



Standard business requirements required for operating a business in Kenya.

Depending on the scope of your business you are required to have specific licenses. The licenses are regulators of different industries.

Business Type	How often	Requirement	Responsible Agency
Single business permit Issued under Local Government Act (Cap 265).	Every year	All businesses in Kenya	Local authorities
Trade License – issued under Trade Licensing Act (Cap 497). <ul style="list-style-type: none"> - A tenancy agreement/lease/ or title deed of the business premises. - Identity card or passport. - Personal Identification Number (PIN). - Certificate of incorporation. 	Every year	All businesses	Ministry of Trade and industry

Value added tax (VAT) No.	Once	All businesses	Kenya Revenue Authority
Personal Identification Number (PIN)	Once	All business	Kenya Revenue Authority
National Social Security Fund (NSSF)	Once	Businesses with more than 5 employees	NSSF – Ministry of Labor.
National Hospital Insurance Fund (NHIF) No.	Once	All businesses employing more than 5 workers.	NHIF – Ministry of Health
Environmental Impact Assessment No.	Every Year	All manufacturing and processing businesses.	National Environmental Management Authority (NEMA)
Exporter`s Code Number. One has to provide: <ul style="list-style-type: none"> - Copy of Certificate of Incorporation or copy of Business Registration. - Copy of Trade License 	Once	All export Businesses	Department of Customs and Excise.
Export Licenses – issued under Exports and Essential Supplies Act (Cap. 502). One has to produce <ul style="list-style-type: none"> - Authority or permit from the relevant government agency. 	Every year	Businesses which touch on public and food security, conservation of wildlife and natural resources and preservation of national heritage	Department of Internal Trade – Ministry of Trade and Industry.
Import Licenses	Every year	Import businesses – restricted for security, health and environmental reasons.	Department of External Trade – Ministry of Trade and Industry.

In Kenya 74% of businesses are not registered under the registrar of companies. The category is mostly referred as informal sector. The repel effect of not registering a business is lack of government incentives and formal financial services tailored for your SME. The ever-growing market and regional trade blocks are encouraging factors of registering your business today.