

**DEPARTMENT OF IMMIGRATION SERVICES**  
**ISSUANCE OF KENYA ENTRY PERMITS**  
**CHECKLIST**  
**(PLEASE TICK AS APPROPRIATE)**

NO	REQUIREMENTS	YES	NO
<b>FOR ALL CLASSES A-M</b>			
1	Duly filled and signed application Form 25		
2	Covering letter from the employer/self/organization		
3	Copies of national passport		
4	Two recent passport size photos		
5	Current Immigration status if in the country		
<b>DOCUMENTS FURNISHED</b>			
CLASS A	License to prospect for minerals to mine.		
	Proof of funds for investment at least(minimum USD 100,000)		
	Current Licence and copy of PIN Certificate (for renewals)		
	Signed audited accounts for the last one year		
	Current tax compliance certificate		
	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		
	Tax compliance certificate from KRA		
	Processing fees non refundable (ksh.10,000)		
CLASS C	Proof of membership to a prescribed profession		
	copies of certified academic & professional qualification		
	copy of PIN certificate		
	Processing fees non refundable (kshs.10,000)		
CLASS D	Duly certified copies of academic and professional certificate:		
	Curriculum vitae		
	Duly filled application Form 27		
	Processing fees non refundable (Ksh:10,000)		
	Name of Kenyan understudy		
	Certified copies of academic certificates & full contact of understudy- Address,email,cell phone number		
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 audited accounts for the past two years		
	Copy of PIN certificate		
	Certificate of incorporation of the company		
CLASS G	Processing fees non refundable (sh.10,000)		
	Documentary proof of capital to be invested at least USD 100,000		
	Certificate of incorporation of the company		
	Memorandum of understanding		
	Articles of association		
	Copies of PIN certificate if business is running		
	Signed audited accounts for the last two years (renewal)		
	Tax compliance certificate from KRA		
Processing fee non refundable(Kshs.10,000)			
CLASS I	list of kenyans already employed (incase of renewal)		
	Copy of registration certificate of the organizer		
	Certified copies of academic and professional certificates of the applicant		
	Certificates not in English should be translated by either Embassy, notary public, or authorized organization		
CLASS K	Non refundable processing fees kshs.1,000		
	Documentary proof of annual assured income of atleast USD 24,000 per annum		
	Non refundable processing fees of kshs.10,000		
	Recommendation letter from Department of Refugee Affairs		

**NB:**

- a) i) Please ensure that your postal address is correct because all the correspondences shall be sent to you through the mail
- ii) All documents submitted must be in English/or translated to english by relevant embassies or authorized 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 .....  
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 .....  
SIGNATUARE .....  
DATE .....