

REPUBLIC OF KENYA



“Powering Growth”

SPECIAL ECONOMIC ZONES AUTHORITY



SEZ
AUTHORITY

Republic of Kenya | Powering Growth

ENTERPRISE LICENCE APPLICATION FORM

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REQUIREMENTS AND INSTRUCTIONS

(Please, read the “Explanations” part carefully before filling the Form. If additional space is needed in any section of this form attach a separate sheet.)

1. The enterprise License shall be granted and renewed annually.
2. Authorization document and specimen of signature of the signatory and (if any) power of attorney and specimen of signature of the firm agent.
3. The Original bank slip of the application fees payable to Special Economic Zones Authority Bank account.

ACCOUNT NAME: Special Economic Zones Authority

BANK: Kenya Commercial Bank Ltd,

BRANCH: Upper-hill Platinum Center

Account Number: 122-309-9725

4. Part I: The full proposed SEZ Enterprise name and the name of the applicant shall be put in this section without any abbreviation. If the applicant has a wide span of activities, the main one should be written here. Bank Recommendations letters of the all directors should be attached and list of all ultimate beneficiary owners of the proposed SEZ operations including their nationalities and Identification Numbers or Passport Numbers.
5. Part II: All amounts in this form should be stated in USD. If any, documents related to the foreign currency brought into Kenya within the last 3 years should be attached.
6. Part III. Infrastructure Requirements by the enterprises should be filled in this section
7. Part IV. Investment expenses and estimated annual operating expenses shall be indicated in this section.
8. Part V: Number of persons to be employed by the Enterprise in connection with its activities in the Special Economic Zone shall be indicated in this section. Foreign national employees should be at a position of manager or expert whose expertise is not locally available.
9. Part VI: Operational Activities to be filled by manufacturing enterprises.
10. Part VII: Detailed information on the subject of activity marked in Part I (8) shall be stated in this section. For instance,
 - i. Section A should be filled by the firms in charge of trading activities,
 - ii. Section B should be filled by firms dealing in Warehouse Operating, and
 - iii. Section E should be filled by the firms in charge of repair and maintenance activities.
 - iv. If there is not enough space, other matters which are considered necessary might be stated on a separate sheet indicating the related Part number and attaching to the Form.

You may call or apply in person to the Special Economic Zones Authority for further information.



APPLICATION FOR SPECIAL ECONOMIC ZONE ENTERPRISE LICENCE

| Part I. Company Profile | | | | | |
|--------------------------------|---|--|--------------------|------------------------------|--------------------|
| 1. | COMPANY NAME IN FULL | | | | |
| 2. | ADDRESS | | | | |
| 3. | THE GAZETTED SPECIAL ECONOMIC ZONES WHERE THE ENTERPRISE WILL BE DOMICILED | Choose an item. | | | |
| 4. | NAME OF THE CONTACT PERSON IN FULL | | | | |
| 5. | CELL NO. OFC PHONE NO. FAX NO. EMAIL ADDRESS WEBSITE ADDRESS | Click here to enter text. | | | |
| | | Click here to enter text. | | | |
| | | Click here to enter text. | | | |
| | | Click here to enter text. | | | |
| | | Click here to enter text. | | | |
| 6. | CONSTITUTION OF THE APPLICANT COMPANY (Attach a copy of Certificate of Incorporation) | Choose an item. | | | |
| | | If any other (Please specify below) | | | |
| 7. | NAME AND COMPLETE ADDRESS OF EACH DIRECTOR / PARTNERS / PROPRIETOR (Attach Bank recommendation Letter for each director) List of ultimate beneficiary owners of the proposed SEZ operations including their nationalities and identification documents (ID/Passport) | <u>Names of Partners</u> | <u>Nationality</u> | <u>Share in paid capital</u> | <u>ID or TAXNO</u> |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 8. | PROPOSED SEZ ACTIVITY | Choose an item. | | | |
| | | BRIEFLY STATE ACTIVITY: | | | |
| | | If any other, specify below. | | | |



| | | | | | | | |
|--|--|---|-------------|-------------|-------------|-------------|-------------|
| | | | | | | | |
| Part II. Company Financing (in USD) | | | | | | | |
| 9. | AMOUNT OF CAPITAL TO BE INVESTED TO THE SPECIAL ECONOMIC ZONE IN USD | Capital in Kind | From Kenya | | From Abroad | | |
| | | | | | | | |
| | | Capital in Cash | From Kenya | | From Abroad | | |
| | | | | | | | |
| 10. | DETAILS OF SOURCE (S) OF FINANCE | | | | | | |
| Part III. Infrastructure Requirements | | | | | | | |
| 11. | 1. LAND | (Specify Area in SQUARE METERS) | | | | | |
| | a) ENTERPRISES WISHING TO CONSTRUCT A BUILDING(S) IN THE ZONE:-Land | | | | | | |
| | b) Requirement:- | | | | | | |
| | | Choose an item. | | | | | |
| | | If any other, specify below. | | | | | |
| | | | | | | | |
| | c) ENTERPRISES WISHING TO RENT BUILT UP AREA | | | | | | |
| 12. | CONSTRUCTION SCHEDULE (TO BE FILLED BY USERS WHO WILL RENT OPEN SPACE) | 1. Project design period (Months) | | | | | |
| | | 2. Construction period (Months) | | | | | |
| | | 3. Type of construction | | | | | |
| | | 4. Base area of the construction M ² | | | | | |
| | | 5. Number of Floors | | | | | |
| | | 6. Gross construction Area M ² | | | | | |
| 13. | OTHER INFRASTRUCTURE REQUIREMENTS | Infrastructure | 2024 | 2025 | 2026 | 2027 | 2028 |
| | | Power MVA/KVA | | | | | |



| | | | | | | | |
|--------------------------------------|---|--|------------------------|--------------------|--------------|--|--|
| | | Water in Cubic Liters | | | | | |
| | | Quantity Of Treated Effluents ¹ in Cubic Liters | | | | | |
| | | Others (Specify): | | | | | |
| | | | | | | | |
| Part IV. Investment Threshold | | | | | | | |
| 14. | ITEMS OF MANUFACTURE/SERVICE ACTIVITY :(including by product /co- products) {Volumes of good and services to be handled} | ITEM | ANNUAL CAPACITY | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 15. | INVESTMENT EXPENSES TO BE MADE IN THE SPECIAL ECONOMIC ZONE | ITEM | COST IN USD | | | | |
| | | Buildings | | | | | |
| | | Machinery and equipment | | | | | |
| | | Manpower | | | | | |
| | | Others (specify): | | | | | |
| | Total | | | | | | |
| 16. | ESTIMATED ANNUAL OPERATING EXPENSES DURING OPERATIONS IN USD | | From Kenya | From Abroad | Total | | |
| | | Raw Material & Intermediate Goods | | | | | |
| | | Workmanship & Personnel Expenses | | | | | |
| | | Financing Expenses (Credit & Interest) | | | | | |
| | | Intangible Assets (Patent & Licenses Etc. | | | | | |
| | | Others (Specify) | | | | | |

¹ Mode of Disposal of disposal of affluent/Specify whether own Effluent treatment plant will be created



| | | | | | | | |
|---|--|--|--------------------------|--------------------------|--------------|-------------|------------|
| | | | | | | | |
| | | Total | | | | | |
| Part V. Employment Opportunities Created | | | | | | | |
| 17. | PERSONNEL TO BE EMPLOYED FOR THE SPECIAL ECONOMIC ZONES ACTIVITIES | Kenyan Nationals | | Foreign Nationals | Total | | |
| | | Male | Females | | | | |
| | | Administrators | | | | | |
| | | Office personnel | | | | | |
| | | Skilled workers | | | | | |
| | | Unskilled workers/Casuals | | | | | |
| | | Total | | | | | |
| Part VI. Operational Activities | | | | | | | |
| 1. Manufacturing Activities | | | | | | | |
| 18. | EXPLANATION RELATED TO PRODUCTION IN THE SPECIAL ECONOMIC ZONE (Please Indicate the Production Process and on a Separate Sheet/ Attach a separate sheet if the good exceeds the given space) | Raw Materials and Intermediate Goods to be Purchased | | | | | |
| | | | | From Kenya | | From Abroad | |
| | | Name of the good(s) | Tariff Number (8 digits) | Qty | Value(\$) | Qty | Value (\$) |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | TOTALS | | | |
| 19. | EXPLANATION RELATED TO FINISHED PRODUCTS IN THE SPECIAL ECONOMIC ZONE | Finished Products | | | | | |
| | | Name of the good(s) | Tariff Number (8 Digits) | To EAC Market | | Abroad | |
| | | | | Qty | Value (\$) | Qty | Value (\$) |
| | | | | | | | |
| | | | | | | | |



| | | | | | | |
|-----|--|-----------------|--|--|--|--|
| | | TOTAL | | | | |
| 20. | WHETHER FOREIGN TECHNOLOGY AGREEMENT IS ENVISAGED (Choose the appropriate entry) | Choose an item. | | | | |
| | i. Name and full address of foreign collaborator | | | | | |
| | ii. Nature of collaboration | | | | | |

Part VII: Special Economic Zones other Activities

A. TRADING (Purchasing - Selling)

| Goods to be Purchased | | From EAC Market | | From Abroad | |
|-----------------------|--------------------------|-----------------|------------|-------------|------------|
| Name of the Good | Tariff Number (8 digits) | Quantity | Value (\$) | Quantity | Value (\$) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |
| Goods to be sold | | To EAC Market | | Abroad | |
| Name of the Good | Tariff Number (8 digits) | Quantity | Value (\$) | Quantity | Value (\$) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |




| B. Warehouse Operating | | |
|---|------------------|---------------------------|
| Type of Warehouse | Area (m2) | Volume (m2) |
| | | |
| | | |
| | | |
| Goods to be Stored (Name + Tariff Number) | | Estimated Annual Quantity |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| C. Office Renting | | |
| Type of the Building to be Rented | Closed Area (m2) | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| D. Assembling- Disassembling | | |
| Goods to be Assembled-Disassembled (Name + Tariff Number) | | Estimated Annual Quantity |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |



The goods to be purchased and the final goods to be sold will be specified in section. B. (Purchasing-Selling)

| E. Repair-Maintenance | |
|--|---------------------------|
| Goods to be Repaired-Maintained (Name + Tariff Number) | Estimated Annual Quantity |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

The materials to be used and the service payments will be specified in section B. (Purchasing-Selling)

| F. Others (Please explain) | |
|-------------------------------------|--|
| 1. |  |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |



| Checklist Enterprises License | | | |
|--------------------------------------|---|----------------|---------------|
| SNo. | Required Documents | Status | |
| | | YES (✓) | NO (X) |
| 1. | Copy of certificate of incorporation or Articles/Memorandum of Association | | |
| 2. | KRA PIN of the applicant Company | | |
| 3. | Tax Compliance Certificate of applicant Company | | |
| 4. | a. Legal instrument /Power of Attorney appointing the signatory rights b. List of shareholders with respective shareholding and/or CR12 c. List of all ultimate beneficiary owners of the proposed SEZ operations including their nationalities and Identification Numbers or Passport Numbers. | | |
| 5. | Bank Reference letters of the Directors of the proposed SEZ Company | | |
| 6. | Letter of No objection/SEZ Developer recommendation /Letter of Offer/(Sale/Lease Agreement) | | |
| 7. | Implementation Framework and Timelines | | |
| 8. | Production Flow Chart (For Manufacturers) | | |
| 9. | NEMA license/approval letter | | |
| 10. | Any other relevant information relating to the proposed business activity. | | |



Part VIII. Declaration

I/ We hereby declare that the above statements are true and correct to the best of my/ our knowledge and belief. I /we shall abide by any other condition, which may be stipulated by the Special Economic Zone Authority. I/We fully understand that any permission Letter / Approval granted to me/us on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein furnished is incorrect or false.

An affidavit duly sworn in support of the above information is enclosed.

| | |
|-------------------------------|--|
| Place: | |
| Date: | Click here to enter a date. |
| Name in block Letters: | |
| Designation: | |
| Signature: | |
| Official Full address: |  |
| Official Seal/Stamp: | |
| Tel. No: | |
| Email Address: | |
| Website: | |