



NATIONAL EMPLOYMENT AUTHORITY

REQUIREMENTS FOR REGISTRATION OF AGENCIES

An applicant requiring registration to operate a private employment agency is required to submit a written application to the Director of Employment together with the following documents:

- a. A certified copy of the certificate of Incorporation as a Limited liability Company.
- b. Articles and memorandum of association and a current CR12.
- c. Must have a minimum share capital of Ksh. 5,000,000 (Five Million).
- d. A copy of county Government Licenses.
- e. A registered fully equipped physical office covering not less than 225 square feet. NB: lease/Tenancy agreement should valid and authenticated by a commissioner for Oaths.
- f. A copy of ID card of the Director/Directors.
- g. Two Passport Size Photos of the Director/Directors
- h. Current Police Clearance Certificate for all the Directors from the Criminal Investigations Department.
- i. A valid work Permit in case of any Foreign Director(s)
- j. Company Tax compliance certificate.
- k. Certified copies of academic certificates of directors.
- l. The manager should be in possession of at least a degree in business related field from a recognized university in Kenya.
- m. Execution of Kenya Shillings 1.5 M Security Bond with a bank or insurance firm as per attached form. (This is for agencies engaged in foreign recruitment).

NB:

- i. All academic certificates must be certified by the Ministry of Education**
- ii. Execution of the bond for agencies engaged in foreign recruitment is done after the vetting committee issues the notification to pay**
- iii. Application form may be downloaded from www.nea.go.ke**
- iv. GIVING WRONG INFORMATION SHALL LEAD TO AUTOMATIC DISQUALIFICATION**