



TOURISM REGULATORY AUTHORITY

Tourism License Requirements

CLASS 'C' ENTERPRISES-(TOUR OPERATORS)

1. Dully filled application (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. Foreign owned companies: asset base of Ksh. 10M
7. Proof of ownership of vehicle or letter of contract of hire in the case of tour operators and tourist service vehicle hire.
8. Vehicle inspection report if the company has vehicles
9. Evidence of motor vehicle insurance cover
10. Appointment letter, CV, certified copy of professional certificate
11. Summary of skilled and unskilled staff
12. Copy of itinerary in case of tour operators
13. Application fee of Ksh. 1000 for new applicants **AND** 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
- ✓ 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.
- ✓ If a tour operator contracts or hires vehicles from a third party, the subcontracted company must have TRA license, i.e. the contract letter must be from a **licensed company by TRA**