

GUIDELINES FOR FILLING EPZE(I) MANUFACTURING APPLICATION FORM

Complete the application form EPZE(I) for EPZ manufacturing enterprise licence. 1 set is sufficient. It is a three page, two sided form with 6 annexes. Please use bold print or type in the MS Word form downloaded from Internet. **Sign and date where indicated.**

A sample of a properly completed form is available from EPZA for your guidance.

While filling the form, please pay particular attention to the following areas:

NOTE THE EXPORT PROCESSING ZONES AUTHORITY RESERVES THE RIGHT TO VERIFY INFORMATION PROFILE AND REFERENCES PROVIDED; WITH OUR ACCREDITED CREDIT REFERENCE BUREAU (CRB) IN THE COURSE OF ANALYSING THE APPLICATION LODGED.

PREAMBLE

Give full and precise description of the types of export products to be produced and the corresponding tariff code (Harmonised System –HS- tariff code).

SECTION A

Please note that in section B 2(i) an EPZ company to undertake the manufacturing activity will require to be incorporated before the final licence is issued. You do not have to have the company in place at time of application. The company should be locally incorporated and bear the letter “EPZ” in the name. Articles should reflect EPZ related activities only.

SECTION C

Please indicate clearly the size of land or building required and its cost in year 1.

Calculate total project cost.

SECTION D

Indicate the proposed source of loans and supplier’s credit in the form. Please indicate all sources of funds.

Total project cost as in Section C should equal project finance in Section D.

Attach letters of reference from director’s banks stating that they know the director (s), and indicating the length of time that the account has been held at the bank.

SECTION E

Flow chart - please note that all incoming, intermediate and outgoing streams should be indicated in the flow chart

Describe the manufacturing process in as much detail as necessary. Use box and arrows to indicate processing stages, describing the manufacturing processes.

SECTION H

Clearly indicate the destination market countries in the section on exports. Indicate the % of the products (in value) going to export and in the table below the % going to the domestic market and should not normally exceed 20% of gross sales.

Note that w.e.f January 2010 the domestic market will comprise the 5 East African Community Countries ie Kenya, Uganda, Tanzania, Rwanda, Burundi.

Note that sales to domestic have to be approved by the Minister responsible for Industry and are subject to import procedures, applicable import duty, VAT and duty surcharge of 2.5%.

Attach provide **original, verifiable letters of interest to buy** from at least two potential buyers of your products in the export market. These should be from companies resident outside Kenya. The letters should be on a company letterhead bearing the company name, address, telephone, fax, email and physical location. Each letter should be signed by a named person.

ANNEX 1 :Employment

Total number of employees in each year should tally with totals in section K

ANNEX 6 : Procedure for Submitting Applications for Expatriate Posts

Ensure all sections are signed and dated.

Provide an organogram showing key positions and who you intend to hold them: expatriate (E) or Kenyan (K).

Provide a single sheet justifying each expatriate post, providing required qualifications, required experience, and strategy to have a Kenyan fill that post in a number of years.

ATTACHMENTS AND SUBMISSION OF FORMS

All forms should be signed and dated where indicated.

Submit the completed form with:-

- **US \$ 250 application fee**
- **Original, verifiable letters of intent from 2 buyers in the export market** indicating willingness to buy from the EPZ enterprise. See above for details on the format.
- **Bank Reference letter** attesting to the directors reputation at the bank and the duration of account
- **Flow Chart**
- **Project implementation timetable**