

CHAPTER 517

THE EXPORT PROCESSING ZONES ACT

SUBSIDIARY LEGISLATION

List of Subsidiary Legislation

	<i>Page</i>
1. The Export Processing Zones Regulations.....	3
2. The Export Processing Zones (Fees) Regulations.....	43
3. The Export Processing Zones Act—Declaration of Export Processing Zone.....	45
4. The Export Processing Zones (Business Services) Regulations.....	47
5. The Export Processing Zones Act—Declaration of Export Processing Zone.....	55
6. The Declaration of Export Processing Zone.....	57
7. The Revocation of Declaration.....	59
8. The Revocation of Declaration.....	61
9. The Declaration of Export Processing Zone.....	63
10. The Export Processing Zones Act - Declaration.....	65
11. The Declaration of Export Processing Zone.....	67
12. The Declaration of Export Processing Zone.....	69
13. The Declaration of Export Processing Zone.....	71
14. The Declaration of Export Processing Zone.....	73
15. The Declaration of Export Processing Zone.....	75
16. The Export Processing Zones Act—Declaration of Export Processing Zone.....	77
17. The Export Processing Zones Act—Declaration of Export Processing Zone.....	79
18. The Export Processing Zones Act—Declaration of Export Processing Zone.....	81
19. The Declaration of Export Processing Zone.....	83
20. The Declaration of Export Processing Zone.....	85
21. The Revocation of Declaration.....	87
22. The Declaration of Export Processing Zone.....	89
23. The Declaration of Export Processing Zone.....	91
24. The Declaration of Export Processing Zone.....	93
25. The Declaration of Export Processing Zone.....	95
26. The Declaration of Export Processing Zone.....	97
27. The Declaration of Export Processing Zone.....	99
28. The Declaration of Export Processing Zone.....	101
29. The Revocation of Declaration of Export Processing Zone.....	103
30. The Declaration of Export Processing Zone.....	105
31. The Declaration of Export Processing Zone.....	107
32. The Declaration of Export Processing Zone.....	109
33. The Export Processing Zones Act - Declaration.....	111

Export Processing Zones

[Subsidiary]

34. The Declaration of Export Processing Zones..... 113
35. The Export Processing Zones Act - Declaration..... 115
36. The Export Processing Zones Act - Declaration..... 117
37. The Export Processing Zones Act - Declaration..... 119
38. The Export Processing Zones Act - Declaration..... 121
39. The Export Processing Zones Act - Revocation of Declaration..... 123
40. The Declaration of Export Processing Zone..... 125
41. The Declaration of Export Processing Zone..... 127

THE EXPORT PROCESSING ZONES REGULATIONS

[Legal Notice 228 of 1991, Legal Notice 233 of 1995]

- 1. These Regulations may be cited as the Export Processing Zones Regulations.
- 2. An application to the Authority for the designation of any area of Kenya as an export processing zone shall be in writing and contain the following particulars—
 - (a) the land reference number for the area together with a site map showing the immediate surroundings of the site;
 - (b) the area of the site in acres; and
 - (c) the layout of on-site infrastructure facilities including roads, water pipes, sewage pipes and the area taken up by such facilities in acres.
- 3. An export processing zone developer shall, when designing an export processing zone for the purposes of the Act and before initiating operations, ensure that the following standards are met—

- (a) the road reserves shall, unless otherwise determined by the Authority, meet the following criteria—

	<i>Linear measurements in metres</i>
(i) arterial access or carriageway.....	24.0m
(ii) internal access road	20.0m
(iii) minor access roads	15.0m
(iv) Side roads and backlanes	9.0m

- (b) all roads comply with the standards for pavement thickness specified by the Cabinet Secretary for the time being responsible for public works; and is adequate to carry container traffic;
- (c) the power supply shall be 11 KV;
- (d) maintain a water supply of 25 cubic metres per day;
- (e) maintain a minimum distance of six metres between the fence boundary wall of the export processing zone and the adjoining building;
- (f) adequate security arrangement shall be provided by way of a heavy duty fence or a boundary wall with adequate illumination on the boundary;
- (g) adequate area for custom check points at the gates shall be provided and adequate facilities for customs officers and examination stations (holding area) made available;
- (h) adequate working areas for industrial labour with indispensable basic services and infrastructure which conform to modern practices and generally accepted architectural standards shall be provided; and
- (i) any other standards that may be determined by the Authority.

- 4. The export processing zone licence shall be in Form EPD (1) set out in the Schedule.
- 5. (1) An application for an export processing zone developer or operator licence shall be in Form EPZD (1) set out in the Schedule.
- (2) Once the application is approved for the designation of an area as an export processing zone, the developer shall develop the site designated for the export processing

Export Processing Zones

[Subsidiary]

zone in accordance with the guidelines prescribed by the Authority within a period of two years.

(3) The export processing zone developer's licence shall be in Form EPD (2) set out in the Schedule and shall be issued after the applicant has established the infrastructure facilities required by the Authority.

6. An export processing zone developer shall file a quarterly report to the Authority in Form EPZD (2) set out in the Schedule.

7. An application for the export processing zone enterprise licence shall be in Form EPZE (1) for manufacturing and EPZE (2) for commercial purposes set out in the Schedule and shall be addressed to the Chief Executive.

8. The Export Processing Zone Enterprise Licence shall be in Form EPD (3) set out in the Schedule.

9. (1) Every enterprise in the export processing zone shall keep at its place of business or premises and maintain in a form and manner conforming to accepted accounting standards the following—

- (a) a stock book in which shall be entered the quantity and description of all raw materials used for manufacture, the quantity and description of semi-finished products, and the manner of their disposal;
- (b) a register in which shall be entered the quantity and description of all raw materials used for manufacture, the quantity and description of semi-finished products, and the manner of their disposal;
- (c) a stock book for recording particulars of waste materials resulting from manufacture;
- (d) books of account, invoices, customs permits and other documents connected with the manufacturing operations; and
- (e) a record of the description and quantity of physical loss resulting from evaporation, spillage, leakage, or other causes.

(2) Only one common set of records may be maintained if the enterprise so wishes, to satisfy requirements of the Authority and the Customs.

10. Every enterprise in the export processing zone shall produce on demand at any time for the inspection of an officer of the Authority the books, records and documents referred to in regulation 9 and shall allow such officer to make extracts therefrom, for the Authority's own record or reference.

11. (1) Every enterprise in an export processing zone shall submit not later than the fourteenth day of January, April, July and October to the Authority a return in such a form as the Authority may prescribe giving details of—

- (a) all raw materials received at the place or premises of manufacture during the preceding month;
- (b) production of semi-finished and finished products including by-products and their releases for local consumption and for export;
- (c) waste stocks and the manner of their disposal;
- (d) loss through spillage, evaporation and other causes; and
- (e) the balances of all raw materials and of the semi-finished products including by-products stocked at the place or premises of manufacture as at the close of business on the last day of the month.

(2) Every enterprise in an export processing zone shall complete and submit in triplicate to the Authority the Annual Survey of Export Processing Zone (Form AS 1) and return the completed forms by the date to be indicated by the Authority.

(3) The Authority shall forward a copy each to the Bureau of Statistics and the Ministry of Industry.

Export Processing Zones

[Subsidiary]

- 12. Every enterprise in the export processing zone shall furnish on demand as and when the Authority deems necessary any other information in the form of returns in the manner as may be prescribed by the Authority, and all such information shall be treated as confidential.
- 13. No raw materials, semi-finished or finished products may be destroyed in an export processing zone unless in the presence of an authorized customs officer.
- 14. When commodities of an enterprise are brought in or out of an export processing zone, application for approval shall be filed with the authorized customs official and the customs procedures as specified by the Customs Department shall be complied with.
- 15. (1) All enterprises shall submit complete name lists of their employees, with photographs, to the Authority through the developer and on the resignation of its employees, the enterprise shall inform the Authority through the developer for purposes of deletion from the original list submitted.
 (2) Each developer or operator shall issue to the employees mentioned in paragraph (1), an identification card carrying a photograph which shall serve the purpose of a permanent entry and exit pass and the pass shall be in Form EPZ Pass (1).
 (3) When entering or leaving an export processing zone, all persons shall be required to show their entry and exit passes to the security guards for examination.
 (4) All visitors shall apply to the developer or operator for temporary (of duration not exceeding seven days) entry and exit passes before entering an export processing zone; and all such temporary passes shall be presented to the guards upon departure of such persons or vehicles from the zone.
 (5) In case of loss of the permanent entry and exit passes issued by the Authority, the persons concerned shall immediately report such a loss to the Authority and, if it is found that the loss is true and the causes given are acceptable, the developer or operator shall, with approval of the Authority, issue a new pass and the old pass shall be deemed cancelled.
 (6) Entry into and exit from an export processing zone by all persons and vehicles shall be made at specific points designated by the Authority.
 (7) All the enterprises and other agencies inside an export processing zone shall exercise the due supervision of their employees to abide by the rules and regulations enforced in the Zone.

FIRST SCHEDULE

FORMS

FORM EPZE (1)

THE EXPORT PROCESSING ZONES ACT

(Cap. 517)

APPLICATION FOR EXPORT PROCESSING ZONE DEVELOPER/
OPERATOR'S
LICENCE

A. Particulars of Applicant/Company

- 1. (i) Name of Applicant
- (ii) Address of Applicant
- (iii) Telephone No.
- 2. (i) Name of Company which will act as the Developer

Export Processing Zones

[Subsidiary]

- (ii) Date of incorporation of company
 - (iii) Address of registered office
 - (iv) Telephone No.
3. (i) Name of Company which will act as the Operator:
- (ii) Date of incorporation of company
 - (iii) Address of the Company:
 - (iv) Telephone No.:

B. PARTICULARS OF DIRECTORS

1. APPLICANT:

Name	Identity Card No./ Passport No.	Nationality	Residential Address
.			
.			
.			
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2. DEVELOPER:

- .
- .
- .
- .
- .
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- .

3. OPERATOR:

- .
- .
- .
- .
- .
- .
- .

C. PARTICULARS OF SHAREHOLDERS

1. APPLICANT:

Name	No. of shares	value of shares	Percentage shareholding
.			
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.			

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2. DEVELOPER:

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3. OPERATOR:

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D. PARTICULARS OF MANAGERS EMPLOYED

Name	Designation	Qualifications and Experience
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E. PROJECT DESCRIPTION

1. Location: (L.R. No. and other details)

2. Concept of the Export Processing Zone

(Manufacturing/Commercial : Services to be provided by the Developer/Operator/size of each unit/factory planned, space leased/land sold etc.).

3. Agreement Between the Developer and Operator

(Terms of the Agreement)

Export Processing Zones

[Subsidiary]

4. Zone Ownership:

Title to land, buildings, lease arrangements,

5. Licences/Approvals Held:

(a) Gazette Notice No. designating the proposed location as an EPZ :

(copy to be provided)

(b) Developer's licence No. :

6. Licences Applied:

(a) Developer's Licence :

(Yes/No)

(b) Operator Licence :

(Yes/No)

7. Promotion Strategy and Expected Occupancy Rates of the Zone:

F. PARTICULARS OF FINANCIAL CONDITION:

(a) Proposed Paid-up share capital :

(i) Foreign:

(ii) Kenyan:

(iii) Total:

(b) Loan Capital:

(i) Amount :

(ii) Source :

(iii) Status of Commitment of Loan Capital by proposed source :

DECLARATION

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true.

.....
Signature of the Applicant

.....
Name in Block Letters

.....
Designation in Company

Date

FORM: EPZD (2)
THE EXPORT PROCESSING ZONE ACT

(Cap. 517)
 QUARTERLY REPORT BY DEVELOPERS/OPERATORS

1. Name and address of the Export Processing Zone.

2. Name and address of the Export Processing Zone Developer/
 Operator.

3. List of EPZ Enterprises operating in the zone.

<i>Name</i>	<i>Licence No.</i>	<i>Operational</i>	<i>Non-operational</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

4. Total area available within the zone for EPZ Enterprise
 operations. _____

- (a) Land:
- (b) Built-up area:

5. Total area contracted and occupied by licensed EPZ
 enterprises.

- (a) Land:
- (b) Built-up:

6. Total area contracted but un-occupied.

- (a) Land:
- (b) Built-up:

7. Total un-occupied area available for contracting:

- (a) Land:
- (b) Built-up:

8. Operating data cumulative for all EPZ enterprises operating in
 the zone

(a) <i>Exports (Value)</i>	<i>Domestic Market</i>	<i>Foreign Markets</i>
(b) <i>Imports (Value)</i>		
(c) <i>Employment (Nos)</i>	<i>Local</i>	<i>Expatriate</i>
(a) Management		

Export Processing Zones

[Subsidiary]

- | | | | |
|-------------------------------------|-----------------------------|--------------|-------------------|
| | (b) Skilled | | |
| | (c) Un-skilled | | |
| (d) <i>Wages/Salaries</i> | | <i>Local</i> | <i>Expatriate</i> |
| | (a) Management | | |
| | (b) Skilled | | |
| | (c) Un-skilled | | |
| (e) <i>Rents (Value)</i> | | | |
| | (a) Due during the Quarter: | | |
| | (b) Average Rate per sq ft: | | |
| (f) Power (Value): | | | |
| (g) Water (Value): | | | |
| (h) Other Services Revenue (Value): | | | |
| (i) Maintenance Cost (Value): | | | |

DECLARATION

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this report are true.

.....
Date

.....
Signature of Chief Executive

.....
Name in Block Letters

FORM: EPZE(1)
THE EXPORT PROCESSING ZONE ACT
(Cap. 150)
APPLICATION FOR EXPORT PROCESSING ZONE ENTERPRISE LICENCE
(MANUFACTURING)

Proposed products:

Tarrif Code:

A. PARTICULARS OF APPLICANT/COMPANY

1. (i) Name of applicant:
- (ii) Address of applicant:
- (iii) Telephone No.:
2. (i) Name of company which will undertake the manufacturing project:
- (ii) Date of incorporation of company:
- (iii) Name of registered office:
- (iv) Telephone No.:

B. PARTICULARS OF DIRECTORS

Name	Identity Card No./ Passport No.	Nationality	Residential Address
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Export Processing Zones

[Subsidiary]

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C. *PROJECT COST

If this project is to be implemented in phases, indicate investment cost and the timing for each phase.

	<i>Cost of Proposed Project (KSh.)</i>
(i) Land (Specify area)
(ii) Buildings (Specify covered area)
iii)
Equipment
iv) Pre-occupational expenditure
v) Working capital requirement
TOTAL

*(Where the land, buildings, plant and machinery are to be rented/leased, indicate the annual cost of rental/lease).

D. FINANCING

	<i>Proposed (KSh.)</i>
1. Authorized capital
2. Sources of fund:
(i) Paid-up capital	
Kenyan
Foreign Nationals (Specify Country)	
(a)
(b)
TOTAL
(ii) Loan	
(a)
Foreign	
(b)
Domestic	
iii) Other sources of funds	
(a)
(b)
TOTAL

E. MANUFACTURING PROCESS AND MACHINERY REQUIRED

1. Explain with the aid of a flow chart the proposed manufacturing process.
2. State the major items of machinery required for the proposed project*

Major Items of machinery	Condition (new or used)	Country of Origin	Estimated cost
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Export Processing Zones

[Subsidiary]

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* (State machinery exceeding 20 per cent of the total machinery cost).

F. PRODUCTION SCHEDULE

For each product, indicate the estimated annual production for the first 3 years. State the maximum attainable annual production capacity per 8-hour shift for each product.

Proposed products	PRODUCTION SCHEDULE			Maximum attainable annual production capacity per 8-hour	
	Year 1	Year 2	Year 3		
	Qty	Ex-factory value (KSh.)	Qty	Ex-factory value (KSh.)	Ex-factory value (KSh.)

G. REQUIREMENT OF RAW MATERIALS/COMPONENTS

Indicate the raw materials/components required for the proposed services for the first 12 months.

Raw materials/components	Quantity	Value (KSh.)	Indicate whether locally available or imported
Raw Materials			
.			
.			
.			
Components.			
.			
.			

In the case of companies which intend to commence production on an assembly basis, attach a programme of progressive local manufacture of component parts.

H. MARKET

- (i) Export

Export Processing Zones

[Subsidiary]

Proposed products	% of finished products to be exported			Principal export destinations/ principal consumers uses Principal export
	Year 1	Year 2	Year	
		.		
		.		
		.		
		.		
(ii) Proposed products	(ii) Domestic Markets % of finished products for domestic market			Major uses/ Principals Consumers
	Year 1	Year 2	Year 3	
	.			
	.			
	.			
	.			

I. PRODUCT PRICING

For each product to be manufactured the percentage cost of breakdown in terms of price for the following items:

Item	Products (Indicate % of ex factory price)
(i) Cost of imported raw materials/components	
(ii) Cost of local raw materials/components	
(iii) Cost of energy and fuel	
(iv) Cost of labour	
(v) Depreciation	
(vi) Interest payments, indirect taxes, land rates, etc.	
(vii) Administrative and marketing costs	
(viii) Cost of technology*	
(ix) Manufacturing Profit	
TOTAL	100%

*(Includes royalty, management services and other related costs.)

J. LOCATION FACTORY

Indicate the proposed factory location:

- .
- .
- .
- .
- .
- .

Export Processing Zones

[Subsidiary]

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K. EMPLOYMENT

Table with 3 columns: Employment Category, Full-time employment, Foreign Nationals. Rows include Managerial staff, Technical and supervisory staff, Factory workers (Skilled/Unskilled), Sales, clerical and other workers, and TOTAL.

L. SOURCE OF TECHNICAL KNOW-HOW

Provide details including name and experience of the company providing technical know-how..

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M. DECLARATION

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true.

Signature of Applicant
Name in Block Letters
Designation in Company

Date

FORM: EPZE(2)
THE EXPORT PROCESSING ZONE ACT
(Cap. 517)
APPLICATION FOR EXPORT PROCESSING ZONE ENTERPRISE LICENCE
(COMMERCIAL)

Proposed activity:

A. PARTICULARS OF APPLICANT/COMPANY

- 1. (i) Name of applicant:
(ii) Address of applicant:
(iii) Telephone No.:
2. (i) Name of company which will undertake the manufacturing project:
(ii) Date of incorporation of company:
(iii) Name of registered office:
(iv) Telephone No.:

Export Processing Zones

[Subsidiary]

B. PARTICULARS OF DIRECTORS

Name	Identity Card No./ Passport No.	Nationality	Residential Address
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C. *PROJECT COST

If this project is to be implemented in phases, indicate investment cost and the timing for each phase.

	Cost of Proposed Project (KSh.)
(i) Land (Specify area)
(ii) Buildings (Specify covered area)
iii) Plant and Machinery
iv) Pre-occupational expenditure
v) Working capital requirement
TOTAL

*(Where the land, buildings, plant and machinery are to be rented/leased, indicate the annual cost of rental/lease).

D. FINANCING

	Proposed (KSh.)
1. Authorized capital
2. Sources of fund:
(i) Paid-up capital	
Kenyan
Foreign Nationals (Specify Country)	
(a)
(b)
TOTAL
(ii) Loan	
(a) Foreign
(b) Domestic
iii) Other sources of funds	

Export Processing Zones

[Subsidiary]

(a)
(b)
TOTAL	_____

E. MACHINERY AND EQUIPMENT REQUIRED

State the major items of machinery and equipment required for the proposed project.*

Major Items of Machinery and Equipment	Condition (New or Used)	Country of Origin	Estimated Cost
--	-------------------------	-------------------	----------------

.
.

*(State machinery and equipment exceeding 2 per cent of the total machinery cost).

.
.

F. LOCATION OF FACTORY

Indicate the proposed factory location:

.
.

G. EMPLOYMENT

Employment Category	FULL-TIME EMPLOYMENT	
	Kenyan	Foreign Nationals

1. Managerial Staff
 2. Technical and Supervisory Staff
 3. Factory workers:
 - (a) Skilled
 - (b) Unskilled
 - 4 Sales, clerical and other workers
- TOTAL

H. SOURCE OF TECHNICAL KNOW-HOW

Provide details including name and experience of the company providing technical know-how.

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.

I. DECLARATION

.I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true.

.
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Export Processing Zones

[Subsidiary]

.

.....
Signature of Applicant

.....
Name in Block Letters

.....
Designation in Company

Date

FORM EPZE (1 & 2)

ANNEX 1

DETAILS ON MANPOWER REQUIREMENTS FOR THE PROJECT

(For
Office Use
Only

A. Name and address of company which will undertake the service project.

Company

.....
.....

Address

.....
.....

B. Location of service premises

.....
.....

C. Main service to be provided

.....
.....

D. Year of commencement of operations

.....

E. Manpower Requirement

Occupation	Number Required in each year*					Occupational Classification Code
	Year 1	Year 2	Year 3	Year 4	Year 5	
	(20	(20	(20	(20	(20	

I. Engineering Discipline (Degree Graduates)

1.

Electronics
Engineers

2.

Electrical
Engineers

Export Processing Zones

[Subsidiary]

- 3. Mechanical Engineers
- 4. Civil Engineers
- 5. Electro-mechanical Engineers
- 6. Production Engineers
- 7. Industrial Efficiency Engineers
- 8. Instrumentation Engineers
- 9. Facilities Engineer
- 10. Materials Engineers
- 11. Software Engineers
- 12. Chemical Engineers
- 13. Petroleum Engineers
- 14. Metalurgical Engineers

15. Other Engineers (please specify

II. Science Graduates

Occupation	Number Required in each year*					Occupational Classification Code
	Year 1 (20)	Year 2 (20)	Year 3 (20)	Year 4 (20)	Year 5 (20)	
1. Chemists						
2. Physicists						
3. Micro-biologists						

Export Processing Zones

[Subsidiary]

4. Others, please specify

III. Other Graduates

1. Lawyers

2.

Accountants

3. Computer Personnel

(i) System

Analysts

(ii) Computer

Programmers

4. Management

Executives

5. Others, please specify

IV.—Technicians (Generally Diploma/Certificate Graduates From Technical Colleges, Polytechnics or Equivalent Institutions)

Occupations	Number Required in each year*					Occupational Classification Code
	Year 1	Year 2	Year 3	Year 4	Year 5	
	(20)	(20)	(20)	(20)	(20)	

1.

Electronics

Engineering

2.

Electrical

Engineering

3.

Mechanical

Engineering

4. Civil

Engineering

5. Electro-

mechanical

Engineering

6.

Production

Engineering

7.

Industrial

Efficiency

Engineering

8.

Instrumentation

Engineering

9. Facilities

Engineering

10.

Materials

Engineering

Export Processing Zones

[Subsidiary]

- 11.
Software
Engineering
- 12.
Chemical
Engineering
- 13.
Petroleum
Engineering
- 14.
Metalurgical
Engineering
- 15.
Computer
Technician

16. Other (please specify)

V.—Craft Skills (Generally Graduates of Vocational/Industrial Training Institutes)

Occupations	Number Required in each year*				Occupational Classification Code
	Year 1 (20)	Year 2 (20)	Year 3 (20)	Year 4 (20)	
1. Plant Maintenance Mechanics					
2. Electrician					
3. Chargemen					
4. Boilermen					
5. Fitters					
6. Welders					
7. Arc Welders					
8. Wiremen					
9. Plumber					
10. Tool and Die Makers					
11. General Machinists					
12. Precision Machinists					
13. Turns					

14. Others, please specify

- IV. CAD-CAM
Operators
- VII. Semi-
skilled
Workers*
- VIII. Unskilled
Workers*

Notes.

* After Year 1, please state additional requirements for subsequent years.

- + Semi-skilled workers are workers involved in services who receive mainly on the job-training for a period between 3 to 6 months e.g production operators.
- + Unskilled workers are workers performing manual task having simple routine work requiring physical effort, e.g. cleaners, sweepers.

FORM EPZE (1 & 2) **ANNEX 2**
DETAILS ON ELECTRICITY REQUIREMENT FOR THE PROJECT

- A. Name and Address of Company
- B. Main Products to be Manufactured.....
- C. Location of factory
- D.

	YEAR			
	1	2	3	4
Connected lighting load (KW)				
Connected power load (HP)				
Hours of operation				
Normal demand (KW)				
Maximum demand (KW)				
Estimate daily consumption (unit)				

E. What will be the size of the largest motor you intend to install?

Are there any electric furnaces, induction furnaces or electric welders to be installed? If so, give your requirements in kWA

What are the future growth prospects in addition to what you have stated?

Are there any special problems in addition to what you have stated?

FORMS EPZE (1&2) **ANNEX 3**
DETAILS ON WATER REQUIREMENT FOR THE PROJECT

- A. Name and Address of Company
- B. Main products to be manufactured

Export Processing Zones

[Subsidiary]

C. Location of Factory

D.

Estimate daily YEAR
consumption of 1 2 3 4
treated water
(litre)

E. If consumption is above 250,000 litres per day, please indicate whether demand is constant or intermittent over 24 hours or only 8 hours.

.....

FORM EPZE (1 and 2) **ANNEX 4**
DETAILS ON TELECOMMUNICATION REQUIREMENT FOR THE PROJECT

A. Name and Address of Company

B. Main Products to be Manufactured

C. Location of Factory

D. Service required

	Number	Date
Telephone:	Lines	
	Extensions	
	Mobile phones	
Text services:	Telex	
	Telefax	
Data services:	Leased Line	
	Telemail	

E. Other Services required (please specify).

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*Description of data services as in the Appendix.

FORM (1 and 2) **ANNEX 5**
DETAILS ON PORT AND AIRPORT REQUIREMENTS FOR THE PROJECT

A. Name and Address of Company

B. Main Products to be Manufactured

C. Location of Factory

D. Port Facilities

What is the nature of the industry's imports and exports expected to be handled through the Port of Mombasa?

What are the expected annual tonnage of imports and exports by sea?

Imports.

Exports.

- (i) First 3 years
- (ii) 4th-5th year
- (iii) After 5th year

Export Processing Zones

[Subsidiary]

By what types of vessels are the imports and exports carried to from the port?

- (i) Regular general cargo liners.
- (ii) Special-purpose bulk carriers.
- (iii) Coastal vessels.

By what means will the goods be conveyed between port and plant?

- (i) Rail.
- (ii) Road.

What is The average weight of each package or unit of the goods, both imports and exports?

.....

What is the average size of a consignment of imports and exports?

.....

If the goods are to be handed in bulk, please give details of the bulk handling operations and equipment to be used.

.....

What specialized facilities, i.e. other than those available for general cargo trade are expected to be provided by the Kenya Ports Authority?

.....

Does the industry need to rent storage warehouse in the Mombasa Port Area? If so please state area of space required.

.....

Are the raw materials imported dangerous cargo, i.e. highly inflammable, poisonous or explosive?

.....

E. Air Transport

What is the nature of the industry's imports and exports expected to be handled through the airport?

State the frequency of imports and exports per month and the volume/weight.

.....

FORM EPZE 1

ANNEX 6

PROCEDURE FOR SUBMITTING APPLICATIONS FOR EXPATRIATE POSTS

Companies intending to establish new manufacturing projects or service or to diversify or substantially increase their production capacities as a result of which, the services of expatriate personnel are required may submit applications for the required number of expatriate posts.

Companies applying for expatriate posts should complete the following forms—

1. Confidential Statement of Management Positions. (Forms EXP 1 and EXP).
2. Information on Expatriate Posts required

The above Forms to be completed in five copies should be returned to:

The Chief Executive
EPZA

(Address)

Instructions

In completing the application forms, the following points should be noted—

Export Processing Zones

[Subsidiary]

- 1. If a key post is required, it should be indicated with the letters (K.P.) beside the designation of the post in column 2 of the form on Confidential Statement of Management Positions.
- 2. Details on all employees earning Ksh. 10, 000 per month and above should be provided in the Confidential Statement of Management Position from irrespective of whether they are Kenyan citizens or not. Holders of Work Permits issued by the Immigration Department should also be reported in the form though they are classified under the lower management group.
- 3. All completely forms should be duly signed by a responsible officer representing the company.

INFORMATION ON EXPATRIATE POSTS REQUIRED

For each of the expatriate posts required, please elaborate as follows—

- 1. Designation of Post.
- 2. Basic Academic/Professional Qualifications Required.
- 3. Years of Experience/Experience Required.
- 4. Duration of Stay in Kenya Required.
- 5. Justification for Request.
- 6. Elaborate on proposed Training schemes for Kenyan Personnel to eventually assume the post.
- 7. Overall proposed Organization Structure of the Company indicating the positions of the Expatriate Posts in relation to other Posts to be filled by Kenyan.

.....
Signature of Applicant

.....
Name in Block Letters

.....
Designation in Company

Date:

Form: EPZE(3)

THE EXPORT PROCESSING ZONE ACT, 1990

(Cap. 150

APPLICATION FOR EXPORT PROCESSING ZONE ENTERPRISE LICENCE SERVICE

PROPOSEED SERVICE:

A. PARTICULARS OF APPLICANT/COMPANY

A. Particulars of Applicant/Company

1. (i) Name of applicant

.....
(ii) Address of applicant

.....
(iii) Telephone No.

.....
(iv) Name of Contact Person(s)

2. (i) Name of company which will undertake the service project _____

(ii) Date of incorporation of company _____

(iii) Name of registered office _____

Export Processing Zones

[Subsidiary]

(iv) Telephone No.

B. Particulars of Directors

Name	Identity Card No./ Passport No.	Nationality	Residential Address
.			
.			
.			
.			
.			
.			

C. Project Cost*

If this project is to be implemented in phases, indicate investment cost and the timing for each phase.

	Cost of Proposed Project (KSh.)
(i) Land (Specify area)
(ii) Buildings (Specify covered area)
iii) Equipment
iv) Pre-occupational expenditure
v) Working capital requirement
TOTAL

*(Where the land, buildings, plant and machinery are to be rented/leased, indicate the annual cost of rental/lease).

D. Financing

	Proposed (KSh.)
1. Authorized capital
2. Sources of fund:
(i) Paid-up capital	
Kenyan
Foreign Nationals (Specify Country)	
(a)
(b)
TOTAL
(ii) Loan	
(a)
Foreign	
(b)
Domestic	
iii) Other sources of funds	
(a)

Export Processing Zones

[Subsidiary]

(b)
 TOTAL _____

*Where loans are indicated please attach evidence of the availability of these funds

E. Service Flow Chart and Equipment Required

1. Explain with aid of a flow chart the proposed service activity (where applicable).

2. State the major items of equipment required for the proposed project*.

Major Items of Equipment Condition (new or used) Country of Origin

*(Only state machinery exceeding 10 per cent of the total machinery cost.)

F. Sales Schedule

For each service indicate the estimated annual sales for the first 3 years.

Proposed Service	Sales Schedule		
	Year 1	Year 2	Year 3
	Value (KSh.)	Value (KSh.)	Value (KSh.)

G. Requirement of Raw Materials/Components

Indicate the raw materials/components required for the proposed services for the first 12 months if applicable.

Raw materials/ components (List these below)	Quantity	Value (KSh.)	Indicate whether locally available or imported
---	----------	--------------	--

H. Market

(i) Export

Proposed services (List these below)	Percentage of services to be exported			Principal export destinations/ principal consumers uses
	Year 1	Year 2	Year 3	
		.		
		.		
		.		

(ii) Domestic Markets

Proposed services (List these below)	Percentage of services to be sold locally			Major uses/ Principals Consumers
	Year 1	Year 2	Year 3	

I. Pricing

For each service activity provide the percentage cost of breakdown in terms of price for the following items:

Item	Service (Indicate percentage of selling price)
(i) Cost of imported raw materials/components	
(ii) Cost of local raw materials/components	
(iii) Cost of energy and fuel	
(iv) Cost of labour	

- (v) Depreciation
- (vi) Interest payments, indirect taxes, land rates, etc.
- (vii) Administrative and marketing costs
- (viii) Cost of technology*
- (ix) Profit
- TOTAL 100%

*(Includes royalty, management services and other related costs.)

J. Location of Premises

Indicate the proposed location for the service activity.

K. Employment

Employment Category	Full-time employment Kenyan	Foreign Nationals
1. Managerial staff		
2. Technical and supervisory staff		
3. Factory workers:		
(a) Skilled		
(b) Unskilled		
4. Sales, clerical and other workers		
TOTAL		

L. Source of Technical Know-how

Provide details including name and experience of the company providing technical know-how.

M. Declaration

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true.

.....
Signature of Applicant

.....
Name in Block Letters

.....
Designation in Company

Date
.....

FORM EPZE (3) ANNEX 1
DETAILS ON MANPOWER REQUIREMENTS FOR THE PROJECT

(For Office Use
Only)

A. Name and address of company which will undertake the service project.

Company

Export Processing Zones

[Subsidiary]

Address

B. Location of service premises

C. Main service to be provided

D. Year of commencement of operations

E. Manpower Requirement

Occupations	Number Required in each year*				Occupational Classification Code
	Year 1	Year 2	Year 3	Year 4	
	(20)	(20)	(20)	(20)	

I. Engineering Discipline (Degree Graduates)

- 1. Electronics Engineers
- 2. Electrical Engineers
- 3. Mechanical Engineers
- 4. Civil Engineers
- 5. Electro-mechanical Engineers
- 6. Production Engineers
- 7. Industrial Efficiency Engineers
- 8. Instrumentation Engineers
- 9. Facilities Engineer
- 10. Materials Engineers
- 11. Software Engineers

Export Processing Zones

[Subsidiary]

12. Chemical Engineers

13. Petroleum Engineers

14. Metalurgical Engineers

15. Other Engineers (please specify

II. Science Graduates

Occupations	Number Required in each year*				Occupational Classification Code
	Year 1 (20)	Year 2 (20)	Year 3 (20)	Year 5 (20)	

1. Chemists

2. Physicists

3. Micro-biologists

4. Others, please specify

III. Other Graduates

1. Lawyers

2.

Accountants

3. Computer Personnel

(i) System Analysts

(ii) Computer Programmers . .

4. Management Executives . .

5. Others, please specify

IV.—Technicians (Generally Diploma/Certificate Graduates From Technical Colleges, Polytechnics or Equivalent Institutions)

Occupations	Number Required in each year*			Occupational Classification Code
	Year 1 (20)	Year 2 (20)	Year 4 (20)	

1. Electronics Engineers

2. Electrical Engineers

3.

Mechanical Engineers

4. Civil Engineers

5. Electro-mechanical Engineers

Export Processing Zones

[Subsidiary]

- 6. Production Engineers
- 7. Industrial Efficiency Engineers
- 8. Instrumentation Engineers
- 9. Facilities Engineer
- 10. Materials Engineers
- 11. Software Engineers
- 12. Chemical Engineers
- 13. Petroleum Engineers
- 14. Metalurgical Engineers
- 15. Computer Technician

16. Other (please specify)

V.—Craft Skills (Generally Graduates of Vocational/Industrial Training Institutes)

Occupations	Number Required in each year*				Occupational Classification Code
	Year 1 (20)	Year 2 (20)	Year 3 (20)	Year 4 (20)	

- 1. Plant Maintenance Mechanics
- 2. Electrician
- 3. Chargemen
- 4. Boilermen
- 5. Fitters
- 6. Welders
- 7. Arc Welders
- 8. Wiremen
- 9. Plumber
- 10. Tool and Die Makers
- 11. General Machinists
- 12. Precision Machinists
- 13. Turns

14. Others, please specify

- VI. CAD-CAM Operators
- VII. Semi-skilled Workers*
- VIII. Unskilled Workers*

Notes.

Semi-skilled workers are workers involved in services who receive mainly on the job-training for a period between 3 to 6 months e.g production operators.
 Unskilled workers are workers performing manual task having simple routine work requiring physical effort, e.g. cleaners, sweepers.

FORM EPZE (3) ANNEX 2
DETAILS ON ELECTRICITY REQUIREMENT FOR THE PROJECT

- (a) Name and Address of Company
- (b) Main services to be provided.....
- (c) Location of premises
- (d)

	YEAR			
	1	2	3	4
Connected lighting load (kW)				
Connected power load (HP)				
Hours of operation				
Normal demand (kW)				
Maximum demand (KW)				
Estimate daily consumption (unit)				

(e) What will be the size of the largest motor you intend to install?

.....

Are there any electric furnaces, induction furnaces or electric welders to be installed? If so, give your requirements in kVA

.....

What are the future growth prospects in addition to what you have stated?

.....

.....

Are there any special problems in addition to what you have stated?

Export Processing Zones

[Subsidiary]

.....

FORMS EPZE (3) ANNEX 3
DETAILS ON WATER REQUIREMENT FOR THE PROJECT

- (a) Name and Address of Company
- (b) Main services to be provided
- (c) Location of premises
- (d)

Estimate daily	YEAR			
consumption of 1		2	3	4
treated water				
(litre)				

(e). If consumption is above 250,000 litres per day, please indicate whether demand is constant or intermittent over 24 hours or only 8 hours.

.....

FORM EPZE (3) ANNEX 4
DETAILS ON TELECOMMUNICATION REQUIREMENT FOR THE PROJECT

- (a) Name and Address of Company
- (b) Main service to be provided
- (c) Location of premises
- (d) Service required

		Number	Date
Telephone:	Lines		
	Extensions		
	Mobile phones		
Text services	Telex		
	Telefax		
Data services	Leased Line		
	Telemail		

(e) Other Services required (please specify)

*Description of data services as in the Appendix.

FORM EPZE (3) ANNEX 5
DETAILS ON PORT AND AIRPORT REQUIREMENTS FOR THE PROJECT

- (a) Name and Address of Company
- (b) Main services to be provided
- (c) Location of premises
- (d) Port Facilities

What is the nature of the industry's imports and exports expected to be handled through the Port of Mombasa?

What are the expected annual tonnage of imports and exports by sea?
Imports.
Exports.

- (i) First 3 years
- (ii) 4th-5th year
- (iii) After 5th year

By what types of vessels are the imports and exports carried to from the port?

- (i) Regular general cargo liners.
- (ii) Special-purpose bulk carriers.
- (iii) Coastal vessels.

By what means will the goods be conveyed between port and plant?

- (i) Rail.
- (ii) Road.

What is The average weight of each package or unit of the goods, both imports and exports?

.....

What is the average size of a consignment of imports and exports?

.....

If the goods are to be handed in bulk, please give details of the bulk handling operations and equipment to be used.

.....

What specialized facilities, i.e. other than those available for general cargo trade are expected to be provided by the Kenya Ports Authority?

.....

Does the industry need to rent storage warehouse in the Mombasa Port Area? If so please state area of space required.

.....

Are the raw materials imported dangerous cargo, i.e. highly inflammable, poisonous or explosive?

.....

(e) Air Transport

What is the nature of the industry's imports and exports expected to be handled through the airport? State the frequency of imports and exports per month and the volume/weight.

.....

.....

- (i) by inserting "& 3" in the title of the form appearing in annex 6 of the First Schedule so that it reads "EPZE (1 & 3)".
- (ii) by inserting the words "services or" between the words "or" and "to" in the line 1

Export Processing Zones

[Subsidiary]

EXP 1

CONFIDENTIAL STATEMENT OF MANAGEMENT POSITIONS

Name of Company: Nature of Business: Ref. No.:

NOTES:

1. 5 copies of this completed statement should be forwarded under confidential cover addressed to the Chief Executive, Export Processing Zone Authority.
2. Enter surname first. A separate line for each position. If position is unfilled, enter "vacant".
3. If more than 1 page, enter page No. in the box provided.
4. Entries should be grouped; or separate statement submitted for each Division or Department.
5. Enter "T" for Top, "M" for Middle or "J" for Junior Management Levels.
6. If Position existed, enter "E" for Expatriate or "K" for Kenyan.
7. Indicate year in which holder is due to retire for age or other reasons. Also, year in which a vacant post is to be filled.
8. If present holder is due to leave, enter "E" or "K" to indicate if intention is to fill the position by Expatriate or Kenyan.

Entry No.	Position				Enter E/K (Note 6)	Name (Note 2)	Age	Identity Card No. Passport No.	Year (Note 7)	Enter E/K (Note 6 & 8)	For Official Use
	Division or Dept.	Designation	Nature of Work	Enter T/M/J (Note 5)							

Date

.....
Signature of Applicant

.....
Name in Block Letters

.....
Designation in Company

EXP 2

I hereby declare to the best of my knowledge that :

- (i) No application has been made on similar requirement of expatriate position to the Immigration Department or elsewhere.
- (ii) The expatriates presently employed in the company are as follows:-

Name	Designation	Name	Period Approved (in years)
------	-------------	------	----------------------------

Export Processing Zones

[Subsidiary]

.
.
.
.
.
.
.

Signature
Name
Designation

EXPORT PROCESSING ZONE AUTHORITY
ANNUAL SURVEY OF EPZE
FOR YEAR ENDED JUNE
ALL INFORMATION WILL BE TREATED WITH THE STRICTEST CONFIDENCE
To be completed and returned to
(Address of EPZA)
by Sept. following end of the year

SECTION 1: GENERAL

1. Name of Reporting Enterprise:

. Address:

3. Telephone: 4. Telex No. 5. Fax No.

6. Products Manufactured:

Date of Operation:

SECTION II: FINANCIAL INFORMATION AND EQUITY STRUCTURE

1. Authorized Capital:

2. Paid-Up Capital:

3. Total Capital Investment:

4. Proposed Capital Investment
for forthcoming year:

5. Total Fixed Assets:

6. Equity Structure

Local: %
Foreign (Specify)
US %
U.K. %
Japan %
India %

SECTION III: EMPLOYMENT AND WAGES

Export Processing Zones

[Subsidiary]

Category of Employment No.	Local No.	Total Wages	Expatriate		Total No.	Total Wages
			No.	Total Wages		
Managerial and Professional Supervisory and Technical Clerical General Workers Skilled Unskilled						
TOTAL						

SECTION IV:

TABLE A: IMPORT/PURCHASES OF RAW MATERIALS*

Type of raw materials	IMPORTS/PURCHASES DURING THE YEAR (KSHS.)			Value of Imports/ Purchase	
	Overseas Imported to (specify country)	Value	Local Value of purchases from EPZ/ MUB	Value of purchases from principal Customs Area	
.					
.					
.					
.					
.					
TOTAL					

Note:* *Raw Materials*-include all materials, components that enter into the production process.

TABLE B: IMPORT/PURCHASES OF CAPITAL GOODS*

Type of raw materials	IMPORTS/PURCHASES DURING THE YEAR (KSH.)			Value of Total Re-exports/ sales	
	Overseas Exported to (specify country)	Value	Local Value of purchases from EPZ/ MUB	Value of purchases from principal Customs Area	
.					
.					
.					
.					

Export Processing Zones

[Subsidiary]

TOTAL

SECTION V:

TABLE C: RE-EXPORT/SALES OF RAW MATERIALS*

Type of raw materials	RE-EXPORTS/SALES DURING THE YEAR (KSH.)				
	Overseas Exported to (specify country)	Value	Local Value of purchases from EPZ/ MUB	Value of sales from principal Customs Area	Value of Total Re-exports/ sales
.					
.					
.					
.					
.					
.					
.					
.					
.					
TOTAL					

Note:* *Raw Materials*-include all materials, components that enter into the production process.

SECTION V:

TABLE D: RE-EXPORTS/SALES OF RAW MATERIALS*

Type of raw materials	RE-EXPORTS/ SALES DURING THE YEAR (KSH.)				
	Overseas Exported to (specify country)	Value	Local Value of purchases from EPZ/ MUB	Value of sales from principal Customs Area	Value of Re-exports sales
.					
.					
.					
.					
.					
.					
.					
.					
.					
TOTAL					

Note: **Capital Goods*—include all physical assets which are expected to have a productive life of more than one year, excluding land and buildings.

TABLE E: EXPORTS/SALES OF FINISHED GOODS*

Type of Finished Goods	EXPORTS/SALES OF FINISHED GOODS*				Value of Total Re-exports/Sales
	Overseas Exported to (specify country)	Value	Local Value	Value of purchases from	
.					
.					
.					
.					
.					
.					
.					
.					
.					
.					
TOTAL					

Export Processing Zones

[Subsidiary]

of purchases principal
from EPZ/ Customs
MUB Area

.
. .
. .
. .
. .
. .

TOTAL

Note: *Finished Goods*—include by-products

TABLE F: EXPORTS/SALES OF REJECTS, SCRAP AND WASTE*

Type of Reject, Scrap and Waste	EXPORTS/SALES DURING THE YEAR (KSH.)				Value of Re-exports/sales
	Exports Overseas	Value	Local Value of Sales to Principal Customs Area	Value of purchases from principal Customs Area	
Exported to (specify country)					
TOTAL					

.
. .
. .
. .

TOTAL

SECTION VI: (CARGO STATISTICS

State the mode of transport utilized for all your exports overseas and imports from overseas:

	Value of Cargo	Value of Cargo (Kshs.)
(a) Exports		
(i) By air (in kilos)		
(ii) By sea (in metric tons)		
(iii) By road/rail (in metric tons)		
By road/rail (in cu. metres, for containers) ..		
TOTAL		
(b) Imports		
(i) By air (in kilos)		
(ii) By sea (in metric tons)		
(iii) By road/rail (in metric tons)		
By road/rail (in cu. metres, for containers) ..		
TOTAL		

SECTION VII: WORKING HOURS AND TRANSPORT FACILITIES PROVIDED FOR EMPLOYEES

Export Processing Zones

[Subsidiary]

	Number of Buses provided		Type
	Type	Type	
1. (A) Working hours for office staff:			
From _____			
_____ To			
(B) Working hours for production workers:			
(i) 1st shift			
From _____			
_____ To			
(ii) 2nd shift			
From _____			
_____ To			
(iii) 3rd shift			
From _____			
_____ To			

TOTAL NUMBER OF BUSES

2. If the buses are not owned by you, state the name of the person/company providing the service and the amounts paid in respect of these services for the whole year.

Name of Person/Company	Amount Paid for the Year (KSh.)
_____	_____
_____	_____
_____	_____

3. If the buses are owned by you, state the total cost* of providing transport facilities for your employees, for the whole year:

KSh. _____

Note:* Total Cost—include all expenditure of a non-capital nature e.g. cost of fuel, road tax, insurance, repairs and maintenance, drivers' salaries, depreciation, etc.

I declare that the information contained in this questionnaire is complete and correct to the best of my knowledge and belief.

Signature: _____ Official Position: _____

Name: _____ Tel: _____

Date: _____

FORM EPZ PASS

(1)
THE EXPORT PROCESSING ZONE ACT
Cap. 517

Export Processing Zones

[Subsidiary]

APPLICATION FOR SECURITY PASS (VISITORS)

EPZ

Name of
Applicant:

I/C./Passport
No:

Company:

Address:

Purpose:

Signature:

EPZ Checkpoint: EPZ Pass No.....

Export Processing Zone Photograph

(Valid until)

Name:

Company Logo

I.C./Passport No.

Company:

Address:

Signature:

Pass No.

Sample of EPZ Pass (for employees/regular visitors):

Proposed size of pass: 90 mm. X 60 mm.

Sample of EPZ pass (for day visitors):

Export Processing Zone EPZ. Logo

(Temporary Visitors Pass)

EPZ Pass No.:

FORM EPD (1)

ORIGINAL



EXPORT PROCESSING ZONE AUTHORITY

REPUBLIC OF KENYA

EXPORT PROCESSING ZONE LICENCE

Serial No.: Licence No.

IN PURSUANCE OF THE EXPORT PROCESSING ZONE ACT, 1990

(Cap. 517)

Export Processing Zones

[Subsidiary]

I hereby
 license
Name of the Zone
 owned/leased
 by :
Name of Applicant
 of
Registered Office Address
 to act as Licensed Export Processing Zone as
 from:
Date
 at
L.R. No. and Location of Zone
 subject to conditions attached herewith :
 Dated, 20

Chairperson

FORM EPD (2)
 ORIGINAL



EXPORT PROCESSING ZONE AUTHORITY
 REPUBLIC OF KENYA

EXPORT PROCESSING ZONE DEVELOPER OPERATOR LICENCE
 Serial No.: Licence No.
 IN PURSUANCE OF THE EXPORT PROCESSING ZONE ACT, 1990
 (Cap. 517)

I hereby
 License
 Applicant's Name
 owned/leased
 by :
Name of Applicant
 of
Registered Address
 to act as Licensed Export Processing Zone Developer Operator as
 from :

Date
 at
Name of Zone
 subject to conditions attached herewith :
 Dated, 20

FORM EPD (3)
 ORIGINAL

[Subsidiary]



EXPORT PROCESSING ZONE AUTHORITY
REPUBLIC OF KENYA

EXPORT PROCESSING ZONE ENTERPRISE LICENCE

Serial No.: _____ Licence No. _____
IN PURSUANCE OF THE EXPORT PROCESSING ZONE ACT, 1990
(Cap. 517)

I hereby designate
Applicant's Name
of
Registered Address
to act as Licensed Export Processing Zone Enterprise as
of
at

.....
Date
at

Place of Manufacturing
for product(s) specified hereunder subject to conditions attached herewith :

Product (5) :
Dated, 20

THE EXPORT PROCESSING ZONES (FEES) REGULATIONS

[Legal Notice 372 of 1994]

1. These Regulations may be cited as the Export Processing Zones (Fees) Regulations, 1994, and shall come into operation on 1st January, 1995.
2. Export Processing Zones enterprises shall pay the following licensing fees—
 - Application fees (non-refundable)..... US \$ 250
 - Annual licence fees..... US \$ 1,000
3. Export Processing Zone developers and operators shall pay the following fees—
 - Application fees (non-refundable)..... US \$ 250
 - Annual licence fees..... US \$ 5,000

**THE EXPORT PROCESSING ZONES—
DECLARATION OF EXPORT PROCESSING ZONE**

[Legal Notice 13 of 2000]

IN EXERCISE of the powers conferred by section 15 of the Export Processing Zones Act, the Minister for Tourism, Trade and Industry declares the land specified in the Schedule hereto to be an export processing zone.

SCHEDULE

All that piece of land being L.R. No. 18474 measuring approximately 454.4 hectares in Mavoko Township, Machakos District.

**THE EXPORT PROCESSING ZONES
(BUSINESS SERVICES) REGULATIONS**

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation
2. Interpretation
3. Application procedure
4. Application for permit
5. Business plan
6. Application form
7. Decision of Authority
8. Business Permit
9. Notification of change of particulars
10. EPZ Business Permit fees
11. Validity of permit
12. Failure to use permit
13. Cancellation of permit
14. Permit not transferable

SCHEDULES

ELIGIBLE BUSINESS SERVICES

APPLICATION FOR AN EXPORT PROCESSING ZONES BUSINESS SERVICE PERMIT

EXPORT PROCESSING ZONE BUSINESS SERVICE PERMIT

EPZ BUSINESS SERVICES FEES

THE EXPORT PROCESSING ZONES (BUSINESS SERVICES) REGULATIONS

[Legal Notice 57 of 2004, Legal Notice 13 of 2010]

1. Citation

These Regulations may be cited as the Export Processing Zones (Business Services) Regulations.

2. Interpretation

In these Regulations unless the context otherwise requires—

“business service permit” means an export processing zone business service permit issued pursuant to these Regulations;

“export processing zone business service” means a trade or business conducted by any individual, partnership, corporation or other entity conducting a trade or business within Kenya which is not an export processing zone enterprise.

3. Application procedure

Any person may apply for an export processing zone business service permit if the proposed business service—

- (a) is set out in the First Schedule hereto as an eligible business service; and
- (b) is carried out within an export processing zone.

4. Application for permit

An application for a permit to be issued under these Regulations shall contain the following information—

- (a) the applicant’s particulars;
- (b) the intended activity, which should be an eligible business service as set out in the First Schedule;
- (c) evidence of prior business experience in the field within which the intended activity falls;
- (d) the desired location of the proposed business service;
- (e) space required;
- (f) details of ownership of the proposed business;
- (g) details of jobs to be created; and
- (h) the name and professional qualifications of the person who will be in charge of the day-to-day operations of the business.

5. Business plan

In addition to the particulars mentioned in regulation 4, the applicant shall submit to the Authority—

- (a) a business plan showing—
 - (i) amounts of money to be invested in the said business;
 - (ii) the expected sales turnover;
 - (iii) operating expenses; and
 - (iv) cash flow projections of the proposed business service;
- (b) certified copies of relevant professional, occupational or business licences where applicable.

[Subsidiary]

6. Application form

An application for a business service permit shall be in the prescribed form set out in the Second Schedule to these Regulations.

7. Decision of Authority

The Authority shall evaluate the application for a business service permit and render its decision within thirty days from the date on which the completed application form and all the relevant additional information are received by the Authority.

8. Business Permit

A business service permit shall be in Form EPZ/BP set out in the Third Schedule to these Regulations.

9. Notification of change of particulars

Where—

- (a) the holder of a business service permit ceases to carry on business to which it relates; or
- (b) a change occurs in any particulars of the proposed business service, including ownership of the business, location, name or style under which the business is carried on,

the holder of the permit shall within fourteen days notify the Authority accordingly and furnish it with particulars of the change.

10. EPZ Business Permit fees

The Authority shall levy a Business Service Permit fee as set out in the Fourth Schedule to these Regulations.

11. Validity of permit

A permit issued under these regulations shall be valid for a period of one calendar year and shall be renewed for a like period upon payment of the prescribed fee.

12. Failure to use permit

Where the holder of a permit is unable to use the permit within three months from the date of issue thereof, the holder shall forthwith notify the Authority of the failure, giving reasons therefor, and the Authority shall, where satisfied with the reasons given, specify the period within which the holder shall comply with the terms of the permit.

13. Cancellation of permit

Where a period of three months from the date of issue of a permit has expired without the holder thereof performing the activities in accordance with the terms of the permit and no notification has been made in accordance with these Regulations, the permit shall lapse and shall be cancelled by the Authority.

14. Permit not transferable

A permit issued under these Regulations shall not be transferable to a third party.

FIRST SCHEDULE

[r. 3 (a)]

ELIGIBLE BUSINESS SERVICES

[L.N. 13/2010, r. 2.]

PART A

All export processing zones

1. Commercial banking.
2. Clearing and forwarding.
3. Catering and restaurant.
4. Staff recruitment.
5. Postal and telecommunication bureau.
6. Office services bureau.
7. Courier and document handling.
8. Transportation services (freight and passenger).
9. Installation, repair and maintenance.
10. Fitness club, sports club and gymnasium.
11. Medical and related services.
12. Laboratory testing and quality certification services.
13. Security services.
14. Business consultancy services (e.g. marketing, training, legal).
15. Insurance services.
16. Other financial services.
17. Power generation and distribution services.
18. Water and sewerage services.
19. Telecommunication and telecommunication infrastructure services.
20. Internet services provision.
21. Waste management.
22. Grounds maintenance and landscaping.
23. Cleaning, pest control and sanitation.
24. Foreign trade missions (commercial trade offices).
25. International Disaster Relief Agencies.
26. International Non-Governmental Organizations.

PART B

Athi River Export Processing Zone Commercial Area (L.R. No. 18474/14)

1. Motor vehicle fuelling and maintenance services.
2. Retail Shops including produce market, dry cleaner, grocery shop, super market (selling non-EPZ goods).
3. Professional services.
4. Cinema, theatre, casino and other entertainment services.
5. Real estate agent, property developer and property manager.
6. Meetings, conventions and exhibitions.
7. Repair and maintenance workshops.
8. Foreign exchange bureau.

Export Processing Zones

[Subsidiary]

9. Hotels.

SECOND SCHEDULE

[r. 6]

APPLICATION FOR AN EXPORT PROCESSING ZONES BUSINESS SERVICE PERMIT
THE EXPORT PROCESSING ZONES ACT

(Cap. 517)

Proposed business activity

A. PARTICULARS OF APPLICANT/COMPANY

- 1. (i) Name of applicant
- (ii) Address of Applicant
- (iii) Telephone No.
- (iv) Fax No.
- (v) Previous business experience
- 2. (i) Name of entity which will undertake the business activity
- (ii) Date of registration
- (iii) Address of registered office

B. PARTICULARS OF DIRECTORS/SOLE PROPRIETOR/PARTNERS

NAME	ID No./ PASSPORT No.	NATIONALITY	SHAREHOLDING %	RESIDENTIAL ADDRESS
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C. PROJECT DETAILS

- (i) Main customer base of proposed business
- (ii) Proposed location/zone
- (iii) Space required (in sq. m.)

D. EMPLOYMENT

- (i) Proposed number of employees
- (ii) Name of Managing Director/General Manager and qualifications;

E.

DECLARATION

I hereby declare that to the best of my knowledge and belief all the particulars furnished in this application are true.

.....
.....
Signature of Applicant

.....
Name in Block Letters

.....
Designation

Date

THIRD SCHEDULE

[r. 8]

EXPORT PROCESSING ZONE BUSINESS SERVICE PERMIT



No.

For the year

REPUBLIC OF KENYA

THE EXPORT PROCESSING ZONES ACT

(Cap. 517)

EXPORT PROCESSING ZONES AUTHORITY

Export Processing Zones Authority Grants this Business Service Permit:

Name of Applicant of

Registered Address

to engage in the EPZ business service of

.....
Type of activity

at

Location

from

Date

Subject to the conditions attached herewith:

Dated

.....
Chief Executive

FOURTH SCHEDULE

[r. 10]

EPZ BUSINESS SERVICES FEES

1.

**Application fees
(non-refundable)**

Export Processing Zones

[Subsidiary]

		KSh.
	(i) Sole proprietorship	2,000
	(ii) Partnership	6,000
	(iii) Companies	20,000
2.	Annual EPZ Business permit fees	
		KSh.
	(i) Sole proprietorship	6,000
	(ii) Partnership	10,000
	(iii) Companies and privileged entities	20,000

**THE EXPORT PROCESSING ZONES—
DECLARATION OF EXPORT PROCESSING ZONE**

[Legal Notice 31 of 2005]

[Revoked by L.N. 27/2014.]

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 119 of 2009]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Trade declares the land specified in the Schedule hereto to be an Export Processing Zone.

SCHEDULE

All that piece of land being L.R. No. Ruiru/Township/241, measuring approximately 0.4882 hectare or thereabouts and L.R. No. Ruiru/Township/244 measuring approximately 0.7362 hectare of thereabouts, situated in Ruiru Township.

THE REVOCATION OF DECLARATION

[Legal Notice 27 of 2014]

IN EXERCISE of the powers conferred by Section 15(2) of the Export Processing Zones Act, the Cabinet Secretary, Ministry of Industrialization and Enterprise Development revokes the declaration of an Export Processing Zone made in respect of all the pieces of land being L.R. No. 17599/4, L.R. No. 17599/5 and L.R. 17599/6 measuring in total approximately 0.7206 hectares situated in the City of Nairobi along Nairobi-Kangundo Road.

Legal Notice No. 31 of 2005 is revoked.

THE REVOCATION OF DECLARATION

[Legal Notice 94 of 2014]

IN EXERCISE of the powers conferred by section 15(2) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development revokes the declaration of an export processing zone, made under Legal Notice No. 13 of 2000 in relation to property L.R. No. 18474, to the extent of and in respect of the subdivision thereof being all that piece of land known as L.R. No. 18474/227 measuring approximately 21.790 hectares situated in Mavoko Municipality in Machakos District.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 103 of 2014]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the parcel of land specified in the Schedule hereto to be an export processing zone.

SCHEDULE

All that piece of land being Title No. Kericho/Merigi/1216 measuring approximately 2.04 hectares or thereabout located in Bomet County.

THE EXPORT PROCESSING ZONES - DECLARATION

[Legal Notice 163 of 2014]

IN EXERCISE of the powers conferred by section 15 (1) of the the Export Processing Zones Act, the Cabinet Secretary for Industrization and Enterprise Development declares the land parcel specified in the Schedule hereto to be an Export Processing Zone.

SCHEDULE

All that piece of land being title No. Mombasa/Block XL VIII/45 (Part) measuring approximately 9 acres or thereabout situated in Mombasa County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 21 of 2015]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the parcel of land specified in the Schedule hereto to be an export processing zone.

SCHEDULE

All that piece of land being subdivision No. MN/IV/1365 measuring approximately 1.429 hectares or thereabouts situated North of Mtwapa Creek in Kilifi County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 221 of 2015]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the land specified in the Schedule hereto to be an Export Processing Zone.

SCHEDULE

All that piece of land being Land Reference No. MN/IV/952 measuring approximately 2.428 hectares or thereabout situated in Mtwapa, Kilifi County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 222 of 2015]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the the parcels of land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

All that piece of land being a portion of title No. 23399 measuring approximately 0.798 hectare or thereabouts situated in Naivasha Municipality, Nakuru County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 223 of 2015]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

All that piece of Land Reference No. 12610/167 (Original No. 12610/59/3) measuring approximately 1.412 hectares or thereabout situated East of Mavoko Municipality, Machakos County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 224 of 2015]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the parcels of the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

All that piece of land being Land Reference No. Naivasha/Moi Ndabi/1152, measuring approximately 3.90 hectares or thereabout situated in Naivasha Sub-county, Nakuru County.

**THE EXPORT PROCESSING ZONES—
DECLARATION OF EXPORT PROCESSING ZONE**

[Legal Notice 3 of 2016]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

All that piece of land being Land Reference No. 5025/1230 measuring approximately 2.073 hectares or thereabout situated south of Takaungu, Kilifi County.

**THE EXPORT PROCESSING ZONES—
DECLARATION OF EXPORT PROCESSING ZONE**

[Legal Notice 16 of 2016]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

All that piece of land being title No. Kericho/Cheptalal/2507, measuring approximately 3.563 hectares of thereabout, situated in Bomet County.

**THE EXPORT PROCESSING ZONES—
DECLARATION OF EXPORT PROCESSING ZONE**

[Legal Notice 18 of 2016]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

All that piece of land being L.R. No. Gaturi/Weru/9730, 9731, 9732, 9733, 9734, 9735, 9737, 9739, 9740, 9741 and 9742, each measuring approximately 0.45 hectare or thereabouts, situated in Embu County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 57 of 2016]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

All that piece of land being title No. Nakuru Municipality Block 16/156 and Title No. 16/157 measuring in total approximately 0.8776, hectares or thereabout, situated in Nakuru Municipality in Nakuru County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 63 of 2016]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development declares the the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

All that piece of land being title No. Loc. 20/Mirira/5419 measuring approximately 2.855 hectares or thereabouts situated in Murang'a County.

THE REVOCATION OF DECLARATION

[Legal Notice 64 of 2016]

IN EXERCISE of the powers conferred by section 15(2) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization and Enterprise Development revokes the declaration of an export processing zone made in respect of all that parcel of land being title No. Loc. 20/Mirira/1562, measuring approximately 2.05 hectares or thereabouts situated in Murang'a County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 164 of 2016]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for the Industry, Trade and Co-operatives declares the parcels of land specified in the Schedule hereto to be an export processing zone.

SCHEDULE

All that parcel of land being Title No. CR. 59233 (Plot No.MN/III/8819) measuring in total approximately 1.165 hectares or thereabout situated in Kilifi County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 165 of 2016]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industry, Trade and Co-operatives declares the parcels of land specified in the Schedule hereto to be export processing zone.

SCHEDULE

All the parcels of land being Title Nos. Kwale/Msambweni "A"/3107, 3108, 3109, 3110, 3353, 3370, 3371, 3515, 3575, 1350, 1329, 1352 and 2950 measuring in total approximately 18.98 hectares or thereabout situated in Kwale County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 166 of 2016]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industry, Trade and Co-operatives declares the parcel of land specified in the Schedule hereto to be an export processing zone.

SCHEDULE

All the parcels of land being Title No. Kwale/Ukunda S.S/592 measuring approximately 1.20 hectares or thereabout situated in Kwale County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 270 of 2017]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industry, Trade and Co-operatives declares the parcel of land specified in the Schedule hereto to be an export processing zone.

SCHEDULE

All that piece of land being L.R. Transmara/Enaenyey/969 measuring approximately 3.9 hectares or thereabout situated in Narok County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 49 of 2018]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industry, Trade and Co-operatives declares the parcel of land specified in the Schedule hereto to be an export processing zone.

SCHEDULE

All that piece of land being L.R. No. 5876/2 measuring approximately 20 acres or thereabout, situated in Ndumberi, Kiambu County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 175 of 2018]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industry, Trade and Co-operatives declares the parcel of land specified in the Schedule hereto to be an export processing zone.

SCHEDULE

All that piece of land being Title No. Ngandori/Kirigi/3925 measuring approximately 1.21 Hectares or thereabout situated in Embu County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 176 of 2018]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industry, Trade and Co-operatives declares the parcels of land specified in the Schedule hereto to be export processing zones.

SCHEDULE

All that parcel of land being Certificate of Lease No. Kwale/Shimoni/719 measuring approximately 1.31 Hectares or thereabout situated in Kwale County.

All that parcel of land being Certificate of Lease No. Kwale/Shimoni/783 measuring approximately 2.6 Hectares or thereabout situated in Kwale County.

All that parcel of land being Certificate of Lease No. Kwale/Shimoni/403 measuring approximately 5.37 Hectares or thereabout situated in Kwale County.

THE REVOCATION OF DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 237 of 2018]

IN EXERCISE of the powers conferred by section 15(2) of the Export Processing Zones Act, the Cabinet Secretary for Industry, Trade and Co-operatives revokes* the declaration of the Export Processing Zones specified in respect of all that parcels of land being L.R. No. 12239 (Original No. 9357/4) Malindi measuring approximately 2.118 Hectares situated in Malindi.

*L.N. 118/2009

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 213 of 2020]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industry, Trade and Enterprise Development declares the land specified in the Schedule hereto to be an Export Processing Zone.

SCHEDULE

All that piece of land known as portion X on the L.R. No. 29437/76 measuring approximately 1.03 acres situated in Bonje Area, Kwale County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 14 of 2021]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization, Trade and Enterprise Development declares the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

All that piece of land known as MN/III/821 measuring approximately 1.079 Hectares situated in North of Mtwapa Creek, Kilifi County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 30 of 2021]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industry, Trade and Enterprise Development declares the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

ALL THAT parcel of land situate in Changamwe—Miritini in Mombasa County measuring approximately 10.30 acres or thereabout known as Plot Number MN/VI/678.

THE EXPORT PROCESSING ZONES - DECLARATION

[Legal Notice 59 of 2021]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization, Trade and Enterprise Development declares the land specified in the Schedule hereto to be an export processing zone.

SCHEDULE

All that parcel of land known as Title Number Thika Municipality Block 6/1072 situated in Thika Sub-County in Kiambu County measuring approximately 0.9954 hectares or thereabouts.

THE DECLARATION OF EXPORT PROCESSING ZONES

[Legal Notice 97 of 2021]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialisation, Trade and Enterprise Development declares the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

All that parcel of land known as Title Number Nyaki/Giaki/60 situated within Giaki, Imenti North Sub-County in Meru County measuring approximately 6.22 Hectares or thereabout.

THE EXPORT PROCESSING ZONES - DECLARATION

[Legal Notice 44 of 2022]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization, Trade and Enterprise Development declares the land specified in the Schedule hereto to be an Export Processing Zone.

SCHEDULE

ALL THAT space on a building known as Block D on L.R. No. 12081/10, measuring approximately Seventy Thousand Eight Hundred and Two (70,802) square feet, situated along Mombasa Road, Nairobi County.

THE EXPORT PROCESSING ZONES - DECLARATION

[Legal Notice 45 of 2022]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization, Trade and Enterprise Development declares the land specified in the Schedule hereto to be an Export Processing Zone.

SCHEDULE

ALL THAT parcel of land known as a portion of L.R. No. Kilifi/Mtwapa/2443, measuring approximately 0.40 Hectares, situated in Kikambala, Kilifi County.

THE EXPORT PROCESSING ZONES - DECLARATION

[Legal Notice 81 of 2022]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization, Trade and Enterprise Development declares the land specified in the Schedule hereto to be an Export Processing Zone.

SCHEDULE

ALL THAT piece of land known as a Portion of L.R. No. Kiine/Rukanga/7446, measuring approximately 2.05 Hectare or thereabout, situate in Sagana, Kirinyaga County.

THE EXPORT PROCESSING ZONES - DECLARATION

[Legal Notice 83 of 2022]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization, Trade and Enterprise Development declares the land specified in the Schedule hereto to be an Export Processing Zone.

SCHEDULE

ALL THAT parcel of land measuring Seventy-three thousand (73000) square feet, being a part of Land Title No. Kwale/Mwavumbo/177, situate in Mariakani, Kwale County.

THE EXPORT PROCESSING ZONES - REVOCATION OF DECLARATION

[Legal Notice 82 of 2022]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization, Trade and Enterprise Development revokes the declaration of the Export Processing Zones specified in respect of all that parcel of land being L.R. No. Kericho/Manaret S S/1195, measuring approximately 3.798 Hectares or thereabout situate in Bureti, Bomet County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 138 of 2022]

IN EXERCISE of the powers conferred by section 15 (1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization, Trade and Enterprise Development declares the land specified in the Schedule to be an Export Processing Zone.

SCHEDULE

ALL THAT parcel of land known as a portion of a Warehouse situated on a building on Land Title No. Mombasa/Block/1/268 measuring approximately nought decimal one three (0.13) hectares, situated in Shimanzi Area, Mombasa County.

THE DECLARATION OF EXPORT PROCESSING ZONE

[Legal Notice 169 of 2022]

IN EXERCISE of the powers conferred by section 15(1) of the Export Processing Zones Act, the Cabinet Secretary for Industrialization, Trade and Enterprise Development declares the land specified in the Schedule to be an export processing zone.

SCHEDULE

All that parcel of land and buildings on Land Title Numbers Kilifi/Mtwapa/5413, 5414, 4752, 5157, 940 and 2784 measuring approximately one decimal three four six four (1.3464) hectares situated within Mtwapa, Kilifi County.
