



**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 <b>organization Tax Compliance Certificate</b> for new cases, and both valid <b>organization and individual Tax Compliance Certificates</b> for renewal cases		
<b>DOCUMENTS FURNISHED</b>			
<b>CLASS A</b>	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)		
<b>CLASS B</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)		
<b>CLASS C</b>	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)		
<b>CLASS D</b>	Dully certified copies of academic and professional certificates		
	Curriculum Vitae		
	Copy of any previous permit(s) and or pass (es) held (for renewal)		
	Duly filled 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)		



<b>CLASS F</b>	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)		
<b>CLASS G</b>	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)		
<b>CLASS I</b>	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)		
<b>CLASS K</b>	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)		
<b>CLASS M</b>	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 .....

