

TOURISM LICENCE REQUIREMENTS

LICENCE REQUIREMENTS

TOUR OPERATORS - CLASS A (1) C (4)

- Fully-filled licence application form 1
- Copy of insurance cover, PSV and vehicle inspection reports of vehicle(s) used in tour business/letter of contract from the company you subhire vehicles from
- Copy of logbooks of vehicles and/or vehicle transfer form officially certified by the Kenya Revenue Authority (Road Transport section)
- Copy of itinerary
- Licence fees of Kshs. 10,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Tourist vehicle sticker fees of Kshs. 200 (US\$ 300 for foreign-registered vehicle) per vehicle in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Work/entry permit for non-Kenyans involved in the business and copies of affidavit for non-resident director(s).
- Certificates and testimonials of personnel manning the office
- Copy of lease agreement/title deed of premises
- Certificate of registration of company (new applicants)
- Memorandum & articles of Association (new applicants)

MOTOR VEHICLE HIRE - CLASS A (2)

- Fully-filled licence application form 1
- Copy of insurance cover, PSV and vehicle inspection reports of vehicle(s) used in tour business
- Copy of logbooks of vehicles and/or vehicle transfer form officially certified by the Kenya Revenue Authority (Road Transport section)
- Licence fees of Kshs. 8,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Tourist vehicle sticker fees of Kshs. 200 per vehicle in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Work/entry permit for non-Kenyans involved in the business and copies of affidavit for non-resident director(s).
- Copy of certificate of good conduct of driver/owner
- Copy of certificate of professionalism in tour guiding or testimonials
- Letter of recommendation from a recognised tour operator

WATERSPORTS / BOAT EXCURSIONS - CLASS A (5) & A (7)

- Fully-filled licence application form 1
- Copy of insurance cover, fisheries inspection report and certificate of sea worthiness for the boat(s)
- Copy of unregistered vessel licence and coxswain certificate
- Licence fees of Kshs. 8,000 in banker's cheque payable to the *Ministry of Tourism and wildlife*
- Copy of lease agreement/title deed of premises occupied by the office
- Work/entry permit for non-Kenyan(s) involved in the business and/or affidavit for non-resident director(s)
- Certificate of registration of company (new applicants)
- Memorandum & articles of Association (new applicants)

BOUTIQUES - CLASS B (2) & C (1) (those selling clothing and curios)

- Fully-filled licence application form 1
- Licence fees of Kshs. 6,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Copy of lease agreement/title deed of premises occupied by the business
- Work/entry permit for non-Kenyans involved in the business
- Copy of trade licence
- Certificate of registration of company (new applicants)
- Memorandum & articles of Association (new applicants)

NATURE PARKS & AMUSEMENT PARKS (CLASS B (6) & B (7))

- Fully-filled licence application form 1
- Licence fees of Kshs. 6,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Copy of lease agreement/title deed of premises occupied by the business
- Work/entry permit for non-Kenyans involved in the business and affidavit for non-resident director(s)
- Copy of trade licence
- Certificate of registration of company (new applicants)
- Memorandum & articles of Association (new applicants)

CURIO SHOPS - CLASS C (1)

- Fully-filled licence application form 1
- Licence fees of Kshs. 2,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Copy of lease agreement/title deed of premises occupied by the business
- Work/entry permit for non-Kenyans involved in the business
- Copy of trade licence
- Certificate of registration of company (new applicants)
- Memorandum & articles of Association (new applicants)

LOCAL TRADITIONAL BOAT OPERATORS - CLASS C (2)

- Fully-filled licence application form 1
- Copy of insurance cover and certificate of sea worthiness for the boats
- Certificate of coxswain for the captain
- Licence fees of Kshs. 2,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Valid boat inspection report form the Fisheries Department
- Work/entry permit for non-Kenyans involved in the business and affidavit for non-resident director(s)
- Certificate of registration of company (new applicants)
- Memorandum & articles of Association (new applicants)

TRAVEL BUREAU (BOOKING OFFICE-CLASS C (4)

- Fully-filled licence application form 1
- Licence fees of Kshs. 2,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Work/entry permit for non-Kenyans working in the company
- Certificates and testimonials of personnel manning the office
- Copy of lease agreement/title deed of premises occupied by the office
- Copy of trade licence
- Certificate of registration of company (new applicants)
- Memorandum & articles of Association (new applicants)

PRIVATE ZOOS - CLASS C (6)

- Fully-filled licence application form 1
- Licence fees of Kshs. 2,000 in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Copy of lease agreement/title deed of premises occupied by the business
- Work/entry permit for non-Kenyans involved in the business and affidavit for non-resident director(s)
- Copy of trade licence
- Certificate of registration of company (new applicants)
- Memorandum & articles of Association (new applicants)

CITIZEN TOUR LEADERS/DRIVER GUIDES CLASS C (8) & FOREIGN GUIDES B(8)

- Fully-filled licence application form 1
- Licence fees of Kshs. 2,000 (6000/- for foreign guides) in banker's cheque payable to the *Ministry of Tourism and Wildlife*
- Letter of recommendation from the employer (or a recognised tour firm/association)
- Copy of certificate of good conduct
- Copy of driver PSV (for driver guide)
- Certificates of professionalism in tour guiding
- Copy of driver ID

Please note that all drivers for tourist vehicles should have a driver guide licence.

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HOTEL AND HOTEL MANAGER'S LICENCE REQUIREMENTS

Based on the Legal Notice number 16 of 14th February 2006

- Filled in application forms HR1 and HR2
- Copy of menu and tariff
- Copy of Health Clearance Certificate
- C.V. and certificates of manager
- Entry permit for all non-Kenyans working in the hotel and affidavit for non-resident director(s)
- Lease agreement/copy of title deed of premises occupied by the hotel
- Certificate of registration of company running the hotel
- Memorandum and Articles of Association of company running the hotel
- Licence fee of Kshs. in banker's cheque payable to the Hotels and Restaurants Authority. *(licence fee pegged on the class of the hotel as per the above legal notice)*

RESTAURANT LICENCE REQUIREMENTS

- Fill in application forms HR1
- Copy of menu
- Copy of Health Clearance Certificate
- Copy of entry permit for all non-Kenyans working in the restaurant and affidavit for non-resident directors
- Lease agreement/copy of title deed of premises occupied by the restaurant
- Certificate of registration of company running the restaurant (new applicants)
- Memorandum and Articles of Association of company running the restaurant (new applicants)
- Licence fee of Kshs. in banker's cheque payable to the Hotels and Restaurants Authority. *(licence fee pegged on annual gross sales as per the above legal notice)*