



# **EXPORT PROCESSING ZONES AUTHORITY**

APPLICATION FORM  
FOR  
EPZ ENTERPRISE MANUFACTURING LICENCE

**P. O. Box 50563,  
NAIROBI-KENYA**

**Tel.: 254-45-26421/-6**

**Fax.: 254-45-26427**

**E-mail: [infor@epzakenya.com](mailto:infor@epzakenya.com)**

**Website: [www.epzakenya.com](http://www.epzakenya.com)**

**THE EXPORT PROCESSING ZONES ACT**  
**(Cap. 517)**

**APPLICATION FOR EXPORT PROCESSING ZONE ENTERPRISE LICENCE**  
**(MANUFACTURING)**

Proposed Products: .....

HS Code(s): .....

**A. PARTICULARS OF APPLICANT/COMPANY**

1. (I) Name of applicant:  
(ii) Address of applicant:  
(iii) Telephone No.
2. (I) Name of company which will undertake the manufacturing project:  
(ii) Date of incorporation of company:  
(iii) Address of registered office:  
(iv) Telephone No.  
(v) Proposed Location Of Factory  
(vi) Name Of The Zone  
(vii) Address

**B. PARTICULARS OF DIRECTORS**

Name	Identity Card No./ Passport No.	Nationality	Residential Address

**C. PROJECT COST\***

If this project is to be implemented in phases, indicate investment cost and the timing for each phase.

						<b>Cost of Proposed Project (Ksh.)</b>
(i)	Land (Specify area) .. .. .	..	..	..	..	.....
(ii)	Factory buildings (Specify covered area) .. .. .	..	..	..	..	.....
(iii)	Plant and Machinery .. .. .	..	..	..	..	.....
(iv)	Other equipment .. .. .	..	..	..	..	.....
(v)	Pre-operational expenditure .. .. .	..	..	..	..	.....
(vi)	Working Capital requirement .. .. .	..	..	..	..	.....
<b>TOTAL</b>						_____

\*(Where the land, factory buildings, plant and machinery are to be rented/leased, indicate the annual cost of rental/lease).

**D. FINANCING**

						<b>Proposed (Ksh.)</b>
1.	Authorized capital .. .. .	..	..	..	..	.....
2.	Sources of fund:					
	(i) Paid up capital					
	Kenyan .. .. .	..	..	..	..	.....
	Foreign Nationals (Specify country)					
	(a) .. .. .	..	..	..	..	.....
	(b) .. .. .	..	..	..	..	.....
				Total	.. ..	_____
	(ii) Loan					
	(a) Foreign .. .. .	..	..	..	..	.....
	(b) Domestic .. .. .	..	..	..	..	.....
	(iii) Other sources of fund					
	(a) .. .. .	..	..	..	..	.....
	(b) .. .. .	..	..	..	..	.....
	<b>Sub - Total</b>					_____
	<b>TOTAL finances</b>					_____

**E. MANUFACTURING PROCESS AND MACHINERY REQUIRED**

1. Explain **with the aid of a flow chart** the proposed manufacturing process.
2. State the major items of machinery required for the proposed project.\*

Major items of machinery	Condition (new or used)	Country of origin	Estimated cost	No.

**F. PRODUCTION SCHEDULE**

For each product, indicate the estimated annual production for the first 3 years. State the maximum attainable annual production capacity per 8 hour shift for each product.

Proposed Products	PRODUCTION SCHEDULE						Maximum attainable annual production capacity per 8 hour
	Year 1		Year 2		Year 3		
	Quantity	Ex-factory value (Ksh.)	Quantity	Ex-factory value (Ksh.)	Quantity	Ex-factory value (Ksh.)	

**G. REQUIREMENT OF RAW MATERIALS/COMPONENTS**

Indicate the raw materials/components required in the manufacture of proposed products for the first 12 months.

Raw materials/components	Quantity	Value (Ksh.)	Indicate whether locally available or imported
Raw materials			
Components			

In the case of companies which intend to commence production on an assembly basis, attach a programme of progressive local manufacture of component parts

## H. MARKET

(i) Export:

Proposed products	Percentage of finished products to be exported			Principal export destinations
	Year 1	Year 2	Year 3	

(ii) Domestic markets:

Proposed products	Percentage of finished products to be exported			Major uses/principal consumers
	Year 1	Year 2	Year 3	

**I. PRODUCT PRICING**

For each product to be manufactured, provide the percentage cost breakdown cost breakdown in terms of ex-factory price for the following items:

Items	Products(Indicate % of Ex-factory Price)
(i) Cost of imported raw materials/components ..	
(ii) Cost of local raw materials/components .. ..	
(iii) Cost of energy and fuel .. .. .. ..	
(iv) Cost of labour ,, .. ..	
(v) Depreciation .. .. ..	
(vi) Interest payments, indirect taxes, land rates, etc. ,,	
(vii) Administrative and marketing costs .. ..	
(viii) Cost of technology* .. ..	
(ix) Manufacturing profit .. ..	
<b>Total</b>	<b>100%</b>

*\*(Includes royalty, management services and other related costs).*

**J. LOCATION OF FACTORY:**

Indicate the proposed factory location:

**K. EMPLOYMENT**

Employment Category	Full-time Employment	
	Kenyan	Foreign Nationals
1. Managerial Staff.. ..		
2. Technical and Supervisory staff .. ..		
3.Factory workers:		
(a) Skilled .. ..		
(b) Un-skilled .. ..		
4. Sales, clerical and other workers .. ..		
<b>Total</b> .. ..		

**L. SOURCE OF TECHNICAL KNOW-HOW**

Provide details including name and experience of the company providing technical know-how:

**M. DECLARATION**

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true.

.....  
*Signature of Applicant*

.....  
*Name in Block Letters*

.....  
*Designation in Company*

*Date* .....

**DETAILS ON MANPOWER REQUIREMENTS****I – ENGINEERING DISCIPLINE (DEGREE GRADUATES)**

Occupations	Number required in		Occupational Classification Code
	Year 1	Year 2 and after	
1. Electronics Engineers			
2. Electrical Engineers			
3. Mechanical Engineers			
4. Civil Engineers			
5. Electro-Mechanical Engineers			
6. Production Engineers			
7. Industrial Efficiency Engineers			
8. Instrumentation Engineers			
9. Facilities Engineers			
10. Materials Engineers			
11. Software Engineers			
12. Chemical Engineers			
13. Petroleum Engineers			
14. Metallurgical Engineers			

15. Other Engineers (Please specify)


**II – SCIENCE GRADUATES**

Occupations	Number required in		Occupational Classification Code
	Year 1	Year 2 and after	
1. Chemists			
2. Physicists			
3. Micro-biologists			

4. Others, Please specify


**III – OTHER GRADUATES**

1. Lawyers			
2. Accountants			
3. Computer Personnel			
(i) System Analysts			
(ii) Computer Programmers			
4. Management Executives			

5. Others, please specify


**IV – TECHNICIANS (GENERALLY DIPLOMA/CERTIFICATE GRADUATES FROM TECHNICAL COLLEGES, POLYTECHNICS OR EQUIVALENT INSTITUTIONS)**

Occupations	Number required		Occupational Classification Code
	Year 1	Year 2 after	
1. Electronics Engineering ..			
2. Electrical Engineering ..			
3. Mechanical Engineering			
4. Civil Engineering			
5. Electro-Mechanical Engineering			
6. Production Engineering			
7. Industrial Efficiency Engineering			
8. Instrumentation Engineering			
9. Facilities Engineering			
10. Materials Engineering			
11. Software Engineering			
12. Chemical Engineering			
13. Petroleum Engineering			
14. Metallurgical Engineering			
15. Computer Technician			

16. Others (please specify)


**V – CRAFT SKILLS (GENERALLY GRADUATES OF VOCATIONAL/INDUSTRIAL TRAINING INSTITUTES)**

Occupations	Year 1	Year 2 after	Occupational Classification Code
1. Plant Maintenance Mechanics			
2. Electrician			
3. Chargemen			
4. Boilermen			
5. Fitters			
6. Welders			
7. Arc Welders			
8. Wiremen			
9. Plumbers			
10. Tool and Die Makers			
11. General Machinists			
12. Precision Machinists			
13. Turns			

14. Others (Please specify)


IV. CAD-CAM Operators			
VII. Semi-skilled workers*			
VIII. Unskilled workers**			

**Notes:**

- \* ***Semi-Skilled workers are factory workers involved in the production line, receive mainly on the job training for a period between 3 to 6 months, e.g. production operators.***
- \*\* ***Unskilled workers are workers performing manual tasks having simple routine work requiring physical effort, e.g. cleaners, sweepers.***

**DETAILS ON UTILITIES REQUIREMENTS****ANNEX 2. ELECTRICITY REQUIREMENTS**

	Year			
	1	2	3	4
Connected lighting load (kW)				
Connected power load (HP)				
Hours of operation				
Normal demand (kW)				
Maximum demand (kW)				
Estimated daily consumption (units)				

- a) What will be the size of the largest motor you intend to install? .....
- b) Are there any electric furnaces, induction furnaces or electric welders to be installed?.....  
If so, give your requirements in KWA. ....
- c) What are the future growth prospects in addition to what you have stated? .....
- d) Are there any special problems in addition to what you have stated? .....

**ANNEX 3. WATER REQUIREMENTS**

	Year			
	1	2	3	4
Estimated daily consumption of treated water (litres)				

If consumption is above 250,000 litres per day, please indicate whether demand is constant or intermittent over 24 hours or only 8 hours.

**ANNEX 4. TELECOMMUNICATIONS REQUIREMENTS****a) Services required**

	Number	Date required
<b>Telephone:</b>		
Lines		
Extensions		
Mobile phones		
<b>Text services:</b>		
Telex		
Telefax		
<b>Data services:</b>		
Leased Line		
Telemail		

**b) Other Services Required (please specify).**

.....

.....

.....

**ANNEX 5. DETAILS ON PORT AND AIRPORT REQUIREMENTS FOR THE PROJECT**

**A. PORT FACILITIES**

a) What is the nature of the industry's imports and exports expected to be handled through the Port of Mombasa? .....

b) What are the expected tonnage of imports and exports by sea?  

		<i>Imports</i>	<i>Exports</i>
(i)	First 3 years	.....	.....
(ii)	4 <sup>th</sup> – 5 <sup>th</sup> year	.....	.....
(iii)	After 5 <sup>th</sup> year	.....	.....

c) By what types of vessels are the imports and exports carried to and from the port?

- (i) Regular general cargo liners
- (ii) Special-purpose bulk carriers
- (iii) Coastal vessels

d) By what means will the goods be conveyed between port and plant?

- (i) Rail
- (ii) Road

e) What is the average weight of each package or unit of the goods, both imports and exports?

.....

f) What is the average size of a consignment of imports and exports?

.....

g) If the goods are to be handled in bulk, please give details of the bulk handling operations and equipment to be used:

.....

h) What specialized facilities, i.e. other than those available for general cargo trade are expected to be provided by the Kenya Ports Authority?

.....

i) Does the industry need to rent storage warehouse in the Mombasa Port area? If so, please state area of space required:

.....

j) Are the raw materials imported dangerous cargo, i.e. highly inflammable, poisonous or explosive?

.....

**B. AIR TRANSPORT**

- What is the nature of the industry's imports and exports expected to be handled through the Airport?  
.....

- State the frequency of imports and exports per month and the volume/weight .....

**Form EPZE (1)**

**Annex 6**

**PROCEDURE FOR SUBMITTING APPLICATIONS FOR EXPATRIATE POSTS**

Companies intending to establish new projects or to diversify or substantially increase their production capacities as a result of which, the services of expatriate personnel are required may submit applications for the required number of expatriate posts.

Companies applying for expatriate posts should complete the following forms:

1. Confidential Statement of Management Positions (Forms EXP 1 and EXP 2)
2. Information on Expatriate Posts required.

The above forms to be completed in five copies should be returned to:

The Chief Executive  
EPZA  
**P.O. Box 50563, NAIROBI**

***Instructions***

In completing the application forms, the following points should be noted:

1. If a key post is required, it should be indicated with the letter (K.P) beside the designation of the post in column 2 of the form on Confidential Statement of Management Positions
2. Details on all employees earning Ksh.10,000 per month and above should be provided in the Confidential Statement of Management Positions form irrespective of whether they are Kenyan citizens or not. Holders of Work Permits issued by the Immigration Department should also be reported in the form even though they are classified under the lower management group.
3. All completed forms should be duly signed by a responsible officer representing the company.

**INFORMATION ON EXPATRIATE POSTS REQUIRED**

For each of the expatriate posts required, please elaborate as follows:

1. Designation of post
2. Basic Academic/professional qualifications required
3. Years of Experience/Experience required
4. Duration of Stay in Kenya required
5. Justification for request
6. Elaborate on proposed training schemes for Kenyan Personnel to eventually assume the post
7. Overall proposed organization structure of the company indicating the positions of the expatriate posts in relation to the other posts to be filled by Kenyans.

.....  
*Signature of Applicant*

.....  
*Name in Block Letters*

.....  
*Designation in Company*

*Date* .....

I hereby declare to the best of my knowledge that:

- (i) No application has been made on similar requirement of expatriate position to the Immigration Department or elsewhere
- (ii) The expatriates presently employed in the company are as follows:

Name	Designation	Period Approved (in years)

*Signature* .....

*Name* .....

*Designation* .....

**CONFIDENTIAL STATEMENT OF MANAGEMENT POSITIONS**

Name of Company: ..... Nature of Business ..... Ref. No.....

**NOTES:**

1. 5 copies of this completed statement should be forwarded under confidential cover addressed to the Chief Executive, Export Processing Zones Authority
2. Enter surname first. A separate line for each position. If position is unfilled, enter "vacant".
3. If more that 1 page, enter page No. in the box provided
4. Entries should be grouped; or separate statement submitted for each division or department
5. Enter "T" for Top, "M" for Middle or "J" for Junior Management levels
6. If position existed, enter "E" for Expatriate or "K" for Kenyan
7. Indicate year in which holder is due to retire for age or other reasons. Also, year in which a vacant post is to be filled
8. If present holder is due to leave, enter "E" or "K" to indicate if intention is to fill the position by expatriate or Kenyan

Position			Nature of Work	Enter T/M/J (Note 5)	Enter E/K (Note 6)	Name (Note 2)	Age	Identity card No. of passport	Year (Note 7)	Enter E/K (Note 6) & 8)	For official Use
Entry No.	Division or Dept.	Designation									

.....  
Signature of applicant

.....  
Name in Block letters

.....  
Designation in company

Date .....

NOTES ONLY

**ATTACHMENTS REQUIRED**

1. Production Flow Chart
2. Implementation Timetable
3. Letter from Bankers attesting to financial ability to undertake the project
4. Letters from 2 prospective buyers outside Kenya showing interest in purchasing your products

**ANNEXES**

- |             |   |  |
|-------------|---|--|
| ANNEX 1     | - | DETAILS ON MAN POWER REQUIREMENTS        |
| ANNEX 2/3/4 | - | DETAILS ON UTILITIES REQUIREMENTS        |
| ANNEX 5     | - | DETAILS ON PORT AND AIRPORT REQUIREMENTS |
| ANNEX 6     | - | DETAILS ON EXPARTRIMATE POSITIONS        |