# CHAPTER 517

**EXPORT PROCESSING ZONES ACT**

**SUBSIDIARY LEGISLATION**

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**List of Subsidiary Legislation**

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</table>
EXPORT PROCESSING ZONES REGULATIONS, 1991
[Section 34, L.N. 228/1991, L.N. 233/1995.]

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 hectares; and
   (c) the layout of on-site infrastructure facilities including roads, water pipes, sewage pipes and the area taken up by such facilities in hectares.

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) 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 Minister 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 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 the following forms set out in the First Schedule, Form EPZE (1) for manufacturing, EPZE (2) for commercial purposes and EPZE (3) for services.

[L.N. 233/1995.]

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

9. 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.

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 form 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 to ensure that their employees abide by the rules and regulations enforced in the Zone.
SCHEDULE

Form: EPZD (1)
APPLICATION FOR EXPORT PROCESSING ZONE DEVELOPER/OPERATOR'S LICENCE

A. PARTICULARS OF APPLICANT/DOMANY:

1. (i) Name of applicant:
   (ii) Address of applicant:
   (iii) Telephone No.:
2. (i) Name of Company which will act as the Developer:
   (ii) Date of incorporation of the Company:
   (iii) Address of the Company:
   (iv) Telephone No.:
3. (i) Name of Company which will act as the Operator:
   (ii) Date of incorporation of this Company:
   (iii) Address of the Company:
   (iv) Telephone No.:

B. PARTICULARS OF DIRECTORS

1. APPLICANT

<table>
<thead>
<tr>
<th>Name</th>
<th>Identity Card No./Passport No.</th>
<th>Nationality</th>
<th>Residential Address</th>
</tr>
</thead>
</table>

2. DEVELOPER

<table>
<thead>
<tr>
<th>Name</th>
<th>Identity Card No./Passport No.</th>
<th>Nationality</th>
<th>Residential Address</th>
</tr>
</thead>
</table>

3. OPERATOR

<table>
<thead>
<tr>
<th>Name</th>
<th>Identity Card No./Passport No.</th>
<th>Nationality</th>
<th>Residential Address</th>
</tr>
</thead>
</table>
## Schedule, Form EPZD (1)—continued

### C. Particulars of Shareholders

<table>
<thead>
<tr>
<th>Name</th>
<th>No. of shares</th>
<th>Value of shares</th>
<th>Percentage shareholding</th>
</tr>
</thead>
</table>

#### 1. Applicant

#### 2. Developer

#### 3. Operator

### D. Particulars of Managers Employed

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Qualifications and Experience</th>
</tr>
</thead>
</table>

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E22-29 [Issue 3]
SCHEDULE, FORM EPZD (1)—continued

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)

4. Zone Ownership:
   Title to land, buildings, lease arrangements.

5. Licences/Approvals Held:

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

Date

Designation in Company

Form: EPZD (2)

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Licence No.</th>
<th>Operational</th>
<th>Non-operational</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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<tr>
<td>6.</td>
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<td>7.</td>
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<td>8.</td>
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<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>10.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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:
SCHEDULE, FORM EPZD (2)—continued

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) Exports (Value)  Domestic Market  Foreign Markets
   (b) Imports (Value)
   (c) Employment (Nos)
      (a) Management
      (b) Skilled
      (c) Un-skilled
   (d) Wages/Salaries
      (a) Management
      (b) Skilled
      (c) Un-skilled
   (e) Rents (Value)
      (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)
APPLICATION FOR EXPORT PROCESSING ZONE ENTERPRISE LICENCE
(MANUFACTURING)

Proposed products:

Tariff Code:

A. PARTICULARS OF APPLICANT/COMPANY

1. (i) Name of applicant:
   (ii) Address of applicant:
   (iii) Telephone No.
SCHEDULE, FORM EPZE (1)—continued

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Identity Card No./Passport No.</th>
<th>Nationality</th>
<th>Residential Address</th>
</tr>
</thead>
</table>

C. PROJECT COST

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

(i) Land (specify area)  
(ii) Factory buildings (specify covered area)  
(iii) Plant and machinery  
(iv) Other equipment  
(v) Pre-operational expenditure  
(vi) Working capital requirement  

<table>
<thead>
<tr>
<th>(i) Land (specify area)</th>
<th>Cost of proposed project (KSh.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

TOTAL

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

D. FINANCING

1. Authorised 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
SCHEDULE, FORM EPZE (1)—continued

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.

<table>
<thead>
<tr>
<th>Major items of machinery</th>
<th>Condition (new or used)</th>
<th>Country of origin</th>
<th>Estimated cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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.

<table>
<thead>
<tr>
<th>Proposed products</th>
<th>PRODUCTION SCHEDULE</th>
<th>Maximum attainable annual production capacity per 8-hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td></td>
<td>Qty.</td>
<td>Qty.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

G. REQUIREMENT OF RAW MATERIALS/COMPONENTS
Indicate the raw materials/components required in the manufacture of proposed products for the first 12 months.
### SCHEDULE, FORM EPZE (1)—continued

<table>
<thead>
<tr>
<th>Raw materials/components</th>
<th>Quantity</th>
<th>Value (KSh.)</th>
<th>Indicate whether locally available or imported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Components</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

1. **Export:**

<table>
<thead>
<tr>
<th>Proposed products</th>
<th>% of finished products to be exported</th>
<th>Principal export destinations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
</tbody>
</table>

2. **Domestic markets:**

<table>
<thead>
<tr>
<th>Proposed products</th>
<th>% of finished products for domestic market</th>
<th>Major uses/Principal Consumers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
</tbody>
</table>
**SCHEDULE, FORM EPZE (1)—continued**

### I. PRODUCT PRICING

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

<table>
<thead>
<tr>
<th>Items</th>
<th>Products (Indicate % of ex factory price)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Cost of imported raw materials/components</td>
<td></td>
</tr>
<tr>
<td>(ii) Cost of local raw materials/components</td>
<td></td>
</tr>
<tr>
<td>(iii) Cost of energy and fuel</td>
<td></td>
</tr>
<tr>
<td>(iv) Cost of labour</td>
<td></td>
</tr>
<tr>
<td>(v) Depreciation</td>
<td></td>
</tr>
<tr>
<td>(vi) Interest payments, indirect taxes, land rates, etc.</td>
<td></td>
</tr>
<tr>
<td>(vii) Administrative and marketing costs</td>
<td></td>
</tr>
<tr>
<td>(viii) Cost of technology</td>
<td></td>
</tr>
<tr>
<td>(ix) Manufacturing profit</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

|                              | 100% |

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

### J. LOCATION OF FACTORY

Indicate the proposed factory location:

### K. EMPLOYMENT

<table>
<thead>
<tr>
<th>Employment category</th>
<th>Full-time employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kenyan</td>
</tr>
<tr>
<td>1. Managerial Staff</td>
<td></td>
</tr>
<tr>
<td>2. Technical and Supervisory Staff</td>
<td></td>
</tr>
<tr>
<td>3. Factory workers:</td>
<td></td>
</tr>
<tr>
<td>(a) Skilled</td>
<td></td>
</tr>
<tr>
<td>(b) Unskilled</td>
<td></td>
</tr>
<tr>
<td>4. Sales, clerical and other workers</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

*Provide details including name and experience of the company providing technical know-how.*
SCHEDULE, FORM EPZE (1)—continued

M. DECLARATION

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

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name in Block Letters</td>
</tr>
<tr>
<td>Designation in Company</td>
</tr>
</tbody>
</table>

Date

Form: EPZE (2)

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 project:
   (ii) Date of incorporation of company:
   (iii) Name of registered office:
   (iv) Telephone No.:

B. PARTICULARS OF DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Identity Card No./Passport No.</th>
<th>Nationality</th>
<th>Residential Address</th>
</tr>
</thead>
</table>

C. PROJECT COST

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

(i) Land (specify area)

(ii) Factory buildings (specify covered area)

(iii) Plant and machinery

Cost of proposed project (KSh.)

<table>
<thead>
<tr>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
SCHEDULE, FORM EPZE (2)—continued

(v) Other equipment .................................................. Cost of proposed project (KSh.)
(v) Pre-operational expenditure ..........................................................
(v) Working capital requirement ..........................................................

TOTAL .............................................................................................

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

D. FINANCING

1. Authorised capital:

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

E. MACHINERY AND EQUIPMENT REQUIRED

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

<table>
<thead>
<tr>
<th>Major items of machinery and Equipment</th>
<th>Condition (new or used)</th>
<th>Country of origin</th>
<th>Estimated cost</th>
</tr>
</thead>
</table>

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

F. LOCATION OF FACTORY

   Indicate the proposed factory location:
G. EMPLOYMENT

<table>
<thead>
<tr>
<th>Employment Category</th>
<th>FULL-TIME EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kenyan</td>
</tr>
<tr>
<td>1. Managerial Staff</td>
<td></td>
</tr>
<tr>
<td>2. Technical and Supervisory Staff</td>
<td></td>
</tr>
<tr>
<td>3. Factory workers:</td>
<td></td>
</tr>
<tr>
<td>(a) Skilled</td>
<td></td>
</tr>
<tr>
<td>(b) Unskilled</td>
<td></td>
</tr>
<tr>
<td>4. Sales, clerical and other workers</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

H. SOURCE OF TECHNICAL KNOW-HOW

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

I. 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 ..........................................................
### SCHEDULE, FORM EPZE (3)—continued

<table>
<thead>
<tr>
<th>Name</th>
<th>Identity Card No./Passport No.</th>
<th>Nationality</th>
<th>Residential Address</th>
</tr>
</thead>
</table>

#### C. Project Cost

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

1. Land (Specify area)
2. Buildings (Specify covered area)
3. Equipment
4. Pre-occupational expenditure
5. 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

1. Authorized capital: Proposed (KSh.)
2. Sources of fund:
   - (i) Paid-up capital
     - Kenyan
     - Foreign Nationals (Specify Country)
       - (a) Proposed (KSh.)
       - (b) Proposed (KSh.)
     - TOTAL
   - (ii) Loan
     - (a) Foreign
     - (b) Domestic
   - (iii) Other sources of funds
     - (a) Proposed (KSh.)
     - (b) Proposed (KSh.)
     - 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).
### SCHEDULE, FORM EPZE (3)—continued

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

<table>
<thead>
<tr>
<th>Major Items of Equipment</th>
<th>Condition (new or used)</th>
<th>Country of origin</th>
</tr>
</thead>
</table>

*(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

<table>
<thead>
<tr>
<th>Proposed Service</th>
<th>SALES SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
</tr>
<tr>
<td></td>
<td>Value (KSh.)</td>
</tr>
</tbody>
</table>

G. Requirement of Raw Materials/Components

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

<table>
<thead>
<tr>
<th>Raw materials/components</th>
<th>Quantity</th>
<th>Value (KSh.)</th>
<th>Indicate whether locally available or imported</th>
</tr>
</thead>
<tbody>
<tr>
<td>(List these below)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H. Market

(i) Export

<table>
<thead>
<tr>
<th>Proposed services (List these below)</th>
<th>Percentage of services to be exported</th>
<th>Principal export destinations/principal consumers uses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SCHEDULE, FORM EPZE (3)—continued

(i) Domestic Markets

<table>
<thead>
<tr>
<th>Proposed services (List these below)</th>
<th>Percentage of services to be sold locally</th>
<th>Major uses/Principal Consumers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td>I. Pricing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each service activity provide the percentage cost of breakdown in terms of price for the following items:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Cost of imported raw materials/components</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Cost of local raw materials/components</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Cost of energy and fuel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Cost of labour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(v) Depreciation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(vi) Interest payments, indirect taxes, land rates, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(vii) Administrative and marketing costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(viii) Cost of technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ix) Profit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

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

J. Location of Premises
Indicate the proposed location for the service activity.

K. Employment

<table>
<thead>
<tr>
<th>Employment category</th>
<th>Full-time employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kenyan</td>
</tr>
<tr>
<td>1. Managerial staff</td>
<td></td>
</tr>
<tr>
<td>2. Technical and supervisory Staff</td>
<td></td>
</tr>
<tr>
<td>3. Factory workers:</td>
<td></td>
</tr>
<tr>
<td>(a) Skilled</td>
<td></td>
</tr>
<tr>
<td>(b) Unskilled</td>
<td></td>
</tr>
<tr>
<td>4. Sales, clerical and other workers</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

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................................................................

ANNEX 1

FORM EPZE (3)

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
### SCHEDULE, FORM EPZE (3)—continued

#### I. Engineering Discipline (Degree Graduates)

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Number Required in each year</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td>1. Electronics Engineers</td>
<td>(20 ...)</td>
<td>(20 ...)</td>
</tr>
<tr>
<td>2. Electrical Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Mechanical Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Civil Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Electro-mechanical Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Production Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Industrial Efficiency Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Instrumentation Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Facilities Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Materials Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Software Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Chemical Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Petroleum Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Metallurgical Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Other Engineers (Please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### II. Science Graduates

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Number Required in each year</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td>1. Chemists</td>
<td>(20 ...)</td>
<td>20</td>
</tr>
<tr>
<td>2. Physicists</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>3. Micro-biologists</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>4. Others, please specify</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

#### III. Other Graduates

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Number Required in each year</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td>1. Lawyers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Accountants</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SCHEDULE, FORM EPZE (3)—continued

<table>
<thead>
<tr>
<th>3. Computer Personnel</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) System Analysts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Computer Programmers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Management Executives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Others, please specify</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electro-mechanical Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production Engineer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial Efficiency Engineer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instrumentation Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petroleum Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metallurgical Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Technician</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SCHEDULE, FORM EPZE (3)—continued

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

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Number Required in each year</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td>1. Plant Maintenance Mechanics</td>
<td>(20 ....)</td>
<td>(20 ....)</td>
</tr>
<tr>
<td>2. Electrician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Chargemen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Boilermen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Fitters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Welders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Arc Welders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Wiremen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Plumbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Tool and Die Makers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. General Machinists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Precision Machinists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Turners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Others, please specify:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IV. CAD-CAM Operators

### VII. Semi-Skilled Workers’

### VIII. Unskilled Workers’

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

### ANNEX 2

#### FORM EPZE (3)

**DETAILS ON ELECTRICITY REQUIREMENT FOR THE PROJECT**

(a) Name and Address of Company ..........................................................

(b) Main services to be provided .........................................................

(c) Location of premises ..................................................................

(d) .................................................................................................
## ANNEX 3

**FORM EPZE (3)**

**DETAILS ON WATER REQUIREMENT FOR THE PROJECT**

<table>
<thead>
<tr>
<th>(a) Name and Address of Company</th>
<th>(b) Main services to be provided</th>
<th>(c) Location of Premises</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>YEAR</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimate daily consumption of treated water (litres)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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.
SCHEDULE-continued

ANNEX 4

FORM EPZE (3)

DETAILS ON TELECOMMUNICATION REQUIREMENT FOR THE PROJECT

Form EPZE (3)

(a) Name and Address of Company .................................................................
(b) Main service to be provided ........................................................................
(c) Location of premises ...................................................................................
(d) Service required ..........................................................................................
    | Lines | Extensions | Mobile Phones |
    | Telex | Telefax    |              |
    | Leased Line | Teemail   |              |
(e) Other Services required (please specify)
* Description of data services as in the Appendix.

ANNEX 5

FORM EPZE (3)

DETAILS ON PORT AND AIRPORT REQUIREMENT FOR THE PROJECT

Form EPZE (3)

(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?
      (i) First 3 years ................................................................. Imports | Exports
      (ii) 4th-5th year ................................................................. Imports | Exports
      (iii) After 5th year ................................................................. Imports | Exports

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
ANNEX 1

FORM EPZE (1 and 2)

DETAILS ON MANPOWER REQUIREMENT FOR THE PROJECT

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

Company:

Address:

B. Location of factory or plant:

__________________________________________________________

(For office Use Only)

E22-49

[Issue 3]
### Schedule—continued

**C. Main product(s) to be manufactured:**

**D. Year of commencement of production:**

**E. Manpower requirement:**

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(20 ...)</td>
<td>(20 ...)</td>
<td>(20 ...)</td>
<td>(20 ...)</td>
<td>(20 ...)</td>
<td></td>
</tr>
</tbody>
</table>

**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 Engineers
10. Materials Engineers
11. Software Engineers
12. Chemical Engineers
13. Petroleum Engineers
14. Metallurgical Engineers

15. Other Engineers (Please specify)

---

**CAP. 517**  
*Export Processing Zones Act (Rev. 2015)*

[Subsidiary]
### SCHEDULE—continued

#### II. Science Graduates

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Number Required in each Year</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td></td>
<td>(20 ......)</td>
<td>(20 ......)</td>
</tr>
<tr>
<td>1. Chemists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Physicists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Micro-biologists</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Others, please specify

#### III. Other Graduates

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Number Required in each Year</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td></td>
<td>(20 ......)</td>
<td>(20 ......)</td>
</tr>
<tr>
<td>1. Lawyers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Accountants</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Number Required in each Year</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td></td>
<td>(20 ......)</td>
<td>(20 ......)</td>
</tr>
<tr>
<td>1. Electronics Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Electrical Engineering</td>
<td></td>
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</tr>
</tbody>
</table>
### Export Processing Zones Act

#### Schedule—Continued

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Number Required in each Year¹</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1 (20 .......)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 2 (20 .......)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 3 (20 .......)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 4 (20 .......)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 5 (20 .......)</td>
<td></td>
</tr>
<tr>
<td>3. Mechanical Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Civil Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Electro-Mechanical Engineering</td>
<td></td>
<td></td>
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<tr>
<td>6. Production Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Industrial Efficiency Engineering</td>
<td></td>
<td></td>
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<tr>
<td>8. Instrumentation Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Facilities Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Materials Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Software Engineering</td>
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<td></td>
</tr>
<tr>
<td>12. Chemical Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Petroleum Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Metallurgical Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Computer Technician</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Others (please specify) | | |

V. Craft Skills (Generally graduates of vocational/industrial training institutes).

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Number Required in each Year¹</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td>Year 2 (20 .......)</td>
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<td>Year 3 (20 .......)</td>
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<td>Year 4 (20 .......)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 5 (20 .......)</td>
<td></td>
</tr>
<tr>
<td>1. Plant Maintenance Mechanics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Electrician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Chargemen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Boilermen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Fitters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SCHEDULE—continued

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Occupational Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Welders</td>
<td>(20 .......)</td>
<td>(20 .......)</td>
<td>(20 .......)</td>
<td>(20 .......)</td>
<td>(20 .......)</td>
<td></td>
</tr>
<tr>
<td>7. Arc Welders</td>
<td></td>
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</tr>
<tr>
<td>8. Wiremen</td>
<td></td>
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<td></td>
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<tr>
<td>9. Plumbers</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>10. Tool and Die Makers</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>11. General Machinists</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Precision Machinists</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Turns</td>
<td></td>
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</tr>
<tr>
<td>14. Others, please specify:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>IV. CAD-CAM Operators</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VII. Semi-Skilled Workers</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>VIII. Unskilled Workers</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**NOTES:**
1. Semi-skilled workers are factory workers involved in the production line, receiving mainly on the job training for a period between 3 to 6 months, e.g. production operators.
2. Unskilled workers are workers performing manual tasks having simple routine work requiring physical effort, e.g. cleaners, sweepers.

### ANNEX 2

**FORMS EPZE (1 and 2)**

**DETAILS ON ELECTRICITY REQUIREMENT FOR THE PROJECT**

<table>
<thead>
<tr>
<th>YEAR</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connected lighting load (KW)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connected power load (HP)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours of operation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 3
FORMS EPZE (1 and 2)
DETAILS ON WATER REQUIREMENT FOR THE PROJECT

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

E. If consumption is above 260,000 litres per day, please indicate whether demand is constant or intermittent over 24 hours or only 8 hours.

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

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Lines</th>
<th>Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extensions</th>
<th>Mobile Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E22-55

ANNEX 5
FORMS EPZE (1 and 2)
DETAILS ON PORT AND AIRPORT REQUIREMENT 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?

<table>
<thead>
<tr>
<th></th>
<th>Imports</th>
<th>Exports</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) First 3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) 4th-5th year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) After 5th year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   By what types of vessels are the imports and exports carried to and 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 handled 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 Port 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.
SCHEDULE—continued

ANNEX 6

FORM EPZE (1 and 3)

PROCEDURE FOR SUBMITTING APPLICATIONS FOR EXPATRIATE POSTS

Companies intending to establish new manufacturing projects or operations 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—

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 Positions form 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 even though they are classified under the lower management group.

3. All completed 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 the other Posts to be filled by Kenyan.

____________________________________________
Signature of Applicant
____________________________________________
Name in Block Letters
____________________________________________
Designation in Company

Date: .................................................................
EXPORT PROCESSING ZONES (FEES) REGULATIONS, 1994

[L.N. 372/1994.]

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—

   US$
   Application fees (non-refundable) ............... 250
   Annual licence fees ............................. 1,000

3. Export Processing Zone developers and operators shall pay the following fees—

   US$
   Application fees (non-refundable) ............... 250
   Annual licence fees ............................. 5,000
EXPORT PROCESSING ZONES (BUSINESS SERVICES) REGULATIONS, 2004

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.
10. EPZ business permit fees.
11. Validity of permit.
12. Failure to use permit.
13. Cancellation of permit.
14. Permit not transferable.

SCHEDULES
FIRST SCHEDULE — ELIGIBLE BUSINESS SERVICES
SECOND SCHEDULE — APPLICATION FOR AN EXPORT PROCESSING ZONES BUSINESS SERVICE PERMIT
THIRD SCHEDULE — EXPORT PROCESSING ZONE BUSINESS SERVICE PERMIT
FOURTH SCHEDULE — EPZ BUSINESS SERVICES FEES
1. Citation

These Regulations may be cited as the Export Processing Zones (Business Services) Regulations, 2004.

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.
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
[Regulation 3(a), L.N. 13/2010.]

ELIGIBLE BUSINESS SERVICES

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.
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 sewage 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.

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, supermarket (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.

SECOND SCHEDULE

[Regulation 6.]
SECOND SCHEDULE—continued

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
[Regulation 8.]

REPUBLIC OF KENYA
EXPORT PROCESSING ZONES ACT
[Cap. 517.]
EXPORT PROCESSING ZONES AUTHORITY
EXPORT PROCESSING ZONE BUSINESS SERVICE PERMIT

No. ................................................................. For the year .................................................................

Export Processing Zones Authority Grants this Business Service Permit:
Name of Applicant .................................................................

of .................................................................

Registered Address .................................................................

Type of activity

to engage in the EPZ business service of .................................................................
THIRD SCHEDULE, FORM EPZ/BP—continued

Location

Date

Subject to the conditions attached herewith:

Dated

Chief Executive

FOURTH SCHEDULE

[Regulation 10]

EPZ BUSINESS SERVICES FEES

1. Application fees (non-refundable)
   (i) Sole proprietorship ........................................ 2,000
   (ii) Partnership ................................................... 6,000
   (iii) Companies ..................................................... 20,000

2. Annual EPZ Business permit fees
   (i) Sole proprietorship ........................................ 6,000
   (ii) Partnership ................................................... 10,000
   (iii) Companies and privileged entities ....................... 20,000
REVOCATION OF DECLARATION, 2014
[L.N. 27/2014.]

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. 1759915 and L.R. 1759916 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.

REVOCATION OF DECLARATION, 2014
[L.N. 94/2014.]

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 1227 measuring approximately 21,790 hectares situated in Mavoko Municipality in Machakos District.
DECLARATION OF EXPORT PROCESSING ZONE, 2014
[L.N. 103/2014.]

SCHEDULE

All that piece of land being Title No. Kericho/Merigi/1216 measuring approximately 2.04 hectares or thereabout located in Bomet County.
DECLARATION OF EXPORT PROCESSING ZONE, 2015
[L.N. 21/2015.]
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.

DECLARATION OF EXPORT PROCESSING ZONE, 2015
[L.N. 221/2015.]
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.

DECLARATION OF EXPORT PROCESSING ZONE, 2015
[L.N. 222/2015.]
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.

DECLARATION OF EXPORT PROCESSING ZONE, 2015
[L.N. 223/2015.]
SCHEDULE
All that piece of land being Land Reference No. 12610/167 (Original No. 12610/59/3) measuring approximately 1.412 hectares or thereabout situated East of Mavoko Municipality, Machakos County.

DECLARATION OF EXPORT PROCESSING ZONE, 2015
[L.N. 224/2015.]
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.
DECLARATION OF EXPORT PROCESSING ZONE, 2016  
[L.N. 3/2016.]  
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.

DECLARATION OF EXPORT PROCESSING ZONE, 2016  
[L.N. 16/2016.]  
SCHEDULE  
All that piece of land being title No. Kericho/Cheptalal/2507, measuring approximately 3.563 hectares of thereabout, situated in Bomet County.

DECLARATION OF EXPORT PROCESSING ZONE, 2016  
[L.N. 18/2016.]  
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.

DECLARATION OF EXPORT PROCESSING ZONE, 2016  
[L.N. 57/2016.]  
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.

DECLARATION OF EXPORT PROCESSING ZONE, 2016  
[L.N. 63/2016.]  
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.
REVOCA TION OF DECLARATION, 2016
[ L.N. 64/2016. ]

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/1 562, measuring approximately 2.05 hectares or thereabouts situated in Murang'a County.
DECLARATION OF EXPORT PROCESSING ZONE

[L.N. 164/2016.]

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.
DECLARATION OF EXPORT PROCESSING ZONE

[L.N. 165/2016.]

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.
DECLARATION OF EXPORT PROCESSING ZONE
[L.N. 166/2016.]

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.