



RECRUITMENT AGENCIES: REQUIREMENTS FOR ACCREDITATION

(Amended 30-05-2016)

An applicant requiring accreditation to operate a private employment agency is required to submit a written application to the Director of Employment together with the following documents:

- a) A certified copy of the certificate of Incorporation as a Limited liability Company.
- b) Articles and memorandum of association and a current CR12.
- c) Must have a minimum share capital of Ksh. 5,000,000 (Five Million).
- d) A copy of county Government Licenses.
- e) A lease/Tenancy agreement.
- f) A copy of ID card of the Director/Directors.
- g) Two Passport Size Photos of the Director/Directors
- h) Current Certificate of Good Conduct for all the Directors from the Criminal Investigations Department.
- i) A valid work Permit in case of any Foreign Directors
- j) Tax compliance certificate.
- k) Certified copies of academic certificates of directors.
- l) Human Resource Management (HRM) certificate of at least one of the firm's Management employees.
- m) Execution of Kenya Shillings 1.5 M Security Bond with a bank or insurance firm as per attached form. (This is for agencies engaged in foreign recruitment).



- n) A signed commitment to observe the provisions of the code of conduct for Recruitment Agencies.
- o) Certificate indicating membership in a recognized association of the recruitment agencies.

NB: GIVING WRONG INFORMATION SHALL LEAD TO AUTOMATIC DISQUALIFICATION

NATIONAL EMPLOYMENT AUTHORITY