



CIRCULAR

CAA/9/50/20/Vol. 33 (135)

May 3, 2023

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

**RE: RENEWAL AND ISSUANCE OF LANDSIDE ACCESS PERMITS –
FINANCIAL YEAR 2023/2024**

This is to inform that we are commencing the above exercise from 15th May 2023. You are hereby required to comply with the following;

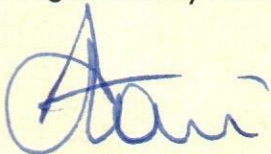
NEW APPLICANTS:

1. Submit duly filled New Landside Permit Application Form. 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 signature form of Authorized Signatories (at least two) who will be signing all correspondences related to airport landside permits.
3. Provide the authority with information regarding changes in business name 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 clearance letter(s) from previous employer(s).
8. Provide authenticated copies of national identification cards, valid passports or diplomatic cards, work permits / special permits or student permits.
9. Those entities providing aviation security services at the Airport shall be required to provide valid KCAA Aviation Security Service Provider certificate.
10. Where contractors are engaged, valid copies of contract agreement shall be required.
11. Charges remain unchanged from the previous financial year 2022/2023. 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.
12. New applicants shall be required to undergo mandatory aviation security awareness training conducted by KAA before issuance of permits.

RENEWAL APPLICATIONS:

1. Employers are 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 license, HCD license or ASSP – Aviation Security Service Provider certificate, General Sales Agent certificate, Regulated Agent certificate, among others.
2. Submit duly filled Permits Landside Renewal form. The renewal form can be downloaded from the KAA website: www.kaa.go.ke_Corporate_SecurityandBaggageDownloads.
3. Provide updated specimen signature form of Authorized Signatories (at least two) who will be signing all correspondences related to airport Landside access permits.
4. The renewal form 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
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. Applicants shall be required to undergo a mandatory aviation security awareness training refresher conducted by KAA before issuance of permits. However, 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 is valid for two years only. 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. Payment is strictly by M-pesa – **paybill No. 100311**, Account: Invoice No., Bankers cheque or deposit cash to KAA Bank Account No. 01003058234200, National Bank, JKIA Branch. Cash payments are not accepted.

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



ALEX GITARI
MANAGING DIRECTOR/CEO