

INSTRUCTIONS TO COMPLETE THE BUSINESS REGISTRATION APPLICATION

GENERAL INSTRUCTIONS

- This form is used to apply for a single business permit. The display information is computer generated using the information currently available to Nairobi City County Business register. Non registered should request a blank form from Nairobi City County
- This form is organised as set of boxes Each box has three rows the middle row indicate the type of information required in each box. the upper row contains the information available in the current business Register of the Nairobi City County. The lower row of each box is the only one to be used when completing this form For non - registered Business Please complete the form filling the required information in the lower row of each box
- Please check carefully the information displayed on the upper row of each box - If the information is correct Please certify by writing a "check mark" (✓) in the corresponding lower row of the box. If no information or incorrect information is displayed please write the correct data in the lower row of the box. Should the requested information be unknown or unavailable - please write N.A. in corresponding lower row of the box
- Shaded areas are reserved for Official use only by the Nairobi City Council. **FILL IN ONLY BOXES THAT ARE NOT SHADED**
- Once the form is completed, sign and date it in the corresponding box at the lower left hand side of the form.
- if further assistance is required to complete this form Please refer the Nairobi city county personnel

SPECIFIC INSTRUCTIONS TO COMPLETE EACH BOX OF THE FORM

- Business Registration (ID) Number FOR OFFICIAL USE ONLY. All business shall be assigned a unique Business Identification Number (UBIN) by the business registration office in Nairobi City County.
- Business Name Register the full Official/ Commercial Name under which the Business operate
- P.O BOX Register the full postal address of the business.
- Land zone and plot number
- Business Physical address Register as much information as possible as to where the physical premises of the business are located Building Name /Road Street / Lane office Number etc)
- Activity Code and activity description Using the list of business categories (activities) at the back of this form confirm or correct the code and/or description of the main activity of the business.
- Total area of premises Register the total area in square meters (m²) of the premises used by the business
- This will be based on various parameters depending on the nature of business.
- Personal ID number Name and P.O Box of the Business Representatives, Register in the identification data and the postal address of the business main contact person
- Register the name of the representative who completed this form including signature and data (not necessarily the person referred to in 10 above).

CATEGORIES OF BUSINESS

Code	Description	Amount in KShs	Code	Description	Amount in KShs	Code	Description	Amount in KShs
100	GENERAL TRADERS, SHOP & RETAIL SERVICES Traders, Wholesalers, Hypermarkets, Departmental Stores, Supermarkets, Showrooms, Boutiques, Exhibitions, Retail shop, Chemists, Takeaway Butcheries, Kiosks	405	Large Agricultural Producer Processor, Dealer Exporter From 36 to 60 Employees	80,000	630	Medium Financial Services Including Saccos and Cooperative societies From 6 to 2 employees Premises 100 to 300sq.m	95,000	
103	Hyper supermarket over 100 employees over 5001 sq.m	120,000	407	Medium Agricultural Producer Processor, Dealer Exporter with 11 - 35 employees	40,000	635	Small Financial Services Including Saccos and Cooperative society/up to 5 employees Premises 100 to 300sq.m	65,000
104	Mega-supermarkets/wholesalers 50-1—employees/3001-5000sq.m	80,000	410	Small Agricultural Producer Processor, Dealer Exporter From 4 to 10 Employees	25,000	640	Other financial services including financial consultants/creditors/loans on assets firms with no money accounts/1 person acting individually etc.	40,000
105	Large Trader Shop / retail service Between 21-50 employees/premises larger 300-3000sqm/prime location	30,000	415	Other Agricultural Producer Processor, Dealer Exporter Up to 3 Employees	20,000	645	Money points/ATMs/money machines separate form branch/office (per ATM)	50,000
110	Medium trader shop or retail service Between 5-20 employees/premises 50-300sqm/fair location.	15,000	420	Large mining or Natural Resources Extraction Operation over 50 employees	200,000	685	Large cyber cafes/bureau with 6 - 20 computers/machines	20,000
115	Small Trader shop or retail service Up to 4 employees/premises less than 50sqm/far away location.	5,000	425	Medium Mining or Natural Resources Extraction Operation From 4 to 50 employees	100,000	690	Small Cyber cafes/bureau with 2 - 5 computers/machines	15,000
120	Kiosk Light or temporary construction less than 5sqm.	4,000	430	Small mining or Natural Resources Extraction Operation Up to 3 employees	50,000	695	Other professional and technical services with 1 computer/ 1 machine	10,000
195	Other general merchant shop and retail service.	4,000	495	Other Agricultural, Forestry and Natural Resources Exploitation 1 person acting individually	45,000	700	PRIVATE EDUCATION HEALTH & ENTERTAINMENT Private Education Institution including Nursery/Primary or Secondary School/Polytechnic Institution/ Profession Training centre/computer management accountancy, secretarial technical professions/Universities, private Health clinics and doctors Surgeries, consulting offices of doctors/Dentists/physiotherapists/ physicologists & other health professionals/herbalists and traditional Medicine practitioners/funeral homes. Entertainment Facilities including cinema/theatre/video shows/ Amusements/ Arcade/Juke Box/ Arcade Games/Machines Arcade/Sports Club/ Gym/Massage parlours.	150,000
200	INFORMAL SECTOR INCLUDING HAWKERS, STREET VENDORS & SMALL TRADERS AND SERVICE PROVIDERS OPERATING ON THE STREETS, VERANDAH OR TEMPORARY BUILDING. Hawkers with motor vehicle one person with motor vehicle	7,000	500	ACCOMMODATION AND CATERING Such as: International Hotels/tourists camps Outside catering/ Lodging Houses/Restaurants/Bars/Eating Houses/Butcheries with Meat Roasting &or Soup Kitchen Facilities/Membership Clubs/Night Clubs & Casinos.	7,000	705	Private Higher Education Institution Any type of private university college or higher education institution. From 100 to 200 Students	90,000
205	Hawker 1 person without motor vehicle	5,000	505	Large High Standard Lodging Houses/Hotel D Class over 100 rooms	200,000	710	Large Private Education Institution Nursery, primary or secondary schools. Over 100 pupils or fees from Ksh. 50,000 to 100,000 per year	50,000
210	Small informal sector trader/service provider. Shoeshine, Shoe repairer, Street vendor Newspapers, soda, sweat, cigarettes etc.	2,500	506	Medium high Standard Lodging House/ Hotel D Class from 41 to 100 rooms	140,000	715	Medium Private Education Institution From 31 to 100 pupils or fees from 30,000 to 50,000 per year	30,000
215	Semi permanent informal sector trader Up to 2 persons in verandah or temporary building.	3,500	509	Small high Standard Lodging House/ Hotel D Class from upto 40 rooms	70,000	720	Small Private Education Institution Up to 30 pupils or fees up to Ksh 30000 per year	20,000
220	Other informal sector	2,000	512	Large Lodging House with Restaurant And /Or Bar B/C Class basic standards over 15 rooms	55,000	725	Large Private Health Facility Hospitals, clinic, nursing home etc providing overnight accommodation over 30 beds	150,000
300	TRANSPORT, STORAGE & COMMUNICATIONS such as: Maritime And Airlines international carriers/Freight Forwarders/Operation of Taxis, Matatus, Buses, Lorries, Planes, Boats/Driving School, Tour/Safari Operator - owned and hired vehicles. Fixed line and wireless communication providers/IT support co's/Private Vehicles parking/ Petrol Stations/storage facilities/Cold storage facilities. Publishing co's-Newspaper, Books, Texts/Radio/TV Broadcaster/Film producers.	160,000	515	Medium Lodging House with Restaurant And /Or Bar B/C Class basic standards from 6 to 15 rooms	45,000	730	Medium Private Health Facility From 11 to 30 beds	70,000
301	Mega transport company: over 50 vehicles &/ or premises over 1000 sq.m	100,000	518	Small Lodging House with Restaurant And /Or Bar B/C Class basic standards up to 5 rooms	35,000	735	Small Private Health facility, Up to 10 Beds	45,000
303	Large Transportation Company from 30 to 50 vehicles & or premises from 500 to 1000sq.m	36,000	521	Large Lodging House B/C Class basic Standards over 15 rooms	70,000	740	Health Clinic Doctor's, Surgery doctor, dentistry/ Physiotherapist, psychologist or other health professional office no overnight accommodation available.	15,000
305	Medium Transportation Company From 6 to 30 Vehicles & or premises from 300 to 500sq.m	25,000	524	Medium Lodging House B/C Class basic Standards from 6 to 15 rooms	45,000	745	Traditional Health Services Herbalist Traditional healer etc	25,000
310	Small transportation company: 2-5 vehicles/ or premises of 50-300sq.m	15,000	527	Small lodging B/C Class basic Standards up to 5 rooms	35,000	750	Large Entertainment Facility, cinema theatre, video show/amusement arcade juke box arcade, games machine arcade, games machine arcade/ sports club, gym etc. Over 100 seats/Over 10 machines/Over 50 members.	100,000
315	Other Transportation Company 1 vehicle / upto 50sq.m	7,000	530	Mega restaurant with bar/membership club with over 70 members/customers	100,000	755	Medium Entertainment Facility From 50 to 100 seats/ from 4 to 10 machines/ up to 16 to 50 members.	50,000
320	Independent Transport Operator 1 vehicle/ 1 Taxi & not in an office	30,000	540	Large Restaurant with bar /membership Club From 31 to 70 members/customers	50,000	760	Small Entertainment Facility up to 50 seats/up to 3 machines/up to 15 members	35,000
325	Large Petrol Filling Station Over 6 pumps or with garage/workshop and spares retail shop	20,000	543	Medium Restaurant with bar /membership Club with 31 - 70 customers/customers	30,000	765	Mobile Cinema Operator 1 person acting individually	30,000
330	Medium petrol Filling Station From 4 to 6 Pumps or with garage - workshop or spares retail shop	10,000	546	Small Restaurant with bar /membership Club Up to 10 customers/members	20,000	795	Other Education, Health and entertainment Services	20,000
335	Small petrol Filling Station Up to 3 pumps and without garage, workshop or retail shop	70,000	549	Mega Eating House/ Snack Bar Tea House Outside Catering "Hotel" No Lodging no alcohol served Over 50 customers	25,000	800	Industrial Plants, Factories, Workshop, Contractors Such as:- Manufacture, Process and Assembly of products/ vehicles/machinery and equipment and workshop servicing and Repairing products, vehicles machinery and equipment. Also including Contractors of New Building, Construction and Old buildings restoratin, plumbing and other service-repair	150,000
340	Large cold storage Facility Over 1000sq.m	30,000	550	Large eating house/snack bar/tea house/outside catering/hotel with no lodging or alcohol served with 20 - 50 customers	20,000	805	Large Industrial Plant Over 75 employees or premises over 2500sq.m	100,000
345	Medium Cold Storage Facility From 101 to 1000sq.m	15,000	552	Medium Eating House; Snack Bar; Tea House Hotel No Lodging no alcohol served 6 - 20 customers	15,000	810	Medium Industrial Plant From 16 to 75 employees or premises from 100sq.m to 2,500sq.m	60,000
350	Small Cold Storage Facility Up to 100sq.m	60,000	555	Small Eating House; Snack Bar; Tea House Hotel No Lodging no alcohol served up to 6 customers	15,000	815	Small Industrial Plant From 6 to 15 employees &/or premises 51 to 100sq.m	25,000
355	Large Storage Facility Over 5000sq.m Go down/Warehouse, Liquid Storage Tanks Complex	30,000	558	Butchery with Roasted Meat and or/Soup Kitchen soup kitchen	10,000	819	Other industrial plant/factory with 1 - 5 employees & or premises of 1 sq.m	100,000
360	Medium Storage Facility From 1000 to 5000sq.m	15,000	561	Large Bar/Traditional Beer seller over 50 customers	60,000	820	Large workshop/Services - Repair contractor From 21 to 50 employees & or premises over 501sq.m to 1000sq.m	70,000
362	Small Storage Facility Up to 1000sq.m	50,000	564	Medium Bar Traditional Beer seller from 16 to 50 customers	40,000	825	Medium Workshop/Service/Repair Contractor From 6 to 20 employees &/or premises from 25sq.m to 500sq.m	15,000
363	Large private vehicles parking: Capacity, over 100 vehicles	30,000	567	Small bar/Traditional Beer seller Up to 50 customers	10,000	895	Other Manufacturer, workshop, factory, contractor one person acting individually Application fee	200
364	Medium private vehicles parking: Capacity: 51-100 vehicles	15,000	571	Large Night Club/Casino Over 500sqm	100,000			
365	Small private vehicles parking: capacity; 1 - 50 vehicles	100,000	574	Medium Night Club/Casino From 100 to 500sqm	60,000			
370	Mega Communications Co Over 100 employees &/or premises over 1500sq.m	50,000	577	Small Night Club/Casino Up to 100sqm	40,000			
375	Super Large Communications Co Between 51 to 100 employees &/or Premises over 1000 to 1500sq.m	30,000	595	Other Catering and accommodation Over 100sqm	10,000			
380	Large Communications Co Between 41 to 60 employees &/or Premises from 500 to 1000sq.m	15,000	600	Professional, Technical And Financial Services, Legal/ Financial Management/Engineering/Architecture/Valuing/ Surveying/Data Processing/Liaison offices/Landlord, Care taker Offices/ Accountancy/ Secretarial Support/ stock & agencies/Clearing & Forwarding co's/Import & export co's/ Bookmaking/Casinos/International affiliation/Cleaning services/Cybercafes Bureaus, Security Services etc. Bank Head Office/Branch/Money lender Hire Purchase Company/Insurance Company/ Real Estate co's/Property Developers/Financier Co's/ Building co's/ACCO/Co-operative Societies.	150,000			
385	Medium communications company: 21 - 40 employees &/ or premises of 300 - 500sq.m	80,000	605	Large Professional Services Firm Over 50 employees/Professionals/Technicians/Guards etc & or area over 300sq.m	80,000			
390	Small communications company: 1 - 20 employees &/ or premises of 1 - 300sq.m	35,000	610	Medium Professional Services Firm From 20 to 50 employees & or area up to 100-300sq.m	35,000			
395	Other Transport Storage and Communications	12,000	615	Small Professional Services Firm From 1 to 20 employees & or area up to 100sq.m	12,000			
400	AGRICULTURE, FORESTRY & NATURAL RESOURCES EXTRACTION ACTIVITIES. Such as: Production of Coffee/Tea/Fruits/Flowers/Grain & Cereal/Forestry /Timber Grain Storage-Processing/Posho Mill/saw mills/Timber Yard/coal production/animal breeding/Dairy products processing, /Bakery, Slaughterhouses/Butchery/ Mining quarries and other Natural Resources Extraction activities.	100,000	620	Independent Technical Operator 1 person acting individually (typist Accountant Bookkeeper etc)	150,000			
402	Mega agricultural producer, processor, dealer, exporter with over 60 employees	100,000	625	Large financial Services Including Saccos and Cooperative societies Over 25 Employees or premises Over 300sq.m				