

TOURISM REGULATORY AUTHORITY



**INSPECTION AND INVENTORY FORM FOR REGULATED TOURISM ENTERPRISES
(OTHER ENTERPRISES)**

A: GENERAL INFORMATION

Name of establishment.....

Type of establishment..... Building.....

Street..... Town..... County.....

Postal address..... Phone.....

Email..... Website.....

Main source of clients.....

Nature of security in place.....

B: OWNERSHIP

Nature of ownership (sole proprietorship/limited company/partnership/other).....

Directors and their nationalities.....

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C: MANAGEMENT & THEIR QUALIFICATIONS

Tour/Travel Consultant I/Other.....

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D: STAFFING

Total staff employed.....No. of males.....No. of females.....

No. of permanent staff.....No. of contract staff.....No. of casual staff.....

No. of Kenyan staff.....No/percentage trained.....

Name(s) and nationalities of expatriate staff.....

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E: FACILITIES AND EQUIPMENT

Floors.....Walls.....

Lighting.....Spaciousness.....

No. of desktops.....No. of laptops.....No. of printers/scanners.....

No. of computers with Galileo/Amadeus/Sabre.....No. of work stations.....

No. of visitor chairs.....Promotion material available.....

No. & make of vehicles.....

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Contracted car hire company.....

F: LICENCE STATUS

Year of first operation.....Annual licence fees paid.....Licence No.....

Expiry date.....File No.....

G: ADDITIONAL INFORMATION/RECOMMENDATIONS

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Inspected by

(i).....Sign.....Date.....

(ii).....Sign.....

TO BE FILLED BY THE ESTABLISHMENT

I confirm that the inspection was made in my presence:

Name.....Position.....Sign.....

Company official stamp