



NATIONAL EMPLOYMENT AUTHORITY

REQUIREMENTS FOR REGISTRATION OF AGENCIES

An applicant requiring registration to operate a private employment agency is required to submit an online application through www.neaims.go.ke

(A) Application requirements:

1. An application letter for registration as a private Employment Agency.
2. A certified copy of the certificate of Incorporation as a Limited Liability Company.
3. Company Articles and memorandum of association
4. Company CR12 for the current year
5. Must have a minimum share capital of Ksh. 5,000,000 (Five Million).
6. A copy of county Government License(s).
7. Company Tax compliance certificate for the current year.
8. Registered and fully equipped physical office covering not less than 225 square feet. NB: lease/Tenancy agreement must be valid and authenticated by a Commissioner for Oaths.
9. Company director(s) must submit the following documents:
 - a) A copy (ies) of ID card(s);
 - b) Two Passport Size Photos;
 - c) Current Police Clearance Certificate from the Directorate Criminal Investigations;
 - d) A valid work Permit in case of any Foreign Director(s); and
 - e) Certified academic certificates (Minimum 'O' level certificate) and must be certified by the Directorate of Quality Assurance, Ministry of Education.

10. Company's manager must submit the following documents:

- a) A degree certificate in business related field from a recognized university in Kenya, certified by the Directorate of Quality Assurance, Ministry of Education,
- b) An appointment letter signed by the employer with clear terms of employment and acceptance, and
- c) Copy of ID.

(B) Requirements after approval:

- a) Payment of full registration fee as per Legal Notice No. 110 - The Labour Institutions (Private Employment Agencies) Regulations, 2016 which is available in Resources – Regulations tab,
- b) Be a member of a recognized association of private employment agencies; and
- c) Execution of Kenya Shillings 1.5 M Security Bond with a bank or insurance firm. (This is for agencies engaging in foreign recruitment).

NB:

- 1. Execution of the bond for agencies engaged in foreign recruitment is done after the vetting committee issues the notification to pay.**
- 2. GIVING WRONG INFORMATION SHALL LEAD TO AUTOMATIC DISQUALIFICATION.**