

Form 3

Immigration Dept. File R

Kenyanisation of Personnel Bureau File KPB



REPUBLIC OF KENYA  
THE IMMIGRATION ACT, 1967  
APPLICATION FOR OR RENEWAL OF AN ENTRY PERMIT

(Delete words not applicable) (To be submitted in duplicate)

TO:  
THE PRINCIPAL IMMIGRATION OFFICER  
PO BOX 30191,  
NAIROBI,  
KENYA

For Official Use Only			
Entry Permit Class	<input type="text"/>		
Approved For	<input type="text"/>	Years	<input type="text"/>
			Months
Security	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>
		DD	MM YY

Photograph of person for whom an  
Entry  
permit is required.  
(Not required in case of renewal.)

NOTE: Personal particulars are required for all Entry Permits. For classes A to E (inclusive) Part I should be completed and for classes F to L (inclusive) Part II should be completed.

**Personal particulars of the person requiring an Entry Permit**

Full Names

Residential Address

Postal Address

Place of Birth

Date of Birth

Nationality

Passport Number

Full Names of  
Spouse/Father

(Names of husband or wife in the case of married persons or father if unmarried)

Full Names	Place of birth	Date of birth

**PART I** (*To be completed in respect of Entry Permits classes A to E inclusive*)

I/We (name of employer)  Of (postal address)  
 Being engaged in (state  
profession or business)   
wish to employ the above named.

Place of employment (give full details)

Job Title [1]		Job Category (as in Form 22, Part I)	
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Job Description [2]

*(not required if already described in Form 22, Part III)*

Employee's Qualifications (give full details) [3]

General Education

Technical or Professional

Previous Experience (give Full Details)

Name of the Employer	Nature of the Employment	Period of Employed	
		Start <input type="text"/>	End <input type="text"/>
		Start <input type="text"/>	End <input type="text"/>
		Start <input type="text"/>	End <input type="text"/>
		Start <input type="text"/>	End <input type="text"/>

(If more space required give details separately)

Period of Employment offered

Annual Salary offered

Value of Accomodation offered

Any other Emoluments offered

Bonus	<input type="text"/>	Paid Leave	<input type="text"/>
Free Medical Treatment	<input type="text"/>	Free Passage	<input type="text"/>
Assisted School Fee	<input type="text"/>	Any other Emoluments	<input type="text"/>

What steps have you taken to employ a Kenyan citizen to fill this vacancy (give full Details)

If you have a Kenyan citizen training for this post, please indicate the following:

Name		Educational Qualification	
Training Start Date			
Training End Date		Technical Qualification	

If you do not have a Kenyan citizen training for this post, fill in below:

Minimum Entry Requirement for Trainee	
Steps Taken to Engage a Trainee	

This post

- Is Newly       Was Previously *(if you have selected this option please fill in the next options also)*  
 By a Citizen       By a Non Citizen

If this application is approved will the proposed employee be instrumental in training Kenyan citizens? If so, give details:

*Declaration*

I hereby certify that the foregoing particulars are correct in every detail.

Signature

Designation

Date

DD MM YY

EXPLANATORY NOTES

- It is the Government policy that the economy of Kenya should be manned by trained and competent citizens. Entry Permits are issued to noncitizens with skills not available at present on the Kenya labour market, only on the understanding that effective training programmes are undertaken to produce trained citizens within a specified period.
- [1] Insert the designation by which the job is known within the firm.
- [2] Job description. Describe what the individual holding this post is required to do. What staff does he supervise directly and what supervision does he himself receive? Estimate value of materials, equipment or money for which he is responsible.
- [3] State the educational technical or professional qualifications of the applicant and his/her previous experience.

**PART I** (To be completed in respect of Entry Permits classes F to L inclusive)

I hereby apply for an Entry Permit under class

Proposed place of Residence/Business

Details of profession, trade, business or manufacture in which you wish to engage

Qualifications to Support Application

General Education

Technical or Professional

Previous Experience (give Full Details)

Name of the Employer	Nature of the Employment	Period of Employed	
		Start <input type="text"/>	End <input type="text"/>
		Start <input type="text"/>	End <input type="text"/>
		Start <input type="text"/>	End <input type="text"/>
		Start <input type="text"/>	End <input type="text"/>

(If more space required give details separately)

Details of capital and income available, sources of income and present locality of capital.

Details of any licence and/or registration required to qualify for the class of Entry Permit for which you have applied and proof that you have obtained or will be able to obtain such licence and/or registration.

*Declaration*

I hereby certify that the foregoing particulars are correct in every detail.

Signature  Date 

DD	MM	YY

*Declaration*

I hereby certify that the foregoing particulars are correct in every detail. Undertaking to be given in respect of applicants for permits under classes K and L.

I  hereby undertake, that if I am issued with an Entry Permit, not to engage in any kind of employment whether paid or unpaid without the prior written authority of an Immigration Officer.

Signature  Date 

DD	MM	YY

SCHEDULE  
CLASSES OF ENTRY PERMITS

*Class A:* A person who is offered specific employment by a specific employer who is qualified to undertake that employment, and whose engagement in that employment will be of benefit to Kenya.

*Class B:* A person who is offered specific employment by the Government of Kenya, the East African Community or any other person or authority under the control of the Government or the Community, and whose engagement in that employment will be of benefit to Kenya.

*Class C:* A person who is offered specific employment under an approved technical aid scheme under the United Nations Organisation or some other approved agency (not being an exempted person under section 4(3) of this Act), and whose engagement in that employment will be of benefit to Kenya.

*Class D:* A person, being the holder of a dependant's pass, who is offered specific employment by specific employer, whose engagement in that employment will be of benefit to Kenya.

*Class E:* A person who is a member of a missionary society approved by the Government of Kenya, and whose presence in Kenya will be of benefit to Kenya.

*Class F:* A person who intends to engage, whether alone or in partnership, in the business of agriculture or animal husbandry in Kenya, and who:

- (a) has acquired, or has received all permission that may be necessary in order to acquire, an interest in land of sufficient size and suitability for the purpose; and
- (b) has in his own right and at his full and free disposition sufficient capital and other resources for the purpose, and whose engagement in that business will be of benefit to Kenya.

*Class G:* A person who intends to engage, whether alone or in partnership, in prospecting for minerals or mining in Kenya, and who:

- (a) has obtained, or is assured of obtaining any prospecting or mining right or licence that may be necessary for the purpose; and
- (b) has in his own right and at his full and free disposition sufficient capital and other resources for the purpose, and whose engagement in that business will be of benefit to Kenya.

*Class H:* A person who intends to engage, whether alone or in partnership, in a specific trade, business or profession (other than a prescribed profession) in Kenya, and who:

- (a) has obtained, or is assured of obtaining, any licence, registration or other authority or permission that may be necessary for the purpose; and
- (b) has in his own right and at his full and free disposition sufficient capital and other resources for the purpose, and whose engagement in that trade, business or profession will be to the benefit of Kenya.

*Class I:* A person who intends to engage, whether alone or in partnership, in a specific manufacture in Kenya, and who:

- (a) has obtained, or is assured of obtaining, any licence, registration or other authority or permission that may be necessary for the purpose; and
- (b) has in his own right and at his full and free disposition sufficient capital and other resources for the purpose, and whose engagement in that manufacture will be to the benefit of Kenya.

*Class J:* A member of a prescribed profession who intends to practise that profession, whether alone or in partnership, in Kenya, and who:

- (a) possesses the prescribed qualifications; and
- (b) has in his own right and at his full and free disposition sufficient capital and other resources for the purpose, and whose practice of that profession will be to the benefit of Kenya.

*Class K:* A person who:

- (a) is not less than 21 years of age; and
- (b) has in his own right and at his full and free disposition assured annual income of not less than the prescribed amount being an income that is assured, and that is derived from sources other than any such employment, occupation, trade, business or profession as is referred to in the description of any of the classes specified in this Schedule, and being an income that either -

- (i) is derived from sources outside, and will be remitted to Kenya; or
- (ii) is derived from property situated, or a pension or annuity payable from, sources in Kenya; or
- (iii) will be derived from a sufficient investment capital to produce such assured income that will be brought into and invested in Kenya;

and

- (c) undertakes not to accept paid employment of any kind should he be granted an Entry Permit of this class, and whose presence in Kenya will be of benefit to Kenya.

*Class L:* A person who is not in employment, whether paid or unpaid, and who under the repealed Acts was issued with resident's certificate, or who would have on application been entitled to the issue of such certificate, or who has held an Entry Permit or Entry Permits (whether issued under this Act or the repealed Acts or both) of any of the foregoing classes of Entry Permits AK for a continuous period of not less than ten years immediately before the date of application, and whose presence in Kenya will be of benefit to Kenya.