



REPUBLIC OF KENYA

MINISTRY OF TRADE AND INDUSTRY

REGISTRATION OF INDUSTRIES

1. **Authority**

The registration of factories in Kenya is mandatory under the Industrial Registration Act of 1987 and so is the submission of annual returns. Factories, which have not registered are required to complete this form (MOTI/RI/1/91) before their registration may be effected. Factories failing to register may be liable to a fine not exceeding Ksh. 20,000 whereas those not providing satisfactory annual returns may be liable to a fine not exceeding Ksh. 5,000.

2. **Confidentiality**

The information you provide will be treated as confidential and it will not be divulged to other government departments, other organizations or persons without your prior permission. Moreover the data will not be published or divulged to anyone in the format which makes it possible for the individual factory to be identified.

3. **Completion Instructions**

The following notes are meant to help you to complete the Form. It is therefore important that you read and understand them before completing it. More specific notes are given in various sections of the Form, where necessary.

(i) **Who is to register**

All factories in Kenya, which are engaged in manufacturing, mining, quarrying and construction activities are required to register. In cases where one firm has two or more factories, each factory has to be registered separately. Once a factory is registered, it is required to complete the same form as an annual return.

(ii) **Period covered**

The information required must be for a full year of operations and it should cover the last financial year for which full accounts are available at the time of completing the form. The completed form must be returned within 28 days of receipt, for first registration and for the case of factories which have registered, within 28 days of the end of your financial year. The financial year, which is used at the time of registration, should be retained in all the subsequent returns.

(iii) **Completion and submission of the Form MOTI/RI/1/91**

Two forms are provided to each factory, one of which should be completed and returned to the Registrar of Industries and the other one should be completed and retained in the factory for future reference.

All sections of the form must be completed. Any parts, which may not be applicable, should be indicated as "not applicable". Each form should be accompanied with a fee of Ksh. 100/=.

The duly completed form and any correspondence relating to the form or any other issue concerning industrial registration should be addressed to the **Registrar of Industries, Ministry of Trade and Industry, P. O. Box 30418 Nairobi**. If necessary you may also call at the offices of the **Registrar of Industries, 22nd floor, Telposta Towers, Kenyatta Avenue, Nairobi or the nearest District Industrial Development Officer (DIDO)**.

Reg. No./Year

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1. IDENTIFICATION PARTICULARS

1.1 Name of factory

1.2 P. O. Box

1.3 Physical location.....
(Street name)

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1.4 Town.....

1.5 District.....

1.6 Province

1.7 Telephone No.

1.8 Fax No.

1.9 Telex No.

1.10 E_mail & URL Address.....

1.11 Contact person Designation.....

1.12 Type of Industrial Activities/Products undertaken at the factory

ISIC Code ****

(i)

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(ii)

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(iii)

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(iv)

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1.13 Accounting year ends (month/year)

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1.14 Month and year started operating

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* Registration Number.
 ** Year for which information is given.
 *** To be filled by officials of Ministry of Trade and Industry.
 **** ISIC Code – International Standard Industrial Classification Code.

Reg.No./Year ^{***}

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4. EMPLOYMENT AND LABOUR COSTS

Category of employees			1	K E N Y A N			
(A) Regular employees Managerial			Number	Wages/Salaries For the year (000 Ksh)	Mandatory costs For the year * (000 Ksh)	Other costs ** For the year (000 Ksh)	
Technical	1	1					
Non-technical	1	2					
Non-managerial							
Technical	2	1					
Skilled	2	2					
Semi-skilled	2	3					
Clerical	2	4					
Others	2	5					
Casual employees	8	1					
TOTAL - KENYAN							

(B) Regular employees Managerial			2	N O N - K E N Y A N			
Technical	1	1					
Non-technical	1	2					
Non-managerial							
Technical	2	1					
Skilled	2	2					
Semi-skilled	2	3					
Clerical	2	4					
Others	2	5					
TOTAL - NON-KENYAN							

* Compulsory employer's contributions to NSSF/other pension schemes, NHIF, accident compensation, training and other schemes for the benefit of employees.

** Costs of free meals, canteen subsidies, medical costs, voluntary training and education costs, sports facilities, and all other costs, which are voluntarily made by the employer for the benefit of employees.

*** Registration Number.

**** Year for which information is given.

Reg.No./Year

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6. REASONS FOR UNDERUTILIZATION OF CAPACITY

R e a s o n s	Code		Priority * ranking
1. Insufficeint domestic demand	1	1	
2. Shortage of domestic inputs	1	2	
3. Shortage of imported inputs	1	3	
4. Unbalanced plant (bottleneck)	1	4	
5. Old (obsolete) plant	1	5	
6. Plant maintenance problems due to:			
6.1 lack of spare parts	1	6	
6.2 shortage of skilled labour	1	7	
7. High cost and/or shortage of credit	1	8	
8. Breakdowns in supply of power	1	9	
9. Breakdowns in supply of water	2	0	
10. Competition from imports	2	1	
11. Loss of products due to strikes, stoppages etc.	2	2	
12. Uncompetitiveness of exports due to:			
12.1 high price of products resulting from:			
12.1.1 high cost of materials	2	3	
12.1.2 high cost of fuels	2	4	
12.1.3 high cost of labour	2	5	
12.2 poor quality of products	2	6	
12.3 poor transport facilities and/or high transport cost	2	7	
12.4 low plant productivity	2	8	
12.5 low labour productivity	2	9	
12.6 inability to grant credit to customers	3	0	
13. Any other reason (specify)	9	9	

* Please, rank as follows: 1 = Critical, 2 = Very Serious, 3 = Serious

** Registration Number.

*** Year for which information is given.

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7. CHANGES IN STOCKS

Type of product	Value of stocks (000 KSh)	
	At beginning of the year	At end of year
8.1 Products made by factory *		
8.2 Products purchased for resale *		
8.3 Work-in-progress		
8.4 Raw materials, fuels, components, spare parts, Tools etc. **		

* Use factory gate (sales) prices (less indirect taxes, like VAT and excise duties plus subsidies) to value stocks of finished products, purchased for resale and work-in-progress. In the last case, a pro-portion of the price should be used depending on the degree of com-pletion of products.

** Use purchase price (including all indirect taxes like VAT and excise duties paid) to value these materials.

*** Registration number.

**** Year for which information is given.

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8. CONSUMPTION OF UTILITIES

ITEM			Unit of measurement	Requirement for full Capacity utilization		Actual Consumption	
				Quantity	Value (000 KShs)	Quantity	Value (000 KShs)
1. Coal	1	1	Tonne				
2. Coke	1	2	Tonne				
3. Gas	1	3	Cubic metre				
4. Diesel	1	4	Litre				
5. Fuel oils	1	5	Litre				
6. Electricity	1	6	Kwh				
7. Kerosine	1	7	Litre				
8. Lubricating oil	1	8	Litre				
9. Water	1	9	Litre				
10. Others (specify)	9	9					
- Petrol							
- Wood							
- Biomas							
- Bagasse							
- Straw							
- Solar							

* Registration Number.

** Year for which information is given.

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9. RAW MATERIALS CONSUMPTION
9.1 LOCALLY AVAILABLE RAW MATERIALS

Raw materials (list locally available raw materials used in manufacturing)	* Harmonised System (HS) Product Code (8 digits)								Unit of Measure- ment (UOM)	** Code For UOM		Total qty/yr	Total cost/ year + (000)	VAT paid (000 KShs)	Transport cost (000 KShs)	*** Major suppliers		Locations of major suppliers

* Continue on a separate sheet if necessary.
 ** To be filled by the officials of the Ministry of Trade and Industry.
 *** Major supplier is one who supplies minimum of 25 percent requirement.
 + Includes VAT, excise duties, and transport costs to factory.
 **** Registration Year.
 ***** Year for which data is given.

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10. SALES AND OTHER REVENUES

10.1 DOMESTIC SALES

Product description +	Harmonised System (HS) Product Code (8 digits)								Unit of measurements (UOM)	* Code for UOM		Total quantity sold during the year	Value of ** annual sales (000 Kshs)	Excise duty paid (000 Kshs)	VAT paid (000 KShs)

* To be filled by the Officials of the Ministry of Trade and Industry.
 ** Including VAT and excise duty.
 + Continue on separate sheet if necessary. If you make other products besides those listed individually, please give their **total** sales value, excise duty and VAT (if any) in the bottom line of the table with HS-99999999.
 *** Registration Number.
 **** Year for which information is given.

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10.2 EXPORT SALES

Product description	Harmonised System (HS) Product Code (8 digits)	Unit of measurement (UOM)	* Code for UOM	Total quantity exported during The year	Value of export sales (FOB) (000 KShs)	Cost of transport and loading** (000 KShs)	Export compensation (000 KShs)	Country to which exported		
								Name	Code*	

- * To be filled by the officials of the Ministry of Trade and Industry.
- ** Cost of transport of goods from factory to port or airport if own transport was not used, including cost of loading on ship or plane.
- *** Registration Number.
- **** Year for which information is given.
- 10.3 VALUE OF GOODS SOLD IN THE SAME CONDITION AS WHEN PURCHASED (000 KShs):**.....
- 10.4 OTHER INCOMES (such as consultancy fees, hiring out of vehicles, machinery or buildings, value of own construction of machinery, buildings etc.) (000 KShs):**.....

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13. FIXED ASSETS

Item			Value at the beginning of the year (000 KShs)	Value of additions during the Year (000 Kshs)			Sold or discarded during the year (000 KShs)	Depreciation (000 KShs) (+ or -)
				Purchased		Own Construction		
				New	Second-hand			
1. Land	1	1						
2. Building	1	2						
3. Machinery								
(a) Locally purchased *	1	3						
(b) From other countries	1	4						
4. Vehicles								
(a) Locally purchased *	1	5						
(b) From other countries	1	6						
5. Tools and other assets								
(a) Locally purchased *	1	7						
(b) From other countries	1	8						

* Include foreign made second-hand assets.

** Registration Number.

*** Year for which information is given.

Reg.No./Year ****

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14. PLANNED EXPANSION* AND DIVERSIFICATION PROGRAMME**

Product Description	Harmonised System (HS) Product Code (8 digits)								Unit of measurement (UOM)	*** Code For (UOM)		Tick one		Additional production (qty)	Capital Cost (000 KSh.)	Addit. employment (number)	Expected month and year of start
										1	2	Expansion	Diversification				
									1	2							
									1	2							
									1	2							
									1	2							
									1	2							
									1	2							
									1	2							
									1	2							
									1	2							
									1	2							
									1	2							

* Expansion - Increased production of goods being manufactured.
 ** Diversification - Introduction of new product line.
 *** To be filled by the officials of the Ministry of Trade and Industry.
 **** Registration Number.
 ***** Year for which information is given.