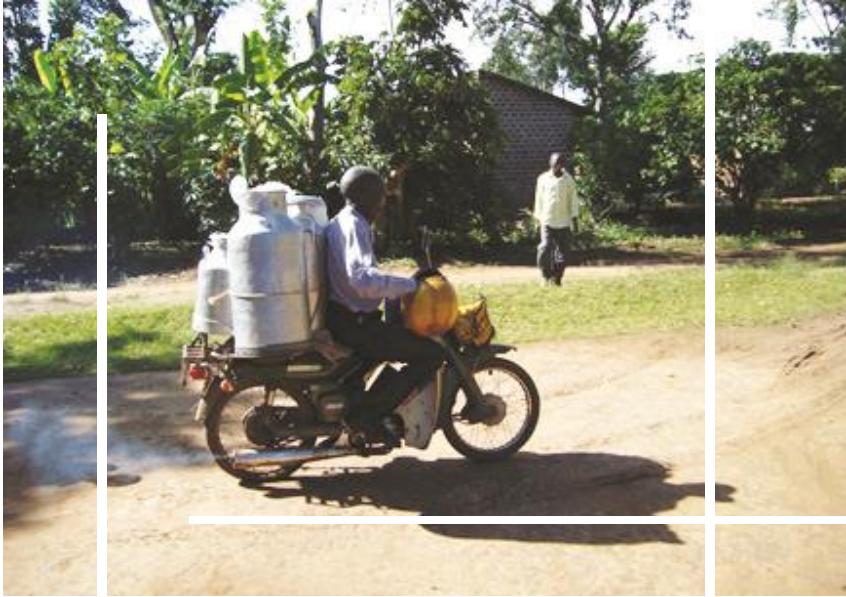


Liaison and protocol, Nairobi, Kenya

Product/service information



People and Organizational
Development

Purpose

To provide protocol services in support of ILRI's mission and its relationship with the government of Kenya, diplomatic missions and other agencies in Kenya. This guidelines are applicable to international recruited ILRI staff.

Immigration

A **visa** is required for entry by visitors travelling to Kenya and must first be obtained via www.ecitizen.go.ke.

A **business visa** is required for visitors to ILRI, Nairobi, travelling for occupational purposes, job interviews and new staff appointments. Please apply via www.ecitizen.go.ke

A **referral visa** is appropriate for applications from citizens of specified countries that require prior approval from the Director of Immigration services. Processing referral visas require 15–20 working days prior to date of travel.

Requirements:

- A completed form 22 (triplicate).
- Three passport size photos
- An invitation letter (triplicate)

A **dependent pass** is issued to spouses, children, and occasionally other relatives, of the international staff. It is obtained from the Director of Immigration Services, Ministry of Immigration by the Liaison and Protocol Office. (Processing time: 10 working days).

Requirements:

- A completed form 28
- Copies of biodata and visa pages of the passport and work permit
- Two passport size photos
- A birth and/or marriage certificate
- Notification of arrival
- A copy of the employment contract signed by both ILRI and employee

Work permit: All non-Kenyans must be in possession of a valid work/entry permit issued by the Office of the Director of Immigration, before they can take up

employment in Kenya. (Processing time: 20–40 working days).

Requirements:

- A copy of employment contract signed by both ILRI and employee
- Notification of arrival
- A completed form 25
- Copies of biodata and visa pages of passport
- Two passport size photos

Work permit renewal: Processing time: 10 working days).

Requirements:

- A copy of the valid employment contract
- A completed form 25
- A completed form 28 for dependents
- Original copies of passports for both the principal applicant and dependents

Technical card: An identity/resident card for administrative purposes is issued to staff of international organizations. (Processing time: 15–25 working days)

Requirements:

- Notification of arrival
- Copies of biodata page of passport and work permit
- Three passport size photos

PIN: Personal identity certificate is issued by the Kenya Revenue Authority to enable the cardholder to access some services such as opening a bank account, importing a vehicle, etc. (Processing time: 10 working days)

Requirements:

- Copies of the biodata page of passport and re-entry permit
- Copy of technical card (both sides)
- After approval the original passport and technical card needed.

Motor vehicles

Purchase of motor vehicles

ILRI will facilitate clearance of duty-free vehicles with diplomatic plates in accordance with ILRI policy and the host country agreement. The vehicle must be purchased within one year from the time of first arrival to qualify for duty-free exemption.

Requirements

- PIN certificate (Kenyan)
- Copies of the biodata page of passport and work permit
- A copy of the technical card (both sides)
- Notification of arrival

NB: Importation of left-hand drive vehicles is not permitted in Kenya by law.

Motor vehicle registration

Requirements:

- A copy of PRO 1B form
- Copies of all vehicle documents
- Copies of the biodata page of passport and work permit
- A copy of the technical card (both sides)
- Vehicle insurance
- Notification of arrival
- A completed form A

Logbook and plate application

Requirements:

- All original vehicle documentation
- Vehicle insurance documentation
- An approved form A
- A copy of the applicant's passport
- A copy of the applicant's PIN certificate
- A copy of the applicant's technical card
- A completed lodgement form
- A completed reflective number form

Driving licence (processing time: 10 working days)

Requirements:

- A completed form VII (in duplicate)
- Two passport size photographs
- A copy of the driving licence from the country of origin (commonwealth country or international driving licence), which must be translated if not in English. If none of the above, the staff member/dependent must take driving lessons from a recognized driving school.
- Copies of the biodata page of the passport and re-entry work permit
- A copy of the technical card (both sides)
- For driving licence renewals, original passport and driving licence.

Fuel card: This card enables international staff to purchase fuel at duty-free rates at the United Nations station in Gigiri. (Processing time: 5 working days)

Requirements:

- A completed fuel card form
- A copy of the valid employment contract
- A copy of the logbook
- Copies of the biodata page of passport and work permit
- A copy of the technical card
- The USD 10 fee

PRO 1C-Disposal of motor vehicle

(Processing time: 5–10 working days)

Requirements:

- A copy of logbook
- Notification of departure
- Return of licence plates
- Return of the technical card
- Copies of the biodata page of passport and work permit
- A completed form C
- The buyer must submit a copy of notification of arrival, and copies of

technical card, passport and work permit

- If duty is to be paid, copies of duty payment receipt and a completed form C17B should be submitted.

Shipping of personal effects

PRO IB – Importation of duty-free vehicle

(Processing time: 6–8 weeks)

Requirements:

- Airway bill
- Commercial invoice
- A packing list
- A roadworthiness certificate
- The logbook (translated to English)

Importation of pets

The Liaison and Protocol office should be informed of the movement (export and import) of all animals, including pets (dogs, cats, etc.).

Requirements:

- All vaccinations/permits/certificates from the government institutions of the country of origin (export) i.e. department of health/veterinary services.
- Staff should ensure respect for the regulations pertaining to animal transportation from the country of departure, the chosen airline carrier, and in Kenya.
- Staff will be responsible for the customs fees, clearance and logistical costs arising from the port clearance of the pet.

Returning Kenyan residents (citizens)

To benefit from the returning resident privileges, and avoid unnecessary costs, returning Kenyan residents should contact the Liaison and Protocol office to find out the current exemptions available at the time of homecoming and prior to shipping any personal effects or vehicles.

NB: All the forms can be downloaded from our P&OD microsite: www.ilri.org/pod



ILRI
INTERNATIONAL
LIVESTOCK RESEARCH
INSTITUTE

Patron: Professor Peter C. Doherty AC, FAA, FRS

Animal scientist, Nobel Prize Laureate for Physiology or Medicine–1996

Box 30709, Nairobi 00100 Kenya
Phone +254 20 422 3000
Fax +254 20 422 3001
Email ilri-kenya@cgiar.org

ilri.org
better lives through livestock

ILRI is a CGIAR research centre

Box 5689, Addis Ababa, Ethiopia
Phone +251 11 617 2000
Fax +251 11 667 6923
Email ilri-ethiopia@cgiar.org

ILRI has offices in East Africa • South Asia • Southeast and East Asia • Southern Africa • West Africa



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