



KAA/9/50/20 VOL. 28 (149)

15th May, 2019

CIRCULAR

**TO ALL LANDSIDE BUSINESS OPERATORS
JOMO KENYATTA INT'L AIRPORT**

**RE: RENEWAL & ISSUANCE OF LANDSIDE SECURITY PERMITS FOR YEAR
2019-2020**

This is to inform you that the renewal / issuance of year 2019-2020 Landside Area Permits will commence on the 2nd June 2019.

Before commencement of the renewals, you are requested to provide and do the following:-

1. Updated specimen signatures of Authorized Signatories (at least two) who will be signing all correspondences related to Landside Area permits.
2. Appraise the Authority if there are changes in business name or changes in business.
3. Provide a Valid Police Clearance Certificate, Contracts/Letters of Appointment and copies of National Identification Card/Valid Passports/Diplomatic Cards, valid KCAA/KRA/HCDA Certificate as appropriate.
4. Duly filled Permits Renewal/New Application Forms.
All new applicants will be required to fill in the conditions for issuance form in addition to the new applicants form.
5. Where Contractors are engaged, valid copies of Contract Agreement shall be required.
6. All renewal forms are available at our website www.kaa.go.ke. The forms should be typed, printed, signed and sent to our Permits Office at Kenya Airports Authority Headquarters, Ground Floor. A soft copy should be sent to passesoffice.hq@kaa.go.ke
7. Kindly note that permits are charged at applicable rates to cater for production costs. There are no changes, year 2015 Financial Circular charges apply.
8. Permit holders and new applicants shall be required to undergo Mandatory Aviation Security Awareness Training conducted by KAA before issuance of Permits.

Stakeholders and operators are advised to apply in advance and send the typed soft copies to passesoffice.hq@kaa.go.ke to allow ample time for vetting.

You are hereby requested to comply.


**JONNY ANDERSEN
MANAGING DIRECTOR/CEO**