

KENYA INTERNATIONAL FREIGHT & WAREHOUSING ASSOCIATION

MOVEMENT PASS APPLICATION FORM

PART A: TO BE COMPLETED BY THE COMPANY:

Name of the Company: _____

Postal Address _____ Postal Code _____ Town _____

Physical Location: Building _____ Floor _____ Street _____

Company Pin _____

Telephone Number _____ E-mail Address _____

2023 Customs License Number _____ KIFWA Certificate No. _____

Authorized Signatory Name _____ Designation _____

Signature _____ Stamp _____

PART B: PARTICULARS OF EMPLOYEE

Name: _____ ID/PPT NO _____

Designation _____ Date Employed _____

Station of Operation _____ Email _____

Signature:
(within the
the box)

DATE _____

PART C: FOR OFFICIAL USE

Application accepted _____ Not accepted _____

Pass Number:

Receipt No. _____

Serial Number

Sign _____ Date _____ Stamp _____

NOTE: KIFWA reserves the right to accept or reject any application without assigning reasons

Form to be **completed in duplicate**, each employee to complete a separate form and attach the following:

- ☐ Covering letter signed by ATLEAST ONE of the Directors - MANDATORY
- ☐ Copy of current Certificate of Good Conduct – (New Applicants)
and for the renewal, return back the expired pass for the previous year to our Offices.
- ☐ A copy of ID - MANDATORY
- ☐ One passport photo with a Blue background
- ☐ A Copy of Customs License – ATLEAST 2024.
- ☐ A Copy of KIFWA 2024 Membership Renewal Receipt/2024 Clearance Certificate.
- ☐ Ordinary Pass Kshs 2,000, ☐ VIP Pass Kshs 2,500