

Investment Requirements in Kenya

Business registration procedures

Local Company (Citizens)

Name reservation

Obtained online through ecitizen . [Apply here](#)

KES 150 name reservation fee

KES 50 ecitizen convenience fee

Company registration

Requirements

Pin certificate – a copy for each director

Passport photo for each director

KES 10,000 Company registration fees

KES 600 for list of shareholders certificate

KES 50 ecitizen convenience fee

[See link](#) for a step by step guide to company registration by Kenyan citizens.

Local Company (foreigners)

Name reservation

Obtained online through ecitizen . [Apply here](#)

KES 150 name reservation fee

KES 50 ecitizen convenience fee

Company registration

Requirements

Passport a copy for each director

Passport photo for each director

KES 10,000 Company registration fees

KES 600 For list of shareholders certificate

KES 50 ecitizen convenience fee

[See link](#) for a step by step guide to company registration by foreigners

Branch of a foreign company

Name reservation

Obtained online through ecitizen .[Apply here](#)

KES 150 name reservation fee

KES 50 ecitizen convenience fee

Company registration

Requirements

Certified certificate of incorporation – a copy duly certified by a notary public from the country of origin

Certified memorandum and articles of association – a copy duly certified by a notary public from the country of origin

Passport- a copy for each director

Passport photo – for each director

KES 6800 company registration fee

KES 600 - for list of shareholders and directors certificate

KES 50 ecitizen convenience fee

[See link](#) for a step by step guide to a branch of a foreign company registration

Business Permit Nairobi County

Application can be submitted manually to City Hall Annexe or they can be done online through [this link](#)

Requirements

Business permit application form (original)

Certificate of incorporation (copy)

Identity card (copy)-of one of the directors

Company pin certificate (copy)

Approved business permit application form (original)

Permit payment invoice (original)

KES 200 Business permit application fees

KES 15000 Business permit – This is an estimate for a small workshop – the fees vary depending on the size of the business, the location and also the number if employees

KES 4500 Fire permit licence

KES 4200 Advertisement licence

[Click here](#) to see step by step guide to the procedure of obtaining a unified business permit in Nairobi county.

INVESTOR SERVICES

Investment certificate

Requirements

Investment application form (original)

Cover letter addressed to the Managing Director Kenya Investment Authority requesting for the investment certificate and also indicating the activities of the company (original)

Memorandum and articles of association/CR 2 (copy)

Certificate of incorporation (copy)

Proof of investment -Proof of investment can be in form of a bank statement (whether from a local bank or a foreign bank), equipment and assets on site or inform of an Import declaration

forms /receipts showing that the investor has already bought equipment /assets worth that amount or any other evidence that the amount to be invested is 100,000 USD.

[See link](#) for a step by step guide to the procedure of obtaining an investment certificate

Foreign taxpayer pin facilitation

Requirements

Cover letter (original) addressed to the Managing Director Kenya Investment Authority requesting to be registered with the institution and also requesting for pin facilitation

Investment application form (original) For registering as an investor with Keninvest

Passports – a copy for each director

Pin acknowledgment receipt-nonresident (original)

Certificate of compliance/ certificate of incorporation (copy)

Memorandum and articles of association/CR2 (copy)

Proof of investment

Pin certificate (for at least 2 directors)

[See link](#) for a step by step guide to a foreign tax payer pin facilitation procedure

Power connection

Requirements

Power connection facilitation letter (original) addressed to the Managing Director Kenya Investment Authority requesting for registration and facilitation for power connection

Investment application form (original)

KPLC power application form (original)

Memorandum and articles of association/CR2 (copy)

Certificate of incorporation/Certificate of compliance (copy)

Company pin (copy)

Proof of investment (copy)

Site plan (copy)

Route sketch (copy)

Proof of land ownership (copy)

Wiring certificate (original)

Supply contract form (original)

KES 100000 Power connection fee -Estimate

[See link](#) for the procedure of obtaining power connection

SOCIAL SECURITY

National Social Security Fund

Employer registration

Requirements

NSSF employer's registration form

Company pin certificate

[See link](#) for employer registration

Employee/ individual registration

Requirements

NSSF member registration form

Identity card

Introduction letter from employer

[See link](#) for employee registration

National Hospital Insurance Fund

Employer Registration

Requirements

NHIF employer's registration form (3 original)

Company pin certificate (copy)

Certificate of incorporation (copy)

[See link](#) for employer registration

PAYING TAXES

Register a local company as a tax payer

Requirements

Pin certificate

Contact details

Certificate of incorporation

[See link](#) for a step by step guide to tax payer registrations a local company

Foreign taxpayer registration

For all applicants

PIN acknowledgment receipt - non resident

Passport

Non-citizen employee residing in Kenya other than refugee

Work permit (copy)

Letter of introduction (copy) -It should be written by employer or employer's representative

Pin certificate (copy) for the employer or employer's representatives

Acknowledgement receipt for alien registration (copy)

Non-citizen employee/professional residing in Kenya for less than 3 months

Special pass

Letter of introduction from employer or employer's representative

For non-citizen investor residing in Kenya other than refugee

Letter of appointment written by the applicant appointing a tax representative

Proof of investment

Letter of introduction for a tax representative

Certificate of incorporation/Certificate of compliance

Endorsement letter from KenInvest

List of shareholders and directors- CR12

Work permit

Pin certificate for the tax representative

Acknowledgement receipt for alien registration

For non-citizen residing outside Kenya

Letter of introduction from a local agent

Proof of investment

Certificate of incorporation/ Compliance certificate

Cr 12

Endorsement letter from Keninvest

Pin certificate of the tax agent

Entry pass stamp - must at least 3 recent stamps

Latest tax return from the applicant's country of origin

For non-citizen married to a Kenyan Citizen

Marriage certificate must be certified by an advocate

Identity card of the spouse

Dependant pass

Pin certificate of the spouse

Latest tax return of the applicant from the country of origin

Passport

[See link](#) for the procedure of registration of foreigners as taxpayer

Tax compliance certificate

Requirements

Pin certificate

[Apply here](#)

[See link](#) for the procedure of obtaining a tax compliance certificate

IMMIGRATION SERVICES

Class A work permit

[Apply here](#)

Requirements

Permit application print out

Permit cover letter- It should be under the letter head of the company and addressed to the Director Immigration Services detailing the activities of the company

Payment receipt for work permit processing fee

Passport photo (copy)

Bank statements (copy) -Of the applicant issued by a local bank. The amount to be invested by the investor should be at least 100 000 US dollars or the equivalent in any other currency

Licenses to prospect for minerals (copy)

Passport (copy)

Certificate of incorporation (copy)

Company pin

Security bond(100,000)

KES 10,000 Permit processing fees

KES 50 Ecitizen fee

KES 250,000 Issuance of class A work permit for one year

KES 50 Ecitizen fee

[See link](#) for the procedure of obtaining Class A work permit

Class B work permit

Requirements

[Apply here](#)

Permit application print out

Permit cover letter

Payment receipt for permit processing fee

Passport photo

Clearance from relevant body - This will depend on the nature of the agricultural activity and one has to clear with the respective body

Bank statements - Of the applicant issued by a local bank. The amount to be invested by the investor should be at least 100 000 US dollars or the equivalent in any other currency

Pin certificate

Passport

Certificate of incorporation

Proof of land ownership

Company pin

Security bond(100,00)

Foreign national registration certificate – Alien card

Waiting slip

KES 10,000 Permit processing fees

KES 50 Ecitizen fee

KES 100,000 Issuance of class B work permit for one year

KES 50 Ecitizen fee

[See link](#) for a step by step guide to obtain Class B work permit

Class C work permit

[Apply here](#)

Permit application print out

Permit cover letter

Requirements;

Passport photo

Certified academic and professional certificates

Clearance from relevant professional body

Proof of membership to a professional body from a country of origin

Pin certificate

Passport

Curriculum vitae

Security bond(100,000)

Foreign national registration certificate – Alien card

Waiting slip

KES 10,000 Permit processing fees

KES 50 Ecitizen fee

KES 100,000 Issuance of class C work permit for one year

KES 50 Ecitizen fee

[See link](#) for the procedure of obtaining class C work permit

Class D work permit

[Apply here](#)

Requirements

Permit application print out

Permit cover letter

Passport photo

Certified academic and professional certificates

Clearance from relevant professional body

Curriculum vitae

Passport

Company pin

Certificate of incorporation

Report on employment form

Permit invoice

Security bond

Foreign national registration certificate – Alien card

KES 10,000 permit processing fees

KES 50 Ecitizen fee

KES 200,000 Issuance of class D work permits for one year

KES 50 Ecitizen fee.

[See link](#) for the procedure of obtaining a class D work permit

Class F work permit

Requirements

[Apply here](#)

Permit application print out

Permit cover letter

Passport photo

Pin certificate

Company pin

Memorandum of company with share capital CR2

Certificate of incorporation

Manufacturing license

Bank statement

Passport

Security bond(100,000)

Security bond receipt

Payment acknowledgment receipt

Payment receipt for work permit processing fees

Foreign national registration certificate – Alien card

Waiting slip

KES 10,000 permit processing fees

KES 50 Ecitizen fee

KES 100000 Issuance of class F work permits for one year

KES 50 Ecitizen fee

[See link](#) for the procedure of obtaining Class F work permit

Class G work permit

Requirements:

[Apply here](#)

Permit application print out

Permit cover letter

Passport photo

Bank statements

Company pin

Memorandum of company with share capital CR2

Certificate of incorporation

Passport

List of shareholders and directors-CR12

Bank statements

Security bond(100,000)

Payment acknowledgment receipt

Foreign national registration certificate – Alien card

KES 10,000 Permit processing fees

KES 50 Ecitizen fee

KES 100,000 Issuance of class F work permit for one year

KES 50 Ecitizen fee

[See link](#) for a step by step guide for obtaining Class G work permit

[Class I work permit](#)

[Apply here](#)

Requirements

Permit application print out

Permit cover letter

Passport photo

Certificate of incorporation

Certified academic and professional certificates

Company pin

Pin certificate

Passport

Payment receipt for work permit processing fee

Security bond

Foreign national registration certificate – Alien card

KES 1000 Permit processing fees

KES 50 Ecitizen fee

KES 5000 Issuance of class I work permit for one year

KES 50 Ecitizen fee

[See link](#) for the procedure obtaining Class I work permit

Special pass

Requirements

[Apply here](#)

Pass application letter

Pass application print out

Passport photo

Certificate of incorporation

Certified academic and professional certificates

Curriculum vitae

Clearance from regulatory bodies

Passport

KES 15000 Issuance of a special pass for one month

[See link](#) for a step to step guide for a special pass