



TOURISM REGULATORY AUTHORITY

Tourism License Requirements

CLASS 'A' ENTERPRISES (HOTELS AND SERVICED APARTMENTS)

- 1.** Duly filled application form (Form 1) check www.tourismauthority.go.ke
- 2.** Certificate of registration / Incorporation of company
- 3.** Memorandum and Articles of Association of company or CR 12
- 4.** Copy of menu and tariff
- 5.** Copy of valid health clearance certificate
- 6.** Medical Certificate of food handlers
- 7.** Manager's letter of appointment , CV and certified copy of professional certificate
- 8.** Entry permit for all non- Kenyans working in the facility and affidavit for non-resident director(s)
- 9.** Lease agreement/ copy of title deed of premises occupied by the hotel
- 10.** Letter of 'no objection' from NEMA for new facilities
- 11.** EIA for new facilities / environmental audit for existing facilities
- 12.** Foreign owned companies: asset base of Ksh.10M
- 13.** Evidence of insurance cover for the premises
- 14.** Summary of skilled and unskilled staff