

REPUBLIC OF KENYA
THE TRADE LICENSING ACT

G.P. 40 (Revised 1994)

(Cap. 497)

(A separate application form must be completed in respect of each separate business establishment)

1. Name of business/applicant

.....

2. (a) Income Tax Personal Identification Number(s) (PIN)(Not for new businesses)

.....

(b) Postal address

(c) Location of businesses premises:

Plot No.....Street/Market

.....Town/District

3. Give full details of proprietors or partners owning business or directors/shareholders of company, as the case maybe.

Name

Nationality (Where applicable)

No. of shares held

.....

.....

.....

(any additional information should be submitted on a separate sheet of paper.)

4. Full description of the business/manufacturing for which a licence is required.....

5. (a) Indicate the number and date of issue of any licence previously held under the Act.

.....

(b) Give the date of commencement of the business and the period for which the licence is now being applied for (not exceeding three (3) years)

.....

6. State if you are or any of the partner/directors is an undischarged bankrupt. (If so, indicate the name)

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7. (a) Has any previous application for a licence been rejected under the Act? (If so, give details)

.....

(b) Has any previous licence been cancelled under the Act?

.....

8. (a) Copies of the following documents should be submitted with the application for a licence –

(i) If the applicant is Kenyan, a copy of either side of ID/card or if a non-Kenyan current work permits together with copies of pages 1 to 5 of the passport;

A non-Kenyan shall produce a suitable identification document (for instance ID/card of his country or any other acceptable document in lieu of a work permit or passport);

(ii) Relevant entry permit(s) for non-citizens;

(iii) Either –
Business name Registration Certificate; or
Certificate of Incorporation and Memorandum and Articles of Association in case of a company (whichever is applicable);

(iv) Lease agreement or letter from landlord confirming tenancy.

(b) An applicant for the renewal of a licence shall submit only a photocopy of the current licence.

I/We hereby certify that the information given in this application is true and correct. I/We understand that it is an offence under section 24 of the Trade Licensing Act to give false information in support of any applicant.

Name of applicant

Signature

Designation

Date

FOR OFFICIAL USE ONLY

Recommendation. Application for licence is approved/rejected.

Fee payable as follows:

.....

Licence to be issued in the name of

.....

In respect of premises situated at Plot No.

.....

Street/Market

Town/District

Receipt No. Fee paid Kshs

(In words Kshs)

Date issued

Issuing officer:

Signature

District

Date

Licence No. Date of expiry

Place of issue Date

Special authorization/under section 5 of the Act.

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Licensing Officer:

Signature

District

Date