

Republic of Kenya



“Powering Growth”

**SPECIAL ECONOMIC ZONE
AUTHORITY**

**ENTERPRISE LICENCE
APPLICATION FORM**

UAP Old Mutual Tower, 14th Floor, Upper Hill Road
P.O Box 30418-00100, GPO
Nairobi, Kenya
Tel: +254 20 7863971
Email: info@sezauthority.go.ke
Website: www.sezauthority.go.ke



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

ACCOUNT NAME: Special Economic Zone Authority
BANK: Bank of Kenya
BRANCH: National Bank of Kenya, Headquarters
ACCOUNT NUMBER: 02071231597300
CURRENCY: USD

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.
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 1. Company Profit | | | | | |
|-------------------------------|--|---------------------------------|---------------------------|-------------------------------------|----------------------------|
| 1. | COMPANY FULL NAME | | | | |
| 2. | ADDRESS | | | | |
| 3. | THE GAZETTED SPECIAL ECONOMIC ZONES WHERE THE ENTERPRISE WILL BE DOMICILED | | | | |
| 4. | NAME OF THE CONTACT PERSON IN FULL | | | | |
| 5. | CELL NO. OFC PHONE NO. FAX NO. EMAIL ADDRESS. WEBSITE ADDRESS | Enter text... | | | |
| | | Enter text... | | | |
| | | Enter text... | | | |
| | | Enter text... | | | |
| | | Enter text... | | | |
| 6. | CONSTITUTION OF THE APPLICANT COMPANY (Attach a copy of Certificate of Incorporation) | Choose an item... | | | |
| 7. | NAME AND COMPLETE ADDRESS OF EACH DIRECTOR / PARTNERS / PROPRIETOR (Attach Bank recommendation Letter for each director) | <u>Names of Partners</u> | <u>Nationality</u> | <u>Share in paid capital</u> | <u>ID or TAX NO</u> |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 8. | PROPOSED SEZ ACTIVITY | | | | |



| 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 | | | | | | | |
| 1. LAND | | | | | | | |
| 11. | a) ENTERPRISES WISHING TO CONSTRUCT A BUILDING(S) IN THE ZONE: -Land | (Specify Area in SQUARE METERS) | | | | | |
| | b) Requirement: - | Choose an item... | | | | | |
| | 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 | 2023 | 2024 | 2025 | 2026 | 2027 |
| | | 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 | | | | | |
| | | 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 | | | | | |
| | | | | | | | |
| | | | Total | | | | |

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



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 (\$) |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | TOTAL | | | |
| 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) | |
| | 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. | |



PART VIII: Checklist of Supporting Documents Attached

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

| No. | Required Document | Status |
|-----|--|--------------------------|
| 1. | Copy of certificate of incorporation or Articles/Memorandum of Association | <input type="checkbox"/> |
| 2. | KRA PIN of the applicant Company | <input type="checkbox"/> |
| 3. | Tax Compliance Certificate of applicant Company | <input type="checkbox"/> |
| 4. | a. Legal instrument /Power of Attorney appointing the signatory rights b. List of shareholders with respective shareholding and/or CR12 | <input type="checkbox"/> |
| 5. | Bank Reference letters of the Directors of the proposed SEZ Company | <input type="checkbox"/> |
| 6. | Letter of No objection/SEZ Developer recommendation /Letter of Offer/ (Sale/Lease Agreement) | <input type="checkbox"/> |
| 7. | Implementation Framework and Timelines | <input type="checkbox"/> |
| 8. | Production Flow Chart (For Manufacturers) | <input type="checkbox"/> |
| 9. | NEMA license/approval letter | <input type="checkbox"/> |
| 10. | Any other relevant information relating to the proposed business activity. | <input type="checkbox"/> |



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: | |
| Name in block Letters: | |
| Designation: | |
| Signature: | |
| Official Full address: | |
| Official Seal/Stamp: | |
| Tel. No: | |
| Email Address: | |
| Website: | |