**WORK PERMITS IN KENYA**

A work permit is document issued by the Director of Immigration Services to allow foreign nationals to peacefully and successfully work in Kenya. Section 40 of the Kenya Citizenship and Immigration Act, 2011, enables foreigners to migrate to Kenya and engage in trade, prospecting, farming, business, professional employment, missionary activities and even reside in Kenya.

Section 36 of the Kenya Citizenship Immigration Act, 2011 organizes the work permits into classes based on the type of work the foreign national will undertake in the country. The classes of permits are:

* Class A: Mining Permit
* Class B: Agricultural Investors Permit
* Class D: Employment Permit
* Class F: Specific Manufacturing Permit
* Class G: Investors Permit
* Class I: Member of Missionary Societies Permit
* Class K: Ordinary Residence Permit
* Class M: Refugees

1. **Class A (Mining Permit)**

This permit is issued to persons who intend to engage in prospecting for minerals or mining. The necessary licenses and registrations can be obtained through inquiring with the State Department of Mining and registering for access to the Mining Cadastre Portal in person. Further instructions are provided for in the aforesaid entities.

Requirements when applying for this permit are:

* Duly filled and signed application Form 25
* Signed cover letter from the employer / self / organization addressed to the Director General of Immigration Services
* A Copy of national passport
* Two recent colored passport size photos
* Current Immigration status if in the country
* Valid organization Tax Compliance Certificate for new cases, plus individual Tax Compliance Certificates for renewal cases
* License to prospect for minerals mine
* Proof of funds for investment at least (minimum USD 100,000)
* Current license and copy of PIN certificate (for renewals)
* Signed audited accounts for the last one year (for renewal)

Cost for application:

**Processing Fee- Ksh. 10,000, non-refundable.**

**Issuance Fee- Ksh. 100,000 per year**

1. **Class B (Agricultural Investors Permit)**

Class B work permit is issued to persons who intend to invest in Agriculture and Animal Husbandry. This involves farming generally and the business of raising livestock for food or other products.

Requirements for applying for this permit include:

* Duly filled and signed application Form 25
* Signed cover letter from the employer / self / organization addressed to the Director General of Immigration Services
* A Copy of national passport
* Two recent colored passport size photos
* Current Immigration status if in the country
* Valid organization Tax Compliance Certificate for new cases, plus individual Tax Compliance Certificates for renewal cases
* Proof of land ownership/leasehold
* Proof capital availability bank statement (minimum USD 100,000)
* Clearance/license from relevant bodies
* Copy of PIN certificate
* Current audited accounts (for renewal)

Cost of application is:

**Processing Fee - Ksh. 10,000, non-refundable**

**Issuance Fee- Ksh. 100,000 per year**

1. **Class C (Prescribed profession)**

Class C permit is issued to a person who is a member of a prescribed profession who intend to practice that profession, whether in partnership or alone, in Kenya. Some of the prescribed professions include; medical practitioners, dentists, advocates, surveyors, land agents, engineers etc.

The requirements for this type of application are:

* Duly filled and signed application Form 25
* Signed cover letter from the employer / self / organization addressed to the Director General of Immigration Services
* A Copy of national passport
* Two recent colored passport size photos
* Current Immigration status if in the country
* Valid organization Tax Compliance Certificate for new cases, plus individual Tax Compliance Certificates for renewal cases
* Proof of membership to a prescribed profession
* Copies of certified academic and professional qualifications
* Copy of PIN certificate

Cost of application is:

**Processing Fee - Ksh. 10,000 non-refundable**

**Issuance Fee - Ksh. 100,000 per year**

1. **Class D (Employment Permit)**

This type of permit is issued to those who are offered specific employment by specific employers qualified to undertake that employment and whose engagement in that employment is beneficial to Kenya.

Application for this permit requires:

* Duly filled and signed application Form 25
* Signed cover letter from the employer / self / organization addressed to the Director General of Immigration Services
* A Copy of national passport
* Two recent colored passport size photos
* Current Immigration status if in the country
* Valid organization Tax Compliance Certificate for new cases, plus individual Tax Compliance Certificates for renewal cases
* Duly certified copies of academic and professional certificates
* Curriculum Vitae
* Duly filed and signed application form 27
* Name of Kenyan understudy
* Certified copies of academic certificates and full contacts of the understudy: – email, address, cell phone
* Curriculum Vitae of the understudy
* Certificate of registration of the organization
* Clearance letter from relevant institutions

Cost for application:

**Processing Fee – Ksh. 10,000, non-refundable.**

**Issuance Fee – Ksh. 200,000 per year**

1. **Class F (Specific Manufacturing Permit)**

This permit is issued to a person who intends to engage in a specific manufacturing activities in Kenya.

The requirements for applying for this type of permit is:

* Duly filled and signed application Form 25
* Signed cover letter from the employer / self / organization addressed to the Director General of Immigration Services
* A Copy of national passport
* Two recent colored passport size photos
* Current Immigration status if in the country
* Valid organization Tax Compliance Certificate for new cases, plus individual Tax Compliance Certificates for renewal cases
* Copy of license held
* Proof of funds for investment (manufacturing) minimum USD 100,000
* Registration certificate of the company
* Memorandum of understanding
* Articles of association Signed
* Current audited accounts (for renewals)
* Shareholders certificate (CR12)
* Copy of PIN certificate

Cost for application:

**Processing Fee - Ksh. 10,000, non-refundable**

**Issuance Fee - Ksh. 100,000 per year**

1. **Class G (Investors Permit)**

This permit is issued to investors in specific trade, business, or consultancy. The investor may intend to invest alone or in partnership in a particular business or consultancy.

Requirements for the application of this type of work permit are;

* Duly filled and signed application Form 25
* Signed cover letter from the employer / self / organization addressed to the Director General of Immigration Services
* A Copy of national passport
* Two recent colored passport size photos
* Current Immigration status if in the country
* Valid organization Tax Compliance Certificate for new cases, plus individual Tax Compliance Certificates for renewal cases
* Documentary proof of capital to be invested of at least USD 100,000
* Certificate of incorporation of the company
* Memorandum of understanding
* Articles of association
* Copy of PIN certificate
* Signed current audited accounts (for renewals)
* Duly filled form 27

The cost of application is:

**Processing Fee - Ksh. 10,000, non-refundable**

**Issuance Fee - Ksh. 100,000 per year**

1. **Class I (Member of Missionary Societies Permit)**

This permit is issued to:

1. Members under Societies Act
2. Members of Cooperatives limited by grantee,
3. Members of trustee registered under a trustee act

It is also referred to as the permit regarding approved religious or charitable activities.

The requirements when applying for this type of permit are:

* Duly filled and signed application Form 25
* Signed cover letter from the employer / self / organization addressed to the Director General of Immigration Services
* A Copy of national passport
* Two recent colored passport size photos
* Current Immigration status if in the country
* Valid organization Tax Compliance Certificate for new cases, plus individual Tax Compliance Certificates for renewal cases
* Registration certificate of the organization
* Certified copies of academic and professional certificates

Cost of application:

**Processing Fee - Ksh. 1,000 non-refundable**

**Issuance Fee - Ksh. 5,000 per year**

1. **Class K (Ordinary Residence Permit)**

It is a residence permit issued to those who have an assured income derived from sources outside and have agreed to not accept paid employment of any kind in Kenya. It is also known as Ordinary Residents’ Permit.

**NB:** This permit is issued to a person who is not less that thirty-five years(35yrs) of age.

Requirement for Class K permit are:

* Duly filled and signed application Form 25
* Signed cover letter from the employer / self / organization addressed to the Director General of Immigration Services
* A Copy of national passport
* Two recent colored passport size photos
* Current Immigration status if in the country
* Valid organization Tax Compliance Certificate for new cases, plus individual Tax Compliance Certificates for renewal cases
* Documentary proof of annual assured income of at least USD 24,000 of own rightful and at free disposal from other sources other than employment, occupation, trade, business or profession. Income that is derived from sources outside Kenya remitted as pension or annuity

The cost for this type of permit is:

**Processing Fee- Ksh. 10,000 non-refundable**

**Issuance Fee - Ksh. 100,000 per year**

1. **Class M (Refugees)**

This type of permit is issued to a person who has been granted refugee status in Kenya and any spouse of such a refugee who intends to take up employment or engage in a specific business or profession.

The requirements for Class M permit are:

* Duly filled and signed application Form 25
* Signed cover letter from the employer / self / organization addressed to the Director General of Immigration Services
* Copies of national passport
* Two recent colored passport size photos
* Current Immigration status if in the country
* Valid organization Tax Compliance Certificate for new cases, plus individual Tax Compliance Certificates for renewal cases
* Recommendation letter from the Department of Refugee Affairs

The application is free of charge.

**REVOCATION OF WORK PERMITS IN KENYA**

Section 41 of the Kenya Citizens and Immigration Act provides for instances where a work permit may be invalidated. A work permit may be revoked or become invalid in the event that:

1. Without a written approval from the Director of Immigration, a person fails to engage within ninety days (90 days) in the employment, trade, business or profession in respect of which the permit was issued.
2. A person concludes or ceases to engage in the said employment, occupation, trade, business or profession.
3. A person engages in business, trade or profession other than the ones prescribed in Classes (Class A to M) in the Act.