



Republic of Kenya



Powering Growth

SEZ
AUTHORITY

SPECIAL ECONOMIC ZONES AUTHORITY

DEVELOPER APPLICATION FORM



Republic of Kenya



Powering Growth

SEZ
AUTHORITY

Special Economic Zones Authority
Old Mutual Tower, 8th Floor, Upper Hill Road
P.O. Box 23722-00100, 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)

1. The Developer License shall be granted and renewed annually for USD 5,000, while Operator License shall be granted and renewed annually for USD 5,000.
2. Authorization document and specimen of signature of the signatory and (if any) power of attorney and specimen of signature of the 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 Developer name and the name of the applicant shall be put in this section without any abbreviation. If the applicant should specify the type of zone envisaged 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 developer should be filled in this section
7. Part IV: Details of the proposed development shall be indicated in this section.
8. Part V: Proposed financial details throughout the development of the project should be indicated here.
9. Part VI: In this section, fill in the economic benefits to the country of the proposed development.
10. Part VII: Checklist of Supporting Documents attached
11. Part VIII: 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.

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	<i>dd / mm / yyyy</i>
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.	List of all ultimate beneficiary (Nationalities, Identification Numbers or Passport Numbers)	
9.	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)

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			
1.	SIZE OF DEVELOPMENT DEVELOPER'S CONSTRUCTION IN THE ZONE: - i. Vertical infrastructure ii. Horizontal infrastructure iii. Green Areas iv. Others , specify v. Total Land Requirements	(Area in SQUARE METER)	
2.	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.		
	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>	
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) Total Investment: CAPEX: OPEX:	

2	Total Investment and phasing out plan: <i>(Details of total investment and how it's going to be phased out throughout the concession period)</i>				
	Phases	Phase 1	Phase 2	Phase 3	Phase 4
	Investment value (USD)				
	Duration				
3	Means of Financing <i>(Equity Capital, Term Loan, External Commercial Borrowings, if any, furnish details, any other source)</i>				
PART VI – ECONOMIC BENEFITS TO THE COUNTRY					
1.	<i>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.)</i>				
	 <p>Republic of Kenya Powering Growth</p>				

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	
		YES (✓)	NO (X)
1.	Copy of certificate of incorporation or Articles/Memorandum of Association		
2.	a) Instrument of appointment of current board members, chairman and CEO/Legal instrument setting the signatory rights/List of shareholders with respective shareholding b) List of all ultimate beneficiary owners of the proposed SEZ operations including their nationalities and Identification Numbers or Passport Numbers.		
3.	Verified financial resources and funding plans for the proposed Zone activity		
4.	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.		
5.	Project implementation plan and the detailed development plans including Bills of Quantities		
6.	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		
7.	Master List of the required Capital Equipment and Building Material		
8.	Developer and Operator agreements for the case of operator application		
9.	The project Strategic And/or Environmental Impact Assessment		

	from NEMA		
10.	Any other relevant document or additional information		

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	dd / mm / yyyy
Signature of applicant	
Official stamp / seal	