015

Recourse: Efn's portal



Entity in charge

Efn's portal

Email: fnshelp@futuristic.co.ke



Unit in charge

eFNS support centre

Mon: 09:00 - 18:00

Tue: 09:00 - 18:00

Wed: 09:00 - 18:00

Thu: 09:00 - 18:00

Fri: 09:00 - 18:00



Person in charge

eFNS support officer

Tel: +254 775 165 200 /

+254 900 620 610

Email: fnshelp@futuristic.co.ke

3 | Pay for permit fees

Contact details



Entity in charge

Kenya Commercial Bank

Tel: +254 202 287 000 /
+254 732 187 000

Email: contactcentre@kcb.co.ke

Website:

<https://ke.kcbbankgroup.com/personal-banking-home/>,
<https://twitter.com/KCBGroup>



Unit in charge

KCB banking hall

Mon: 08:30 - 16:30

Tue: 08:30 - 16:30

Wed: 08:30 - 16:30

Thu: 08:30 - 16:30

Fri: 08:30 - 16:30

Sat: 08:30 - 12:00



Person in charge

KCB cashier

Cashier

Tel: +254 732 187 000

Email: contactcentre@kcb.co.ke

Expected results

1. Bank deposit slip

Requirements

1. Notification of issuance of invoice (copy)
2. Notification of approval (copy)

Cost **KES 100,050**

KES 100,000

For issuance of class B work permit for one year

KES 50

eCitizen convenience fee

Payment methods: RTGS

The permit fees should be paid through RTGS (Real Time Gross Settlement). Once at the bank, the applicant will ask to make the Ecitizen cash payment and quote the Bill reference number issued from the eFNS portal.

Time frame

Waiting time in queue: Min. 5mn - Max. 10mn

Attention at counter: Min. 5mn - Max. 10mn

Legal justification

1. Kenya Citizenship and Immigration Regulations 2012
Sections 39, 40, 56, 59, 1st, 9th schedule

Additional information

One is required to pay for the permit fees within 30 days of receipt of the letter of approval.



Who certified this information ?

11/12/2015

Recourse: Kenya Commercial Bank



Entity in charge

Kenya Commercial Bank

Tel: +254 202 287 000 /

+254 732 187 000

Email: contactcentre@kcb.co.ke

Website:

<https://ke.kcbbankgroup.com/personal-banking-home/>,

<https://twitter.com/KCBGroup>



Unit in charge

KCB banking hall

Mon: 08:30 - 16:30

Tue: 08:30 - 16:30

Wed: 08:30 - 16:30

Thu: 08:30 - 16:30

Fri: 08:30 - 16:30

Sat: 08:30 - 12:00



Person in charge

KCB customer care officer

Tel: +254 711 087 000 /

+254 732 187 000

Email: contactcentre@kcb.co.ke

4 | Obtain security bond

Contact details



Entity in charge

Insurance Company



List of licensed insurance companies in Kenya.

Expected results

1. Security bond
2. Security bond receipt

Requirements

1. Request letter (copy)

Cost KES 10,000

KES 10,000

For issuance of security bond

Time frame

Waiting time in queue: Min. 5mn - Max. 30mn

Attention at counter: Min. 10mn - Max. 20mn

Recourse: Insurance Company

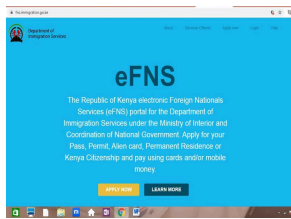


Entity in charge

Insurance Company

5 | Obtain payment acknowledgement receipt

Contact details



Entity in charge

Efns portal

Email: fnshelp@futuristic.co.ke

Expected results

1. Payment acknowledgement receipt

Requirements

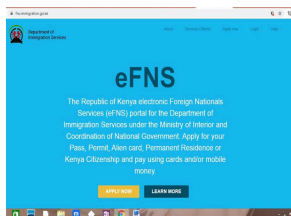
1. Bank deposit slip (copy)
2. Security bond (copy)
The security bond can be obtained from an insurance company. See Security bond process
3. Security bond receipt (copy)

Time frame

Attention at counter: Min. 5mn - Max. 10mn

Waiting time until next step: Min. 2 days - Max. 3 days

Recourse: Efns portal



Entity in charge

Efns portal

Email: fnshelp@futuristic.co.ke

Unit in charge

eFNS support centre

Mon: 09:00 - 18:00

Tue: 09:00 - 18:00

Wed: 09:00 - 18:00

Thu: 09:00 - 18:00

Fri: 09:00 - 18:00

Person in charge

eFNS support officer

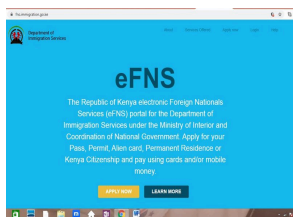
Tel: +254 775 165 200 /

+254 900 620 610

Email: fnshelp@futuristic.co.ke

6 | Obtain class B work permit

Contact details



Entity in charge

Efns portal

Email: fnshep@futuristic.co.ke

Expected results

1. Class B work permit

Time frame

Attention at counter: Min. 5mn - Max. 10mn

Legal justification

1. Kenya Citizenship and Immigration Act, 2011
Sections 36, 40, 41
2. Kenya Citizenship and Immigration Regulations 2012
Sections 20, 7th schedule



Who certified this information ?

11/12/2015

Recourse: Department of Immigration: Foreign nationals management section



Entity in charge

Department of Immigration: Foreign nationals management section

Nyayo House ground floor, Kenyatta
Avenue/Uhuru Highway P.O Box
30191., Nairobi 00100

Tel: +254 202 222 022 /
+254 202 217 544

Email: infomirp@kenya.go.ke

Website:

<http://www.immigration.go.ke>

Directions: Google maps



Unit in charge

Foreign nationals management office

Mon: 08:00 - 17:00

Tue: 08:00 - 17:00

Wed: 08:00 - 17:00

Thu: 08:00 - 17:00

Fri: 08:00 - 17:00



Person in charge

Director- Immigration services

Tel: +254 719 792 631 /

infomirp@kenya.go.ke

Email: overseesection@gmail.com,
dis@immigration.go.ke

7 | Permit endorsement

Contact details



Entity in charge

Department of Immigration: Foreign nationals management section

Nyayo House ground floor, Kenyatta
Avenue/Uhuru Highway P.O Box
30191., Nairobi 00100
Tel: +254 202 222 022 /
+254 202 217 544
Email: infomirp@kenya.go.ke
Website:
<http://www.immigration.go.ke>
Directions: Google maps



Unit in charge

Permit and passes endorsement counter - Number 7

Mon: 08:00 - 17:00
Tue: 08:00 - 17:00
Wed: 08:00 - 17:00
Thu: 08:00 - 17:00
Fri: 08:00 - 17:00
Closed during lunch hour - from 12:00
up to 14:00 hrs



Person in charge

Immigration officer

Expected results

1. Endorsed permit

Requirements

1. Class B work permit (original)

Time frame

Waiting time in queue: Min. 5mn - Max. 40mn

Attention at counter: Min. 5mn - Max. 10mn

Legal justification

1. Kenya Citizenship and Immigration Regulations 2012
Section 58



Who certified this information ?

11/12/2015

Recourse: Department of Immigration: Foreign nationals management section



Entity in charge

Department of Immigration: Foreign nationals management section

Nyayo House ground floor, Kenyatta
Avenue/Uhuru Highway P.O Box
30191., Nairobi 00100

Tel: +254 202 222 022 /
+254 202 217 544

Email: infomirp@kenya.go.ke

Website:

<http://www.immigration.go.ke>

Directions: Google maps



Unit in charge

Foreign nationals management office

Mon: 08:00 - 17:00

Tue: 08:00 - 17:00

Wed: 08:00 - 17:00

Thu: 08:00 - 17:00

Fri: 08:00 - 17:00



Person in charge

Director- Immigration services

Tel: +254 719 792 631 /

infomirp@kenya.go.ke

Email: overseesection@gmail.com,
dis@immigration.go.ke