

REPUBLIC OF KENYA



MINISTRY OF TOURISM AND WILDLIFE

Telephone Nairobi 313010
Telegrams: "UTALIP", Nairobi
When replying please quote

HEADQUARTERS
UTALII HOUSE
P.O. Box 30027
NAIROBI
KENYA

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Dear Sir/Madam,

APPLICATION FOR CLEARANCE LETTER FOR ENTRY PERMIT /
SPECIAL PASS:

Your application for clearance letter for the above applicant refers. Please fill in
the details below and submit the form to this office together with the checked (X)
items to The Secretary, Ministerial Entry Permit Committee, P.O. Box 54666,
Nairobi.

1. COMPANY PARTICULARS

- (a) Name of Company.....
(b) Hotel Licence No.....Expiry Date.....
(c) Hotel Manager's Licence No:.....Expiry Date.....
(d) Restaurant Licence No.....Expiry Date.....
(e) Tourist Licence No.....Expiry Date.....

Please attach copies of the relevant licence(s).

2. APPLICANT'S DETAILS (CLASS A)

- 1(a) Name of applicant.....
(b) Nationality:.....
(c) Job Position applied for:.....
(d) Job Description:.....
.....
.....
(e) Class of Permit:.....
(f) Application Status: New/Renewal:.....

- (g) Name of Local Employer/Company:
- (h) Local Address:
- (i) Telephone:.....
- (j) Fax:.....
- (k) Email.....
- (m) Website.....

2. Please give the name(s) and job position(s) of the understudy(-ies) who will be working under the applicant

.....

3. RENEWALS ONLY

(a) Please give the name(s) and job position(s) of the understudy(-ies) who will be working under the applicant

.....

(b) If the application is a renewal, for how many years has the applicant worked in the same job position (stated in 2(1)(c) above)?.....

(c) Please give the name(s) and job position(s) of the understudies trained by the applicant during the last entry permit period

.....

(d) Are the understudies (mentioned in (c) above qualified to undertake the applicant's job position? **Yes/No**.....

(e) If No, please explain.....

.....

5. ACCOMPANYING DOCUMENTS

This form should be accompanied with the following checked (X) items:

	Copy of completed application form for entry permit/special pass	
	Letter explaining the purpose of the entry permit/special pass addressed to the <i>Permanent Secretary, Ministry of Tourism & Wildlife, P.O. Box 54666, Nairobi</i>	
	Copy of passport of the applicant	
	Copy of current entry permit (renewals only)	
	C.V. and certificate of the applicant translated into English language	
	C.V., certificates and employment contract of the understudy	
	Letter of recommendation of the applicant from the employer	
	Copy of PIN Number of company/applicant	
	Audited accounts of the company for the last financial year	
	Original set of entry permit/special pass documents for submission to the Immigration Department OR Receipt acknowledging submission of original documents to Immigration Department	

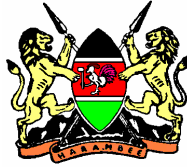
DECLARATION

- (a) I certify that the information I have submitted above is true to the best of my knowledge and belief.
- (b) I understand that submission of incomplete or wrong information may lead to automatic disqualification of this application.
- (c) I understand that impromptu checks may be carried out on my company with a view to verifying the above information.

Name of applicant/Authorized representative.....
Position.....
Signature.....
Date.....

Please note that applicants must submit their application documents in duplicate, the original set for the Immigration Department and the duplicate set for this office. Any application not accompanied by original application set for Immigration Department/Acknowledgement Receipt from the Immigration Office will not be accepted.

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(d) Restaurant Licence No.....Expiry Date.....
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Please attach copies of the relevant licence(s)

2. APPLICANT'S DETAILS (CLASS H)

- 1(a) Name of applicant.....
(b) Nationality:.....
(c) Job Position applied for:.....

DECLARATION

- (a) I certify that the information I have submitted is true to the best of my knowledge and belief.
- (b) I understand that submission of incomplete or wrong information may lead to automatic disqualification of this application.
- (c) I understand that impromptu checks may be carried out on my company with a view to verifying the above information.

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