



APPLICATION CHECKLIST

COMPANY NAME : _____

a	Application Letter (EOI.)	
b	Application Fee (Ksh.1000)	

SUMMARY OF APPLICATION FORMS ATTACHED (Please tick or cross if present)

1	Membership application Form Completed	
2	2 New Applicant Questionnaires	
3	Notice of Categorization	
4	Certificate of Incorporation	
5	CR12 Form (current)	
6	E-Return Acknowledgement Slip (KRA)	
7	Tour Operator Licenses	
a	Previous License	
b	Current License	
8	Promotional/Marketing Material	
a	Terms and Conditions	
b	Good Quality Brochures/Website printout/CDs	
9	Manager in Charge/Senior Staff Requirements	
a	Senior Staff Declaration Form	
b	CV/Resume	
c	Copies of Academic Testimonials	