

**DEPARTMENT OF IMMIGRATION SERVICES**

ISSUANCE OF KENYA ENTRY PERMITS

CHECKLIST

(PLEASE TICK AS APPROPRIATE)

NO	REQUIREMENTS	YES	NO
FOR ALL CLASSES A-M			
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 national passport		
4	Two recent coloured passport size photo		
5	Current Immigration status if in the country		
DOCUMENTS FURNISHED			
CLASS A	License to prospect for minerals to mine		
	Proof of funds for investment atleast (minimum USD 100,000)		
	Current license and copy of PIN certificate (for renewals)		
	Signed audited accounts for the last one year (for renewal)		
	Current tax compliance certificate (for renewal)		
	Processing fees non refundable (kshs. 10,000)		
CLASS B	Proof of land ownership / leasehold		
	Proof of capital availability (bank statement)		
	Clearance / license from relevant bodies		
	Copy of PIN certificate		
	Current audited accounts (for renewal)		
	Tax compliance certificate from KRA (for renewal)		
	Processing fees non refundable (kshs. 10,000)		
CLASS C	Proof of membership to a prescribed profession		
	Copies of certified academic and professional qualifications		
	Copy of PIN certificate		
	Processing fees non refundable (kshs. 10,000)		
CLASS D	Duly certified copies of academic and professional certificates		
	Curriculum vitae		
	Duly filled and signed application Form 27		
	Name of Kenyan understudy		
	Certified copies of academic certificates and full contacts of the understudy:- address, email, cell phone		
	Curriculum vitae of the understudy		
	Certificate of registration of the organization		
	Clearance letter from relevant institutions		
	Processing fees non refundable (kshs. 10,000)		
CLASS F	Copy of license held		
	Proof of funds for investment (manufacturing) at least USD 100,000		
	Registration certificate of the company		
	Memorandum of understanding		
	Articles of association		
	Signed current audited accounts (for renewals)		
	Shareholders certificate (CR12)		
	Copy of PIN certificate		
	Certificate of incorporation of the company		
	Tax compliance certificate from KRA (for renewal)		
Processing fees non refundable (kshs. 10,000)			
CLASS G	Documentary proof of capital to be invested atleast USD 100,000		
	Certificate of incorporation of the company		
	Memorandum of understanding		
	Articles of association		
	Copy of PIN certificate		
	Signed current audited accounts (for renewals)		
	Duly filled Form 27		
	Tax Compliance (For Renewal)		
CLASS I	Registration certificate of the company		
	Certified copies of academic and professional certificates		
	Processing fees non refundable (kshs. 1,000)		
CLASS K	Documentary proof of annual assured income of atleast USD 24,000		
	Processing fees non refundable (kshs. 10,000)		
	Must be over 35 years of age		
CLASS M	Recommendation letter from the Department of Refugee Affairs		

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.**

**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. ....  
Organisation. ....  
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 .....