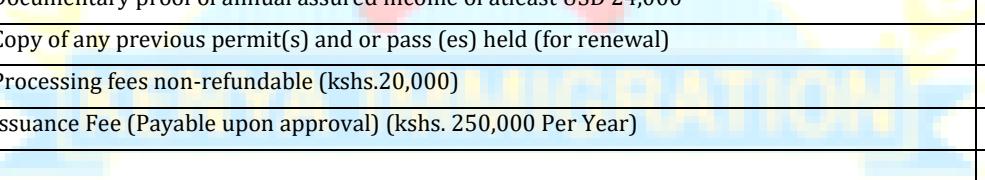




DEPARTMENT OF IMMIGRATION SERVICES
ISSUANCE OF KENYA ENTRY PERMIT CHECKLIST

| NO | REQUIREMENTS FOR ALL CLASSES OF PERMIT (A-M) | YES | NO |
|----------------------------|---|-----|----|
| 1 | Duly filled and signed application Form 25 | | |
| 2 | Signed cover letter from the employer / self / organization addressed to the Director of Immigration Services | | |
| 3 | Copies of Passport Bio data Page | | |
| 4 | Two recent coloured passport size photo (Profile Photo) | | |
| 5 | Current Immigration status if in the country | | |
| 6 | Valid organization Tax Compliance Certificate for new cases, and both valid organization and individual Tax Compliance Certificates for renewal cases | | |
| DOCUMENTS FURNISHED | | | |
| CLASS A | License to prospect for minerals mine Proof of funds for investment atleast (minimum USD 100,000) Current License and copy organization KRA Tax Compliance Certificates Signed audited accounts for the last one year (for renewal) Copy of any previous permit(s) and or pass (es) held (for renewal) Processing fees non-refundable (kshs. 20,000) Issuance Fee (Payable upon approval) (kshs. 500,000 Per Year) | | |
| CLASS B | Proof of land ownership/leasehold Proof capital availability (bank statement) (minimum USD 100,000) Clearance/license from relevant bodies Copy of organization KRA Tax Compliance Certificates Current audited accounts (for renewal) Copy of any previous permit(s) and or pass (es) held (for renewal) Processing fees non-refundable (kshs. 20,000) Issuance Fee (Payable upon approval) (kshs. 250,000 Per Year) | | |
| CLASS C | Proof of membership to a prescribed profession Copies of certified academic and professional qualifications Copy of any previous permit(s) and or pass (es) held (for renewal) Copy of organization KRA Tax Compliance Certificates Curriculum vitae (CV) Processing fees non-refundable (kshs. 20,000) Issuance Fee (Payable upon approval) (kshs. 250,000 Per Year) | | |
| CLASS D | Dully certified copies of academic and professional certificates Curriculum Vitae Copy of any previous permit(s) and or pass (es) held (for renewal) Duly filed and signed application form 27 (Report on Employment) Copy of organization KRA Tax Compliance Certificates Certified copies of academic certificates, National ID and full contracts of the Kenyan understudy: - email, address, cell phone Curriculum Vitae of the Kenyan understudy Certificate of registration of the organization Clearance letter from relevant institutions Processing fees non-refundable (kshs. 20,000) Issuance Fee (Payable upon approval) (kshs. 500,000 Per Year) | | |



| | | | |
|----------------|--|--|--|
| CLASS F | Copy of license held | | |
| | Proof of funds for investment (manufacturing) minimum USD 100,000 | | |
| | Registration certificate of the company | | |
| | Memorandum of understanding | | |
| | Articles of association | | |
| | Signed current audited accounts for the last year (for renewals) | | |
| | Copy of any previous permit(s) and or pass (es) held (for renewal) | | |
| | Shareholder's certificate (CR12) | | |
| | Copy of organization KRA Tax Compliance Certificates | | |
| | Processing fees non-refundable (kshs. 20,000) | | |
| | Issuance Fee (Payable upon approval) (kshs. 250,000 Per Year) | | |
| <hr/> | | | |
| CLASS G | Documentary proof of capital to be invested atleast USD 100,000 | | |
| | Certificate of incorporation of the company | | |
| | Shareholding certificate (CR 12) | | |
| | Memorandum of understanding | | |
| | Articles of association | | |
| | Copy of organization KRA Tax Compliance Certificates | | |
| | Signed current audited accounts for the last one year (for renewals) | | |
| | Copy of any previous permit(s) and or pass (es) held (for renewal) | | |
| | Processing fees non-refundable (kshs. 20,000) | | |
| | Issuance Fee (Payable upon approval) (kshs. 250,000 Per Year) | | |
| <hr/> | | | |
| CLASS I | Registration certificate of the organization | | |
| | Certified copies of academic and professional certificates | | |
| | Copy of organization KRA Tax Compliance Certificates /Tax exemption certificate | | |
| | Copy of any previous permit(s) and or pass (es) held (for renewal) | | |
| | Processing fees non-refundable (kshs. 5,000) | | |
| | Issuance Fee (Payable upon approval) (kshs. 50,000 Per Year) | | |
| <hr/> | | | |
| CLASS K | Documentary proof of annual assured income of atleast USD 24,000 | | |
| | Copy of any previous permit(s) and or pass (es) held (for renewal) | | |
| | Processing fees non-refundable (kshs.20,000) | | |
| | Issuance Fee (Payable upon approval) (kshs. 250,000 Per Year) | | |
| |  | | |
| CLASS M | Recommendation letter from the Department of Refugee Affairs | | |
| | Copy of any previous permit(s) and or pass (es) held (for renewal) | | |



NB:

- a) (i) Please ensure that your postal address is correct with postal code included.
(ii) All documents submitted must be in English / or translated to English by relevant embassies or authorised organizations.
(iii) **All citizens of the East Africa Community (Uganda, Tanzania, Rwanda, Burundi) are exempted from payment of the Permit processing and issuance fee.**
- b) For all government contracts the following should be presented in addition to other requirements:
(i) Valid signed contract
(ii) Letter from relevant Ministry or Government Department attaching list of applicants indicating their full names, nationality, passport number and profession.

Submitted by:

Name:

Cell phone no.

Organization.

ID / Passport Original seen

Copy of ID / Passport attached

Contact person

Email address / Cell no.

FOR OFFICIAL USE RECEIVING OFFICER

NAME

REMARKS

SIGNATURE

DATE

INDEXING OFFICER

NAME

REMARKS

SIGNATURE

DATE.....

RECOMMENDING OFFICER:

NAME

REMARKS

SIGNATURE

DATE

