



TOURISM REGULATORY AUTHORITY
Tourism License Requirements

CLASS "C" ENTERPRISES- LOCAL AIR CHARTER

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 lease agreement/ copy of title deed of premises
5. Copy of insurance cover and certificates of airworthiness for planes
6. Copy of pilot licenses indicating their flying hours
7. Entry permit for all non- Kenyans working in the facility and affidavit for non-resident director(s)
8. Air charter license from Kenya Civil Aviation Authority (KCAA)
9. Summary of skilled and unskilled staff
10. Application fee of Kshs. 1,000
11. License fees 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.
- License fee clusters are provided for in the legal notice number 128 September 2014.
- All payments **MUST** be made only on the above account number provided.