



REPUBLIC OF KENYA

SPECIAL ECONOMIC ZONES AUTHORITY

DEVELOPER/OPERATOR LICENCE APPLICATION FORM

Special Economic Zones Authority

P.O. Box 30418-00100, GPO

NAIROBI

Web: www.sezauthority.go.ke

Email: info@sezauthority.go.ke

Tel No: +254 20-2731531, Fax: +254 20-2731511



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REQUIREMENTS AND INSTRUCTIONS

(Please, read the “Explanations” part carefully before filling the Form)

1. The Developer License shall be granted and renewed annually for USD 5,000, while
2. Operator License shall be granted and renewed annually for USD 5,000.
3. Authorization document and specimen of signature of the signatory and (if any) power of attorney and specimen of signature of the agent.
4. 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

ACCOUNT NAME: Special economic zone Authority
BANK: National Bank of Kenya
BRANCH: National Bank of Kenya Headquarters
ACCOUNT NUMBER: 02071231597300
CURRENCY: USD

5. section without any abbreviation. If the applicant should specify the type of zone envisaged.
6. 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.
7. Part III. Infrastructure Requirements by the developer should be filled in this section
8. Part IV. Details of the proposed development shall be indicated in this section.
9. Part V: Proposed financial details throughout the development of the project should be indicated here.
10. Part I: The full proposed SEZ Developer name and the name of the applicant shall be put in this Part VI: In this section, fill in the economic benefits to the country of the proposed development.
11. Part VII: Checklist of Supporting Documents attached
12. Part VII: This section should be duly filled/declared by the developer/Operator representative.

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



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APPLICATION FORM FOR A LICENSE TO DEVELOP AND/OR OPERATE A SPECIAL ECONOMIC ZONE

Part I. APPLICANT DETAILS	
1.	NAME AND ADDRESS OF THE DEVELOPER (BLOCK LETTERS)
2.	DATE OF SUBMISSION
3.	THE GAZETTED SPECIAL ECONOMIC ZONE WHERE THE DEVELOPER/OPERATOR IS ENGAGED IN OR PLANS ON DEVELOPING.
4.	TYPE OF SPECIAL ECONOMIC ZONE: (MULTI-SECTOR / SECTOR SPECIFIC)
5.	PURPOSE OF THE APPLICATION: a) DEVELOP A ZONE b) OPERATE A ZONE c) DEVELOP AND OPERATE A ZONE
6.	NAME OF THE CONTACT PERSON
7.	CELL NO.
	PHONE NO.
	FAX NO.
	EMAIL ADDRESS
	WEBSITE ADDRESS
8.	CONSTITUTION OF THE APPLICANT COMPANY (Attach copy of Articles or Memorandum Association) Tick as applicable
	<input type="checkbox"/> Proprietary Firm <input type="checkbox"/> Partnership Firm <input type="checkbox"/> Private limited Company <input type="checkbox"/> Public limited Company <input type="checkbox"/> Other (Please Specify)



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PART II. COMPANY FINANCING			
1.	CURRENT FINANCIAL DETAILS	Capital in Kind	1. (A) From Kenya
			(B) From Abroad
		Capital in Cash in USD	2. (A) From Kenya
			(B) From Abroad
2.	DETAILS OF SOURCE (S) OF FINANCE		
PART III. INFRASTRUCTURE REQUIREMENTS			
I.	SIZE OF DEVELOPMENT DEVELOPER'S CONSTRUCTION IN THE ZONE: -	(Area in SQUARE METER)	
		i. Vertical infrastructure	
		ii. Horizontal infrastructure	
		iii. Green Areas	
		iv. Others, specify	
		v. Total Land Requirements	
II.	COST OF PROPOSED ONSITE INFRASTRUCTURE, in USD		
	i. Development of Land and Other Civil Works		
	ii. Boundary Walls,		
	iii. Internal Roads,		
	iv. Drainage,		
	v. Water Supply and Reticulation		
	vi. Electricity Connectivity, etc.		



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	vii. Ready Built-Up Factory Premises.	
	viii. Port and Airport If Any	
	ix. Others, If Any, Give Details.	
	Total Investments	

PART IV. DETAILS OF THE PROPOSED DEVELOPMENT

1.	Summary of the Project Proposal
2.	Objectives of the Project
3.	Main Investment Components
4.	Business Model and Key Commercial Terms <i>(Please provide brief description of the business model, key commercial and financial terms and proposed concession period)</i>



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PART V – PROPOSED FINANCIAL DETAILS- <i>Please provide the following details</i>				
1.	Total investment USD (CAPEX and OPEX, including cost of land and other project costs)			
2.	Total Investment and phasing out plan: (Details of total investment and how it's going to be phased out throughout the concession period)			
	Phase 1	Phase 2	Phase 3	Phase 4
3.	Means of Financing (Equity Capital, Term Loan, External Commercial Borrowings, if any, furnish details, any other source)			
PART VI – ECONOMIC BENEFITS TO THE COUNTRY				
1.	Please provide a brief summary for the above indicating the exports volumes and direct and indirect employment likely to be generated during the first five-year period.)			

**Special Economic Zones Authority****PART VII: CHECKLIST OF SUPPORTING DOCUMENTS ATTACHED**

Tick (√) if the documents have been provided or insert status if documents are being processed.

No.	Required Document	Status
	Copy of certificate of incorporation or Articles/Memorandum of Association.	<input type="checkbox"/>
1.	Instrument of appointment of current board members, chairman and CEO/Legal instrument setting the signatory rights/List of shareholders with respective shareholding.	<input type="checkbox"/>
2.	Verified financial resources and funding plans for the proposed Zone activity	<input type="checkbox"/>
3.	Net worth of the Applicant (including Group companies) duly supported by Audited Accounts of the Developer for last 3 Years (For all the constituents in case the Developer is a SPV). If the company is a new company, audited accounts of Flagship Company/promoters may be provided.	<input type="checkbox"/>
4.	Project implementation plan and the detailed development plans including Bills of Quantities.	<input type="checkbox"/>
5.	Proposed timeframe to commence and complete the design and construction of the planned Zone and Infrastructure, including phased development schedules and minimum development obligations during such each phase.	<input type="checkbox"/>
6.	Master List of the required Capital Equipment and Building Material.	<input type="checkbox"/>
7.	Developer and Operator agreements for the case of operator application	<input type="checkbox"/>
8.	The project Strategic And/or Environmental Impact Assessment from NEMA	<input type="checkbox"/>
9.	Any other relevant document or additional information	<input type="checkbox"/>



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Part VIII. DECLARATION

I/We hereby undertake to abide by the provisions of the Special Economic Zones Act (No. 16 OF 2015) and rules and orders made there-under.

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.

Name in block letters	
Designation	
Telephone / mobile no.	
Full residential address.	
Email	
Website	
Place	
Date	
Signature of applicant	
Official stamp / seal	