



## **MINISTRY OF TOURISM AND WILDLIFE**

### **CHECKLIST FOR WORK PERMIT CLASS G - (INVESTOR)**

1. Copy of completed Application Form 25
2. A detailed letter explaining the purpose of the entry and addressed to the Principal Secretary, Ministry of Tourism and Wildlife
3. Copy of valid passport of the applicant
4. Copy of the current entry permit( renewal cases only)
5. Copy of tourism license for the company
6. Certificate of Incorporation of the company (First application)
7. Memorandum and articles and Association of the company(First application)
8. Copy of CR 12
9. Company /applicant PIN Number
10. Valid KRA tax compliance certificate ( For renewal)
11. Valid Tourism Fund Clearance ( For levy payers and renewal)
12. Audited accounts of the company( renewals only)
13. Proof of capital for investment ( minimum of USD 100,000 for new investors per investor
14. Employee profile (details of all employees in the company- (Citizen and non- citizen) IDs and passport numbers(Renewals)

### **CHECKLIST FOR WORK PERMIT CLASS D (EMPLOYEE)**

1. Copy of completed Application Form 25 and Form 27
2. A detailed letter explaining the purpose of the entry and addressed to the Principal Secretary, Ministry of Tourism and Wildlife
3. Company /applicant PIN Number
4. Valid tax compliance certificate( KRA and Tourism Fund)
5. Copy of valid passport of the applicant
6. Copy of the current entry permit( renewal cases only)
7. Copy of tourism license for the employer
8. Notarized copies of academic qualifications and/or proof of specialized skills by applicant's embassy.

9. Contract offer of employment authored by the employer.
10. Comprehensive curriculum vitae and testimonials translated into English language
11. Proof of an understudy with relevant academic certificates CV, ID copy and the contract of employment.
12. Certificate of Incorporation of the company
13. Employee profile (details of all employees in the company- (Citizen and non-citizen) IDs and passport numbers.

### **CHECKLIST FOR SPECIAL PASS**

1. Copy of completed Application Form 25
2. A detailed letter explaining the purpose of the entry and addressed to the Principal Secretary, Ministry of Tourism and Wildlife
3. Copy of valid passport of the applicant
4. Copy of the current entry permit( renewal cases only)
5. Copy of tourism license for the company
6. Certificate of Incorporation of the company
7. Memorandum and articles and Association of the company( first application)
8. Valid KRA tax compliance certificate
9. Valid Tourism Fund Clearance for the company
10. Employee profile

#### **Further note that:**

- a) *All appeals to be made to the Cabinet Secretary Ministry of Tourism and Wildlife*
- b) *Only applications submitted fourteen days (14) before the committee's sitting on the last Friday of every month shall be considered.*
- c) *Special Passes shall be considered by the committee every Friday (on need basis).*
- d) *Applications for Special Passes should be submitted seven days (7) before committee sitting.*