

## **TOURISM LICENCE REQUIREMENTS**

### **TOUR OPERATORS-CLASS A (1) C (4)**

- Fully-filled licence application form 1
  - Copy of insurance cover, logbook, PSV and vehicle inspection reports of vehicle(s) used in tour business OR  
Letter of contract from the company you hire vehicles from
  - Copy of itinerary of tours/excursions
  - Licence fees of Kshs. 10,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
  - Tourist vehicle sticker fees of Kshs. 200 (US\$ 300 for foreign-registered vehicle) per vehicle in banker's cheque payable to the *Ministry of Tourism and Wildlife*
  - Work/entry permit for non-Kenyans involved in the business/ sworn affidavit for non-resident director(s).
  - C.V and certificates of key persons manning the office
  - Copy of lease agreement/title deed of premises
  - Certificate of registration of company (new applicants)
  - Memorandum & articles of Association (new applicants)
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### **MOTOR VEHICLE HIRE-CLASS A (2)**

- Fully-filled licence application form 1
- Copy of insurance cover, logbook, PSV and vehicle inspection reports of vehicle(s) used in tour business OR
- Copy of itinerary of tours/excursions
- Licence fees of Kshs. 10,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Tourist vehicle sticker fees of Kshs. 200 (US\$ 300 for foreign-registered vehicle) per vehicle in banker's cheque payable to the *Ministry of Tourism and Wildlife*

- Work/entry permit for non-Kenyans involved in the business/ sworn affidavit for non-resident director(s).
  - C.V and certificates of key persons manning the office
  - Copy of lease agreement/title deed of premises
  - Certificate of registration of company (new applicants)
  - Memorandum & articles of Association (new applicants) Copy of insurance cover, PSV and vehicle inspection reports of vehicle(s) used in tour business
  - Licence fees of Kshs. 8,000 in banker's cheque payable to the Ministry of Tourism and Wildlife
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### **IATA-APPOINTED TRAVEL AGENTS-CLASS A (3)**

- Fully-filled licence application form 1
  - Letter of recommendation from an IATA-appointed agent
  - Licence fees of Kshs. 8,000 in banker's cheque payable to the Ministry of Tourism and Wildlife
  - Work/entry permit for non-Kenyans involved in the business/ sworn affidavit for non-resident director(s).
  - C.V and certificates of key persons manning the office
  - Copy of lease agreement/title deed of premises
  - Certificate of registration of company (new applicants)
  - Memorandum & articles of Association (new applicants)
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### **WATERSPORTS / BOAT EXCURSIONS-CLASS A (5) & A (7)**

- Fully-filled licence application form 1
- Copy of insurance cover, fisheries inspection report and certificate of sea worthiness for the boat(s)
- Copy of unregistered vessel licence and coxswain certificate

- Licence fees of Kshs. 8,000 in banker's cheque payable to the *Ministry of Tourism and wildlife*
  - Copy of lease agreement/title deed of premises occupied by the office
  - Work/entry permit for non-Kenyan(s) involved in the business /sworn affidavit for non-resident director(s)
  - Certificate of registration of company (new applicants)
  - Memorandum & articles of Association (new applicants)
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### **BOUTIQUES -CLASS B (2) & C (1) (selling clothing curios)**

- Fully-filled licence application form 1
  - Licence fees of Kshs. 6,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
  - Lease agreement/title deed of premises occupied by the business
  - Work/entry permit for non-Kenyans involved in the business
  - Copy of trade licence
  - Certificate of registration of company (new applicants)
  - Memorandum & articles of Association (new applicants)
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### **CURIO SHOPS - CLASS C (1)**

- Fully-filled licence application form 1
  - Licence fees of Kshs. 2,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
  - Copy of lease agreement/title deed of premises occupied by the business
  - Work/entry permit for non-Kenyans involved in the business
  - Copy of trade licence
  - Certificate of registration of company (new applicants)
  - Memorandum & articles of Association (new applicants)
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## **LOCAL TRADITIONAL BOAT OPERATORS-CLASS C (2)**

- Fully-filled licence application form 1
  - Copy of insurance cover and certificate of sea worthiness for the boats
  - Certificate of coxswain for the captain
  - Licence fees of Kshs. 2,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
  - Valid boat inspection report form the Fisheries Department
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## **TRAVEL BUREAU (BOOKING OFFICE-CLASS C (4)**

- Fully-filled licence application form 1
  - Licence fees of Kshs. 2,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
  - Work/entry permit for non-Kenyans working in the company
  - C.V. and certificates of persons manning the office
  - Copy of lease agreement/title deed of premises occupied by the office
  - Certificate of registration of company (new applicants)
  - Memorandum & articles of Association (new applicants)
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## **CITIZEN/NON-CITIZEN TOUR/DRIVER GUIDES- CLASS C (8)/ B(8)**

- Fully-filled licence application form 1
- Licence fees of Kshs. 2,000 (6000/- for foreign guides) in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Letter of recommendation from the employer (or a recognised tour firm/association)
- Copy of certificate of good conduct
- Copy of driver PSV (for driver guide)
- Certificates of professionalism in tour guiding
- Copy of driver ID

## **HOTEL AND HOTEL MANAGER'S LICENCE REQUIREMENTS**

### **Based on the Legal Notice of 14<sup>th</sup> February 2005**

- Filled in application forms HR1 and HR2
- Copy of menu and tariff
- Copy of Health Clearance Certificate
- C.V. and certificates of manager
- Entry permit for all non-Kenyans working in the hotel/sworn affidavit for non-resident director(s)
- Lease agreement/copy of title deed of premises occupied by the hotel
- Certificate of registration of company running the hotel
- Memorandum and Articles of Association of company running the hotel
- Licence fee of Kshs. .... in banker's cheque payable to the Hotels and Restaurants Authority. (licence fee pegged on the category of the hotel as per the above legal notice)

## **RESTAURANT LICENCE REQUIREMENTS**

- Fill in application forms HR1
- Copy of menu
- Copy of Health Clearance Certificate
- Copy of entry permit for all non-Kenyans working in the restaurant and affidavit for non-resident directors
- Lease agreement/copy of title deed of premises occupied by the restaurant
- Certificate of registration of company running the restaurant (new applicants)
- Memorandum and Articles of Association of company running the restaurant (new applicants)
- Licence fee of Kshs. .... in banker's cheque payable to the Hotels and Restaurants Authority. (licence fee pegged on annual gross sales as per the legal notice)