



TOURISM REGULATORY AUTHORITY

Tourism License Requirements

CLASS 'A' ENTERPRISES (GUEST HOUSE)

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 room tariff
5. Copy of Unified Business permit/Single Business Permit
6. Cop of Valid Health Clearance certificate
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
15. Application fee of Ksh. 1000 for new applicants
16. License fee of payable to

Account Name: Tourism Regulatory Authority

Account No. : 1178921034

KCB Bank: University Way Branch

NB

- Late payments for all licenses attract a penalty of 10% of the applicable license fee for every month delayed.
- All payments **MUST** be made by cash deposit into the above account