



## TOURISM REGULATORY AUTHORITY

### **Tourism License Requirements** **CLASS 'C' ENTERPRISES-(CAR HIRE)**

1. Dully filled application (form 1) check [www.tourismauthority.go.ke](http://www.tourismauthority.go.ke)
2. Copy of lease agreement/ title deed of premises where applicable
3. Certificate of registration or incorporation of company (new applicants).
4. Memorandum and articles of Association or CR 12 (new applicants)
5. Work/ entry permit for non- Kenyans involved in the business and copies of affidavit for non- resident director(s)
6. Foreign owned companies: asset base of Ksh. 10M
7. Proof of ownership of vehicle (Log book).
8. Vehicle inspection report
9. PSV
10. Evidence of motor vehicle insurance cover
11. CV and certified copy of professional certificate
12. Summary of skilled and unskilled staff
13. Application fee of Ksh. 1000 for new applicants **AND**
14. License fee of Ksh 8000 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
- ✓ If a **summary of skilled and unskilled staff** has driver(s), then the driver(s) must be licensed by TRA. Provide copies of their TRA licenses during application and renewal.