



CIRCULAR

CAA/9/50/20/Vol. 31(52)

26th October 2020

**TO ALL AIRPORT MANAGERS
ALL OFFICERS IN CHARGE**

**RE: RENEWAL AND ISSUANCE OF AIRSIDE ACCESS PERMITS –
YEAR 2021**

This is to inform that we are commencing the above exercise from 2nd November 2020. You are hereby advised to inform our Airport operators and stake holders in good time to comply with the following;

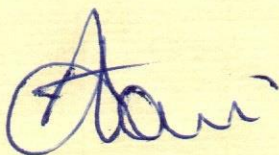
NEW APPLICANTS:

1. Submit duly filled New Permit Application Forms. The new application form can be downloaded from the KAA website: www.kaa.go.ke Corporate Security and Baggage Downloads.
2. Provide an updated specimen signatures of Authorized Signatories (at least two) who will be signing all correspondences related to airport access permits.
3. Provide the authority with information regarding changes in business name or changes in business activities.
4. Provide a Valid Police Clearance Certificate and invoice.
5. Provide signed conditions of permit issuance.
6. Copies of Contracts or Letters of Appointment.
7. Provide Authenticated copies of National Identification Card, Valid Passports or Diplomatic Cards, work permit / special permit or student permit.
8. Those entities providing aviation security services at the Airport shall be required to provide evidence of valid certification by KCAA.
9. Aircraft Maintenance Organizations (AMO) shall be required to submit valid AMO certificates, KCAA Certification as well as valid KAA license/ lease.
10. Where Contractors are engaged, valid copies of Contract Agreement shall be required.
11. Charges remain unchanged from the previous year 2020 (Refer to 2015 Financial Circular). Kindly note that cash payments are not accepted, make use of Mpesa (Paybill No: 100311, Account: Invoice No.), Banker's Cheque or deposit cash to KAA Bank Account No. 01003058234200, National Bank, JKIA Branch.
12. New applicants shall be required to undergo Mandatory Aviation Security Awareness Training conducted by KAA before issuance of Permits.

RENEWAL APPLICATIONS:

1. Submit duly filled Permits Renewal forms. The renewal form can be downloaded from the KAA website: www.kaa.go.ke_Corporate_Security and Baggage Downloads.
2. Provide an updated specimen signatures of Authorized Signatories (at least two) who will be signing all correspondences related to airport access permits.
3. All renewal forms shall be typed (Hand written forms will NOT be accepted) and a soft copy of the typed document in MS word format to be sent to relevant Airport/Airstrip permits office emails as applicable.
4. Applicants with balances owed to the Authority shall be required to settle their respective overdue balances prior to processing of their applications.
5. Where Contractors are engaged, valid copies of Contract Agreement shall be submitted.
6. Consideration for issuance / permit validity will depend on the agreement between the employer and the employee. Certified Copies of APPOINTMENT LETTERS/CONTRACT LETTERS/WORK PERMITS/SPECIAL PASS/DIPLOMATIC ID/MILITARY ID and STUDENT PASS shall be attached.
7. Employers shall be required to write a formal letter requesting for renewal of security permits and attach the list of applicants. The letter should state the nature of business an entity is engaged in, the location of its offices and attach operational regulatory licenses.
8. Permit holders whose Security awareness training has not exceeded two years are exempted from this requirement but will be required to present documentary evidence in the form of training records. Security Awareness training is valid for two years only.
9. Each organization shall be required to convey to the issuing office information regarding unaccounted permit(s) within 48 hours and thereafter a quarterly report of permits issued, lost, unaccounted for as well as not returned.
10. Charges remain unchanged from the previous year 2020 (Refer to 2015 Financial Circular). Kindly note that cash payments are not accepted, make use of Mpesa (Paybill No: 100311, Account: Invoice No.), Banker's Cheque or deposit cash to KAA Bank Account No. 01003058234200, National Bank, JKIA Branch.

For further clarification on the subject matter, kindly contact the office of the General Manager Security Services.



ALEX GITARI
Ag. MANAGING DIRECTOR/CEO