

EPZ Business Service Permit : Guidelines

1. Definition

EPZ Business service means a trade or business conducted in an EPZ by an entity which is not an EPZ enterprise.

2. Eligible activities

The EPZ Business Service Permit is for service activities conducted within an EPZ by firms located in the zone, but not requiring or eligible for an EPZ enterprise licence.

These include :

1. Commercial banking
2. Clearing and forwarding
3. Catering and Restaurant
4. Staff Recruitment and payroll services
5. Postal and telecommunication bureau
6. Office Service 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 Service Provision
21. Waste Management
22. Grounds Maintenance and Landscaping
23. Cleaning, pest control and sanitation

- 24. Foreign Trade Mission (commercial trade offices)**
- 25. International Disaster Relief Agencies**
- 26. International Non-Governmental Organisations**

3. Licencing Procedures

EPZ Business service means a trade or business conducted in an EPZ by an entity which is not an EPZ enterprise. Any person may apply for an EPZ business service permit for eligible services (as set out in the schedule), to be carried out within an export processing zone. Interested applicants submit an application form which provides information on the applicant, legal status, desired activity, location/space preferred, ownership, jobs to be created, evidence of relevant prior business experience and professional qualifications of staff to be hired.

The applicant also submits a business plan showing amounts to be invested and expected business outturn, along with copies of professional, business or occupational licences and an application fee.

The Authority reviews the completed application and renders its decision within 30 days of application. Upon payment of the annual fee the EPZ business service permit is issued, valid for a period of 1 calendar year. The permit is not transferable.

4. Fee Structure

Application Fee

Sole proprietorship	-- Ksh 2,000
Partnership	-- Ksh 6,000
Companies	-- Ksh 20,000

Annual EPZ Business Permit Fees

Sole Proprietorship	--Ksh 6,000
Partnership	--Ksh 10,000
Companies and Privileged entities	--Ksh 20,000

5. Criteria for Approval

- (a) The Activity should be within the listed eligible activities
- (b) The applicant should be professionally qualified and adequately experienced to undertake the proposed business activity with reasonable high probability of success as demonstrated by submission of sound business plan and qualifications of key staff and directors.
- (c) The applicant is a person/company of good financial and/or ethical standing as attested to by submission of relevant references
- (d) For non-privileged entities the activity will not compromise Government revenues and will be restricted to custom base located within the zone. In the case of privileged organizations the customer base may be international companies, international agencies, embassies, foreign governments, NGOs, or the Government of Kenya itself.
- (e) In a situation where, in the opinion of EPZ Authority, there is an inadequate customer base at a public zone (e.g. Athi River) and where all applicants meet all the conditions for a limited number permits (e.g. canteens), then the business permit will be issued through balloting.

Epza.mni 19/2/10