



## **CIRCULAR**

**CAA/9/50/20/Vol. 31(119)**

28<sup>th</sup> April 2021

**TO ALL AIRPORT LANDSIDE BUSINESS OPERATORS AND  
STAKEHOLDERS  
JOMO KENYATTA INTERNATIONAL AIRPORT**

**RE: RENEWAL AND ISSUANCE OF LANDSIDE ACCESS PERMITS –  
FINANCIAL YEAR 2021/2022**

This is to inform that we are commencing the above exercise from 10<sup>th</sup> May 2021. You are hereby required to comply with the following;

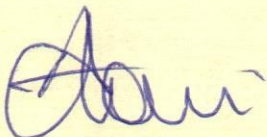
### **NEW APPLICANTS:**

1. Submit duly filled New Landside Permit Application Forms. The new application forms can be downloaded from the KAA website: [www.kaa.go.ke\\_Corporate\\_Security\\_and\\_Baggage\\_Downloads](http://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 names or changes in business activities.
4. Provide valid Police clearance certificate and invoices.
5. Provide signed conditions of permit issuance form.
6. Provide copies of contracts or letters of appointment.
7. Provide authenticated copies of national identification cards, valid passports or diplomatic cards, work permits / special permits or student permits.
8. Those entities providing aviation security services at the Airport shall be required to provide evidence of valid certification by KCAA.
9. Where contractors are engaged, valid copies of contract agreement shall be required.
10. Charges remain unchanged from the previous financial year 2020/2021 (Refer to 2015 Financial Circular). Kindly note that cash payments are not accepted. Make use of Mpesa (Paybill No: 100311, Account: invoice number) Banker's Cheque or deposit cash to KAA Bank Account No. 01003058234200, National Bank, JKIA Branch.
11. 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 Landside Renewal forms. The renewal forms can be downloaded from the KAA website: [www.kaa.go.ke\\_Corporate\\_Security\\_and\\_Baggage\\_Downloads](http://www.kaa.go.ke_Corporate_Security_and_Baggage_Downloads).
2. Provide 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), printed, signed and stamped, then presented to KAA Passes Office HQ's Ground floor. A soft copy of the typed document in MS word format to be sent to [passesoffice.hq@kaa.go.ke](mailto:passesoffice.hq@kaa.go.ke)
4. Where Contractors are engaged, valid copies of contract agreement shall be submitted.
5. 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.
6. Employers shall be required to write formal letters requesting for renewal of landside security permits and attach the list of applicants. The letters should state the nature of business an entity is engaged in, the location of its offices and attach operational regulatory licenses, e.g customs, HCD or KCAA 3<sup>rd</sup> Party certificate.
7. 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 certification to is valid for two years only. The training is done online and applicants are required to book for the training at KAA Permits office HQ's, Ground floor.
8. Each organization shall be required to convey to the issuing office information regarding unaccounted permit(s) within 48 hours and thereafter submit quarterly reports of permits issued, lost, unaccounted for as well as not returned.
9. 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 number), Banker's Cheque or deposit cash to KAA Bank Account No. 01003058234200, National Bank, JKIA Branch.
10. Strict adherence to Ministry of Health protocols on COVID- 19 pandemic prevention will be observed. All stakeholders and operators shall be required to send representative(s) to present application forms and collect printed permits.

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



**ALEX GITARI**  
**Ag. MANAGING DIRECTOR/CEO**