



CIRCULAR

KAA/9/50/20/Vol. 34 (67)

5th September, 2023

TO ALL AIRPORT MANAGERS

ALL OFFICERS IN CHARGE

RE: RENEWAL AND ISSUANCE OF AIRSIDE ACCESS PERMITS – YEAR 2024

This is to inform you that we are commencing the above exercise from 2nd October, 2023. All Airport operators and stakeholders are hereby notified of the above and are required to comply with the following:

NEW APPLICANTS:

1. The Company / Employer is required to write a formal letter requesting for the 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 the operational regulatory licenses must be attached as itemized below among others:
 - a. Tenancy agreement / Lease agreement / Operational KAA license
 - b. Certificate of registration
 - c. Air Operator Certificate - AOC
 - d. Air Service License - ASL
 - e. AMO – Approved Maintenance Organization
 - f. Dry lease / wet lease as applicable
 - g. Specimen signature form
 - h. ASSP certificate (Aviation Security Service Provider)
 - i. Regulated Agent Certificate
 - j. General Sales Agent contract
 - k. Binding contract between two companies
2. Submit duly filled Permits New Application Form, which can be downloaded from the KAA website: www.kaa.go.ke Corporate Security and Baggage Downloads. The following documents shall be attached to the application form before submission:
 - a) **KENYANS / CITIZENS**
 - 1) Copy of National Identification Card
 - 2) Valid police clearance certificate plus its invoice / receipt.
 - 3) Certified copy of employment letter / contract.
 - 4) Clearance letter from previous employer(s) as applicable.

- 5) Duly signed conditions of issuance.
- 6) Transfer /Posting letters as applicable.
- 7) Staff Identification Cards or Police Certificate of Appointment (CoA) as applicable.
- 8) Discharge certificate for ex-disciplined personnel.
- 9) Attachment/Internship offer letter from relevant employers / companies
- 10) Attachment/Internship letter from relevant learning Institution as application.
- 11) Insurance policy – For interns and attachees.
- 12) Commitment letter from the company – For interns and attachees.

b) NON KENYANS / FOREIGNERS / EXPATRIATES

- 1) Copy of passport biodata pages
- 2) Valid work permit / Special pass / Internship pass / Student pass
- 3) Valid re-entry permit.
- 4) Valid and authenticated police clearance certificate plus its invoice / payment receipt.
- 5) Military ID for foreign military personnel.
- 6) Certified copy of employment letter / contract.
- 7) Clearance letter from previous employer(s) as applicable.
- 8) Duly signed conditions of issuance.
- 9) Attachment/Internship offer letter from relevant employers / companies
- 10) Attachment/Internship letter from relevant learning Institution as application.
- 11) Insurance policy – For interns and attachees.
- 12) Commitment letter from the company – For interns and attachees.

c) DIPLOMATIC MISSIONS AND UN AGENCIES

- 1) Copy of Diplomatic Identification Card.
- 2) Copy of passport biodata pages.
- 3) Valid re-entry permit.
- 4) Military ID for foreign military personnel
- 5) Duly signed conditions of issuance.
- 6) Authenticated letter from Ministry of Foreign Affairs or Department of Defense.
- 7) Specimen signature form

3. New applicants are required to undergo a Mandatory Aviation Security Awareness Training conducted by KAA before issuance of Permits.

RENEWAL APPLICATIONS:

4. The Company / employer is required to write a formal letter requesting for the 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 the operational regulatory licenses shall be attached as itemized below among others:
 - a. Tenancy agreement / Lease agreement / Operational KAA license
 - b. Certificate of registration
 - c. Air Operator Certificate - AOC
 - d. Air Service License - ASL
 - e. AMO – Approved Maintenance Organization
 - f. Dry lease / wet lease as applicable
 - g. Specimen signature form

- h. ASSP certificate (Aviation Security Service Provider)
 - i. Regulated Agent Certificate
 - j. General Sales Agent contract
 - k. Binding contract between two companies
5. The renewal form can be downloaded from the KAA website:
www.kaa.go.ke_Corporate_Security_and_Baggage_Downloads.
6. Kindly note that 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 passes office emails as applicable. Thereafter submit a hard copy of the duly filled, appropriately signed and stamped renewal form together with the following documents among others:
- a. Certified contract letters for staff on contract engagement
 - b. Copy of a valid work permit / special pass / Internship pass / Student pass for Non-Kenyans (expatriates)
 - c. Copy of Diplomatic Identity Card for Diplomats
 - d. Copy of passport biodata pages
 - e. Valid re-entry permit
 - f. Binding contract between two companies
 - g. Tenancy agreement / Lease agreement / Operational KAA license
 - h. Authenticated letter from Ministry of Foreign Affairs or Department of Defense.
7. Consideration and Permit validity will be determined by the above requisite documents.
8. Permit holders are supposed to undergo a Mandatory Aviation Security Awareness Training conducted by KAA before issuance of Permits. However, those whose Security awareness training has not exceeded two years are exempted from this requirement but will be required to undergo a refresher training upon expiry of two years without fail.
9. Each Company / organization is required to provide information regarding to unaccounted permit holders within 48 hours and thereafter a quarterly report of permits issued, lost, unaccounted for as well as not returned without fail.

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


HENRY OGOYE
Ag. MANAGING DIRECTOR / CEO

