

REQUIREMENTS FOR WORK PERMIT APPLICATIONS

The application form should be accompanied by the following documents;

1. Justification letter *(All Classes)*
2. Recent passport size photographs (with blue back ground) *(All Classes)*
3. Curriculum Vitae *(All Classes)*
4. Academic Qualifications *(Classes B,C and D)*
5. Official translation (from Embassy or National Kiswahili Council) of Academic Certificates (if certificates are in other language than English or Swahili) *(Classes B,C and D)*
6. Proof of experience *(Classes B,C and D)*
7. Proof of shares *(Class A)*
8. Employment/Engagement contract *(Classes B,C and D)*
9. Sectoral approvals(where applicable) *(All Classes)*
10. Copy of a Valid Passport *(All Classes)*
11. Online Application Form (TFN 901) *(All Classes)*
12. Previous Work Permit (For renewal) *(All Classes)*
13. Sucession plan for renewals *(Classes B,C and D)*
14. Letter of no objection from previous employer *(All Classes)*
15. Industrial/Business/Operating Licence *(All Classes)*
16. TIC/EPZA Certificate (Where Applicable) *(All Classes)*
17. Proof of payment (Bank Slip) *(All Classes)*
18. Lease Agreement *(All Classes)*
19. Proof of NSSF and WCF registration and Contribution *(All Classes)*
20. Certificate of Tax Identification Number (TIN)
21. Certificate of Value Added Tax *(All Classes)*
22. Certificate of Incorporation *(All Classes)*
23. Memorandum and Articles of Association/ Extract from Register *(All Classes)*