



TOURISM REGULATORY AUTHORITY
Tourism License Requirements

In order to be issued with a tourism license, the applicant has to provide some documents to TRA for registration and subsequent licensing. These are different depending on the type of operations the applicant is engaged in. Besides duly filled in application Form 1 and upon payment of prescribed licence fees in the fourth schedule of the TRA regulations, below are the requirements for the different classes of tourism licenses which will be considered by the Licensing Committees.

Class 'H' Enterprises (Tourism and hospitality training institutions)

1. Duly filled application form (Form 1) check www.tourismauthority.go.ke
2. Copy of lease agreement/ title deed of premises
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. Letter of 'no objection' from NEMA
7. EIA for new facilities / environmental audit for existing facilities
8. Evidence of insurance cover for the premises, occupants and property
9. Approved curriculum by relevant authorities
10. Professional certificates of the trainers
11. Application fee of Ksh. 1000 for new applicants
12. License fee of-----payable to

Account Name: Tourism Regulatory Authority

Account No. : 1178921034

KCB Bank: University Way Branch

NB

- License fee is provided for in the legal notice number 128 September 2014
- 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

www.tourismauthority.go.ke