



CAA/9/50/20 VOL. 30 (97)

13th May, 2020

CIRCULAR

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

**RE: RENEWAL & ISSUANCE OF LANDSIDE SECURITY PERMITS FOR
YEAR 2020-2021**

This is to inform you that the renewal/issuance of year 2020-2021 Landside Area Permits will commence on the 2nd June 2020.

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, 5th 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.

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 typed soft copies to passoffice.hq@kaa.go.ke to allow ample time for vetting.

You are hereby requested to comply.



ALEX GITARI
Ag. MANAGING DIRECTOR/CEO