



---

**UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT  
(UNCTAD 14), NAIROBI, 17<sup>TH</sup> – 22<sup>ND</sup> JULY, 2016**

**NOTE TO DELEGATIONS**

**INFORMATION NOTE CONCERNING, PROTOCOL, TRANSPORT, VISAS  
SECURITY, FIREARMS, RADIO FREQUENCY, FLIGHT CLEARANCE AND  
REGISTRATION AND ACCREDITATION\***

---

\* This document has been prepared by the Government of Kenya.

## **1.0 General Information**

Kenya is a country in East Africa with coastline on the Indian Ocean. It is bordered by Tanzania to the south, Uganda to the west, South Sudan to the north-west, Ethiopia to the north and Somalia to the north-east. It encompasses savannah, Lakelands, the dramatic Great Rift Valley, mountain highlands and abundant wildlife such as lions, elephants and rhinos.

Kenya has several world heritage sites such as Lamu and numerous beaches, including in Diani, Bamburi and Kilifi, where international yachting competitions are held every year. The capital, Nairobi, is a regional commercial hub. The economy of Kenya is the largest by GDP in East and Central Africa.

### **1.1 Climate**

Kenya is situated along the equator and enjoys a tropical climate with variations in temperatures, altitude and terrain within its different regions. Conditions vary across the country: the coastal region is warm and humid (20 – 30 degrees Celsius), the highlands are cooler (10 – 28 degrees Celsius) and the northern semi-arid region soars to temperatures of 20 – 40 degrees Celsius with minimal rainfall.

In July, Nairobi being at an elevation of about 1680m, experiences maximum temperatures of about 17 – 21 degrees during the day and 14 degrees during the night, with rainfall of about 17mm. In addition, Kenya experiences occasional rain from June to July when the end of short rains sets in. Generally, minimal rains are experienced in Nairobi during the month of July.

### **1.2 Electrical Voltage**

Electrical sockets (outlets) in Kenya usually supply electricity at between 220 and 240 volts AC.

### **1.3 Currency**

The Kenyan Shilling (KES) is the currency of Kenya. The current indicative rates are:

- 1 US DOLLAR - 101.1 KES,
- 1 STG POUND - 148.4 KES,
- 1 EURO - 113.9 KES

### **1.4 UNCTAD 14 Venue**

The Kenyatta International Convention Centre (KICC) will be the primary venue for UNCTAD 14. The KICC is a leading event venue for conferences located at the heart of the Nairobi City.

From Thursday 14 to Saturday 23 July 2016 inclusive, the KICC will be accessible only to delegates, participants and invited guests, with UNCTAD 14 accreditation passes.

### **1.5 Opening Ceremony**

The Official Opening Ceremony for UNCTAD 14 will be held on the afternoon of Sunday 17 July 2016 at the KICC. Attendance at the Opening Ceremony will be by invitation only. Invitations will be issued in the GOK in consultation with the UNCTAD Secretariat.

### **1.6 Gala Dinner/Reception**

His Excellency the President of the Republic of Kenya will host a reception following the Opening Ceremony at the KICC. This will be an opportunity for the Head of Government to meet informally with other Heads of Government, VVIPs, delegates and other invited guests. (Access will be by invitation only.)

## **2.0 IMMIGRATION AND VISA**

### **2.1 General Information**

This section contains information on the visa requirements for participants to enter into the territory of Kenya during the UNCTAD 14. All participants must be in possession of a passport that is valid for a minimum of 6 months from the date of entry into Kenyan territory, with sufficient pages for visa stamps. Detailed visa requirements are provided in **annex I**.

In accordance with GOK legislation all arriving UNCTAD 14 participants are subject to customs and immigration regulations. All delegates will be processed through the UNCTAD priority lane in the arrival and departure halls at JKIA. An UNCTAD 14 Information Desk will operate within the Arrivals and Departure halls at the terminal building to provide assistance to all participants from 11<sup>th</sup> July 2016.

### **2.2 Visa**

**Participants required to be in possession of a visa are advised to obtain one as early as possible.** The Ministry of Foreign Affairs of the Republic of Kenya has advised its diplomatic and consular representations to facilitate the visa application process for delegates coming to the Conference. **NB: *This will only happen upon submission of accreditation confirmation from the UNCTAD secretariat in Geneva.***

### **2.3 Visa Fee Waiver**

All visa fees to delegates attending the UNCTAD 14 Conference has been waived by the GOK in accordance to the Host Country Agreement. There is a e-visa **programme was rolled out, and of passports** from category 2 countries (see Categories of visas section at <http://immigration.go.ke/Information.html>) can now apply for a visa on online. However, we strongly advise all delegates **not to apply for a visa on this portal because the system will automatically charge them US\$51. We therefore recommend delegates to apply for a visa manually.**

### **2.4 Visa on Arrival**

A Visa on Arrival **is issued on arrival at the Jomo Kenyatta International Airport Nairobi.** Nationals from 194 countries (see annex I) are eligible for a Visa on Arrival not exceeding three months. The Visa on Arrival cannot be converted to other types of visas. However, this type of visa can be extended for another period of three months to make an aggregate of six months and can be obtained at the nearest immigration office in Kenya. Although the Kenyan authorities will make all the necessary arrangements to facilitate the obtainment of a Visa on Arrival, **we strongly recommend participants to obtain a valid visa before departure.**

### **2.5 Visitor's Visa for Journalists**

A visitor's visa for journalists will be issued to registered foreign journalists/reporters entering Kenya for media coverage of the UNCTAD 14 conference. This visa can be obtained at Kenyan embassies or consular accredited in the participant's respective country or in the nearest country if no Kenyan representation exists in the participant's country.

## 2.6 Referred category

These are participants from **Afghanistan, Azerbaijan, Armenia, Cameroon, Iraq, Lebanon, Libya, Mali, Senegal, the Syrian Arab Republic and Tajikistan**. They are required to apply for a visa at the Kenyan embassies or consular missions accredited in the participant's respective country or in the nearest country. If no Kenyan representation exists in the participant's country or in a nearby country, focal point for UNCTAD on visas at [visasection@immigration.go.ke](mailto:visasection@immigration.go.ke) for further assistance.

The list of consulates general and consulates of Kenya and their addresses are available at <http://www.mfa.go.ke> and <http://immigration.go.ke/> or by e-mail at [visasection@immigration.go.ke](mailto:visasection@immigration.go.ke). It is recommended that participants apply for their visas directly at the Kenyan embassy, consulate general or consulate accredited to their countries. Visas will also be issued from the Permanent Mission of Kenya in Geneva.

## 2.7 Deadline for Visa Applications

It is recommended that visa applications be submitted to the competent Kenyan authorities at least **one month** before the date of departure. In case a special authorization is required, the visa application should be submitted earlier. Visa applications will be processed once all required documents are completed.

## 2.8 Document Requirements for Visas

- Completed visa application Form 22 for visa processing at diplomatic and representations of Kenya abroad or for applying for a Visa on Arrival.
- Invitation letters from the host, in this case UNCTAD is the local host.
- Accreditation confirmation from the UNCTAD secretariat in Geneva.
- Applicant's passport.
- Passport validity should be at least six months.

## 2.9 Holders of diplomatic and service passports

Holders of diplomatic and service passports who require a visa are advised to either apply manually or apply online for a visa issued gratis. To facilitate obtaining the visa online, applicants should scan and attach the biographical data page of their passport and a passport style photo not exceeding 500 pixels by 500 pixels in size, as well as a letter of invitation. However, **We recommend delegates to apply for a visa manually.**

## 2.10 Waiver of Visa Fees for all children under 16 years of age from foreign countries

The Government of Kenya has waived visa fees for all children aged 16 years and below who are accompanied by their parents when travelling to Kenya. This went into effect starting on 1 February 2016 as a measure to promote family tourism in Kenya.

## 2.11 Enquiries on Visa Matters

For enquiries about any visa-related matters, please contact:

**Director of Immigration Services  
Department of Immigration Services  
Nyayo House, 9th Floor, Southern Wing**

P.O. Box 30191-00100  
Fax No.: +254 20 2220731  
Tel: +254 20 2222022 Ext.22215  
Mail: [visasection@immigration.go.ke](mailto:visasection@immigration.go.ke)

### 3.0 PROTOCOL ARRANGEMENTS

#### 3.1 Accommodation

The **Government of Kenya** will extend courtesies to the invited dignitaries attending the UNCTAD 14 Conference. **Heads of State and Government** will be given appropriate accommodation, which includes one Presidential Suite and one additional room. The Government of Kenya hospitality will cover the cost of full board hotel accommodation. It will **not** include alcohol, tobacco, International calls, mini-bar services in the room, pay channels, laundry and other services in the hotel. **Ministers of Foreign Affairs** invited by the Government of Kenya will be given one suite at full board.

#### 3.2 Transport

A Chauffeur-driven suitable car will be provided to each Head of State and Government for the entire period of local hospitality, upon his/her arrival. Two Security Vehicles will also be provided for Heads of State and Government. Additional transport for delegations accompanying Heads of State may be hired directly by delegations at their cost.

The United Nations Secretary General and Executive Heads of United Nations Funds, Programmes and Specialized Agencies will be allocated appropriate vehicles. Ministers of Foreign Affairs and Heads of Delegation will also be allocated appropriate vehicles.

#### 3.3 Reception on Arrival and Departure

Appropriate protocol courtesies will be extended to the visiting Heads of State and the United Nations Secretary General on arrival and departure. There will be a desk at the International Arrivals at the Airport to facilitate delegates through the arrival formalities. There will be a Liaison Officer attached to each delegation to assist delegates throughout the conference.

#### 3.4 Special Aircraft/Arms clearance

Arrangements will be made to clear special aircrafts and receive dignitaries travelling by special aircrafts. Requests for air clearance will be required in advance. The Protocol Directorate of the Ministry of Foreign Affairs will facilitate clearance of arms and communication equipment for security of visiting Heads of State and Governments. Lists of such firearms should be forwarded to this Ministry in advance. (See information note on security for more information).

### 4.0 TRANSPORT ARRANGEMENTS

#### 4.1 General information

Police officers will be deployed to direct traffic and clear the way for the ease of movement between Jomo Kenyatta International Airport (JKIA) and the hotels. These officers will man all road junctions 24 hours a day to manage access to the roads connecting JKIA to the hotels. Similarly Police officers will be deployed to manage and direct traffic around the hotels to ensure easy traffic flow in and out of the hotels. Two traffic officers alongside security officers will ensure easy access to the hotel parking lots.

#### **4.2 Movement of VVIPs/VIPs**

**Heads of State and Government** will receive all protocols and courtesies extended to this category of delegates (see information on Protocol arrangements). **Heads of Delegation** will be allocated a chauffeur driven vehicle and a Security/Liaison Officer's vehicle. In some cases, a lead car will be allocated to clear the traffic.

#### **4.3 Movement of other delegates**

To better ensure the easy transport of delegates within Nairobi, the Government of Kenya will provide shuttle buses. All delegates are encouraged to use this service since it is a simple and efficient way to move around Nairobi.

Shuttle buses will connect the hotels where delegates are staying to pick-up and drop-off points at KICC as well as transfer delegates to and from Jomo Kenyatta International Airport (JKIA). The exact shuttle bus routes are being finalized. Details will be announced in due course.

Shuttle serviced will begin on Thursday, 10<sup>th</sup> July, 2016 and will run continuously in intervals of 30-40 minutes from 5 a.m. through 8 p.m. during the duration of UNCTAD 14. Special arrangements will be in place in case of extended or after-hour meetings. Shuttle service is scheduled to end on Monday 25<sup>th</sup> July 2016.

Shuttle buses will be screened for security purposes. A Police Officer and a Liaison Officer will be on-board the shuttle buses. The Liaison Officers will provide information to delegates regarding transportation arrangements. All drivers and personnel will be identified with badges. All shuttle buses will be accredited for access to secured areas.

Shuttle routes and schedules are tentative and may change depending on the information that Delegations provide regarding accommodation and vehicle needs. All Delegation Coordinators are invited to send arrival and departure dates.

#### **4.4 Privately arranged vehicles**

Delegations may arrange, at their own expense, additional private vehicles for travel in Nairobi. As part of a comprehensive traffic management plan, Delegations will generally be limited to two (2) additional vehicles that may access the area around the KICC. In limited circumstances additional passes may be available for Delegations with additional Ministers.

These vehicles must fit within a conventional parking space and have the proper access pass. Delegation Coordinators will provide details about the vehicles, drivers and alternative drivers and will be registered and accredited at the **Accreditation Centre in Nairobi during the time of badge collection** in order to receive the vehicle access pass.

Delegation travelling in privately arranged vehicles may be dropped off outside the City Hall Gate opposite the KICC. Vehicles with the appropriate access pass may park in designated parking area within the red zone. While the Kenyan National Preparatory Committee is

identifying available parking near the KICC, Delegations should be aware that the vehicle access pass does not guarantee parking space.

Drivers of privately arranged vehicles are expected to comply with all Kenyan laws including those regarding driving licenses or permits, traffic regulations and signs, as well as parking regulations. As a reminder, traffic in Kenya keeps to the left side of the road, and Delegations may prefer to hire local and chauffeur services.

Arrangements for privately arranged vehicles may be subject to change due to security or other concerns, depending on the needs of the Host Government.

#### **4.5 Contacts**

For further enquiries, including assistance in connecting with reputable vehicle rental companies, Delegations may consult the Fleet Manager

**Mr. Waweru Kimani**  
**Fleet Manager**  
**Email: [wawerukmn@gmail.com](mailto:wawerukmn@gmail.com)**  
**Tel: +254 722168700**

### **5.0 ACCOMODATION ARRANGEMENTS**

#### **5.1 General information**

This provides detailed information on arrangements for accommodation during UNCTAD 14. A list of recommended hotels is contained in annex II. The same is available on the website; [www.unctad14nairobi.org](http://www.unctad14nairobi.org).

Delegations are informed that the National Police Service has a security Standard Operating Procedure that will be implemented from the arrival of delegations until their departure. Should an emergency or urgent matter arise, the Kenyan Authorities have a National Disaster Operations Centre that handles evacuation by land and air.

#### **5.2 Hotel Information Form**

Delegates are advised to book accommodation directly with the hotels identified and complete details in the Hotel Information Form (Annex III) and email/fax to Ministry of Foreign Affairs using the contacts provided below.

**Ms. Yvonne Nambia Wamalwa**  
**Tel +254 20 3318888**  
**Fax: +254 20 2240066/341935/344333**  
**Mobile: +254 712 109 063**  
**Email: [ynwamalwa@mfa.go.ke](mailto:ynwamalwa@mfa.go.ke) or [unctadsecretariat@mfa.go.ke](mailto:unctadsecretariat@mfa.go.ke)**

### **6.0 GENERAL SECURITY ARRANGEMENTS**

#### **6.1 General Information**

This provides information regarding the general security plan, the procedure for carrying firearms, using radio frequency and obtaining flight clearance for special aircraft during the UNCTAD 14 Conference.

## **6.2 Security arrangements**

The Government of Kenya takes very seriously its responsibility for all security matters in relation to the UNCTAD 14 Conference. The security of the participants, conference venue, hotels and any other designated places for the Conference will all be fully addressed. The Government of Kenya shall offer security before, during and after the conference period. This will cover all designated entry points and departure points.

## **6.3 Physical Security (Barriers and Guards)**

Highly trained and equipped security personnel will be deployed at the Jomo Kenyatta International Airport (JKIA) and all border entry points of the Republic of Kenya. Optimal security measures will be in place at the conference venue, Kenyatta International Convention Centre (KICC) and its vicinity, accreditation centres, adjacent buildings, all the designated hotels for the delegates, parking areas and any other area that will be identified to be considered. The conference venue will be swept with explosive detectors and sniffer dogs before the start of each day of the programme and at any other time as the need be.

Security will be provided to all the delegates from the airport to their hotels and from hotels to the designated venues. Further, all persons entering the conference venue will be searched using metal detectors and screening machines for persons, electronics and bags. Appropriate buffer and Red zones will be designated. We will appreciate the understanding and cooperation of all delegations.

## **6.4 Very Important Persons (Vips)**

All visiting Heads of State (Presidents) shall be accorded befitting presidential protection. All VIPs and Heads of Delegations will be accorded VIP protection by the Government. In cases where a VIP or Head of Delegation has his or her security officer(s), they should work closely with the assigned security officers provided by the Government of Kenya. Close collaboration is emphasized in this matter.

## **6.5 Transportation**

Appropriate traffic arrangements shall be made to ensure free flow of movement for the delegates and visiting dignitaries to the conference venue and their places of residence with ease (see information on transport arrangements).

## **6.6 Contingency and Emergency response**

Contingency plans will be in place to cover any emergency situations that might arise. Should an emergency or urgent matter arise, the National Disaster Operations Centre will coordinate emergency matters with other relevant agencies and will be on standby.

## **6.7 Firearms Clearance**

Security officers from without the country who will provide protective security for VVIPs by carrying firearms must have a permit for the firearms they carry into Kenya. The officer should



also give detailed personal information in relation to name, date/place of birth, rank/position and passport number. Only the minimum number of firearms will be permitted.

Arrangements shall be put in place to issue temporary firearm certificates to security details of VIPs on a case-by-case basis at Jomo Kenyatta International Airport (JKIA) and any other designated border entry point. It is a legal requirement to declare the firearm, serial number as well as calibre and quantity of ammunitions at the point of entry. On exit, the temporary firearm certificate should be surrendered and both the firearm and ammunitions inspected and verified.

Security Officers carrying firearms shall comply with the guidance given by the Kenyan Security Officers and UNON Chief Security officer Nairobi regarding access to enter the KICC who will be in charge of the UNCTAD 14 Conference venue. **However, they shall not enter the conference meeting rooms with firearms.**

### **6.8 Radio Clearance**

Security officers who provide protective security for VVIPs by using radio frequencies for their communication devices must have a license for their use. Those who may wish to deploy the use of VHF radios are advised to apply for relevant licensing from the Communications Authority of Kenya (CAK).

On the process of issuance of VHF license, delegations are reminded to liaise directly with the CAK. In addition, the licenses are processed through the Ministry of Foreign Affairs with the contact detail given as [protocol@mfa.go.ke](mailto:protocol@mfa.go.ke). The application needs to be made at least three (3) months ahead of the Conference. There is a specific form CA serialized **CA/F/FSM/01** to be used (Copy attached as Annex IV – in English only). There is a fee chargeable and the license is issued for a minimum period of three months.

### **6.9 Flight Clearance**

In order to facilitate the arrival and departure of VIPs with special aircraft to the conference, participating countries (see annex I, lists A and B) are advised to submit a flight clearance request to the Ministry of Foreign Affairs of the Republic of Kenya. Delegations are required to send an official note confirming the flight details, call sign, route details and other information related to the special aircraft.

The official note should be sent to the Ministry of Foreign Affairs on the email [protocol@mfa.go.ke](mailto:protocol@mfa.go.ke) and copied to the Kenya Civil Aviation Authority: [info@kcaa.or.ke](mailto:info@kcaa.or.ke) as early as possible or at least two weeks before the arrival date of the said special aircraft.

### **6.10 Security Focal Point**

The main security focal points with whom UNCTAD will be working between now and during the event are the following:

- i. **Ms. Mwasaru, Mercy**  
Ministry of Interior and Coordination of the National Government  
Phone number **+254705252921**

Email: [m.mwasaru@yahoo.com](mailto:m.mwasaru@yahoo.com)

- ii. **Mr. Henry Barmao**  
Kenya National Police Service  
Phone number **+254726716715**  
Email: [hbarmao@yahoo.com](mailto:hbarmao@yahoo.com).

## **7.0 REGISTRATION AND ACCREDITATION ARRANGEMENTS**

### **7.1 General Information**

All those wishing to attend UNCTAD 14 must register with the UNCTAD secretariat online by 1 July 2016. Most participants will need to upload a letter of credentials, note verbale, personal invitation or further background information prior to and/or during the registration process. Please read the instructions at [www.unctad14.org](http://www.unctad14.org) for detailed requirements for each participant category.

Delegations should nominate **Delegation Coordinators** who will be the focal points for matters pertaining to registration and accreditation as well as other administrative matters in connection with UNCTAD 14. Contact details of the Delegation Coordinator should be provided to the UNCTAD secretariat by e-mail at [registration.unctad14@unctad.org](mailto:registration.unctad14@unctad.org).

Delegation Coordinators are reminded that they will need to ensure that all participants have registered online by 1<sup>st</sup> July. Please note that the Delegation Coordinator must also register online. Delegation Coordinators are reminded that all registration, including last-minute registration, must be done online. It is strongly recommended that Delegation Coordinators register last-minute changes before collecting badges.

Badges will only be distributed to the Delegation Coordinator or their designated representative. Similarly, replacements of damaged or lost badges will only be distributed to the Delegation Coordinator or their designated representative. For any enquiries, Delegation Coordinators should contact the UNCTAD secretariat by e-mail at [registration.unctad14@unctad.org](mailto:registration.unctad14@unctad.org)

### **7.2 Accreditation Centre**

The Accreditation Centre will be located in the Charter Hall of the Nairobi City Hall, which is located on City Hallway directly opposite the main entrance of KICC.

**City Hall, Nairobi**  
**City Hall Way**  
**P.O. BOX 30075 – 00100, NAIROBI, KENYA**

All participants of the conference will be accredited at this venue including the local staff. The Accreditation Centre will be open from 0800 to 1800 hours. However, operational hours may be extended as the need arises.

## **8.0 HEALTH INFORMATION**

### **8.1 Background**

Kenya has modern healthcare facilities should they be needed. Medical insurance is necessary in case of unforeseen events, such as accidents or sudden illness that might require

evacuation for treatment. The risk of malaria is low in Nairobi and the highlands (above 2500m above sea level) of the central, eastern, Nyanza and western provinces of Kenya.

## **8.2 Entry Health Requirements**

### **8.2.1 Yellow Fever Vaccination Certificate**

A valid Yellow Fever Vaccination Certificate is required for travellers entering Kenya from any country with risk of yellow fever virus transmission as listed in Annex I of International Health Regulations. These include countries in Central Africa, West Africa, Eastern Africa, South America and Central America. In addition, the following measures are being implemented at points of entry (POEs):

Travellers from any country reporting an outbreak of Yellow Fever disease must have valid Yellow Fever vaccination certificate (must have been vaccinated 10 days before travel). Travelers from any country reporting an outbreak of Yellow Fever disease who are not Kenyan citizens or residents and do not have valid yellow fever vaccination certificates will be denied entry into the country.

Travellers from any country reporting an outbreak of Yellow Fever who are Kenyan citizens or residents and do not have a valid yellow fever vaccination certificate will be isolated and held at the Point of Entry until Yellow Fever tests are completed.

### **8.2.2 Ebola screening and surveillance**

Kenya is Ebola free. However, measures have been put in place to prevent the entry of the Ebola Virus into the country. These measures include thermal imaging cameras for monitoring temperatures and filling out health surveillance forms. To facilitate this process, there are three levels of screening:

Travellers from, or who transited through, either Ebola-affected countries or countries neighbouring Ebola-affected countries, fill out surveillance forms on arrival. These forms are handed over to a Port Health Officer who reviews them and may ask any additional questions if necessary. Thereafter, an overhead thermal camera takes the traveller's temperature.

Travellers arriving from countries not affected by the Ebola Virus Disease will arrive through the main International Arrival Gate, and an overhead thermal camera will scan their temperatures.

The thermal cameras are calibrated to allow a maximum temperature of 37.2 degrees Celsius (99 degrees Fahrenheit). If any of the arriving travellers has a temperature of more than 37.2 degrees, the camera will emit an audible cue, alerting the Port Health Officer on duty. This may delay the entry process as the Port Health Officers proceed to identify the traveller in the queue having a temperature above 37.2 degrees Celsius. After identification, the traveller will be taken to a side room for further examination.

## **8.3 Emergency and Medical Services**

The Government will set up one clinic with two consultation rooms fully equipped with qualified medical personnel and medical supplies at the Kenyatta International Conference Centre (KICC) to provide basic medical services at no cost to delegates and support staff who may require care. There will also be three, fully equipped ambulances for emergency services on

standby for the entire duration of the conference. These ambulances will be stationed in strategic areas and linked to the hotels and the medical and security command centre. The medical services, including the standby ambulances, will be provided from **16<sup>th</sup> to 23<sup>rd</sup> July 2016**. Treatment in hospitals, clinics and pharmacies would be paid by the recipient of the services.

The hotels designated for the UNCTAD Conference will have a list of recommended hospitals located within close proximity (Nairobi Hospital, Mater and Kenyatta National Hospital all being within 2.5 km to the meeting venue). In case of need, the hotel staff will direct delegates to the nearest hospital or contact the medical team that is on standby 24 hours. Hospitals and medical facilities will be on standby to treat emergency medical conditions.

Healthcare services are available across the country from both public and private health facilities for delegates who would wish to travel out of Nairobi. These facilities numbering about 4600 across the country are accessible in the Master Facility List (MFL) Kenya website: <http://www.ehealth.or.ke/facilities/>.

#### **8.4 Key Public Hospitals in Nairobi**

- i. KENYATTA NATIONAL HOSPITAL - NAIROBI**  
Hospital Road, Upper Hill, Nairobi, Kenya  
P.O. Box: 20723-00202 Nairobi  
Tel: +254-2027263009  
Fax: +254-202725272  
[www.knh.or.ke](http://www.knh.or.ke)
  
- ii. NATIONAL SPINAL INJURY HOSPITAL - NAIROBI**  
Lenana Road, Kilimani, Nairobi Kenya  
P.O. Box: 20906-00202 Kenyatta N. Hospital  
Tel: +254-20726336

#### **8.5 Some private hospitals in Nairobi**

- i. NAIROBI HOSPITAL, MAIN HOSPITAL BRANCH**  
Argwings Kodhek Rd, Nairobi  
P.O. Box: 30026-00100 Nairobi GPO  
Tel: +254-202845000  
Fax: +254-202728003  
Mobile: +254-7222000  
<http://www.nairobihospital.org/>
  
- ii. AGA KHAN UNIVERSITY HOSPITAL, NAIROBI**  
Aga Khan Hospital, 3rd Parklands Ave, Nairobi  
P.O. Box: 30270-00100 Nairobi GPO  
Tel: +254-203662000  
Mobile: +254-711092000  
<http://hospitals.aku.edu/nairobi/Pages/home.aspx>
  
- iii. NAIROBI WOMEN'S HOSPITAL, HURLINGHAM**  
Hurlingham Medical Plaza

Argwings Kodhek Road  
Nairobi 00202, Kenya  
Mobile: +254-733618353 +254-728249825  
<http://nwch.co.ke/>

- iv. **MATER HOSPITAL**  
Dunga Rd, South B, Industrial Area, Nairobi  
P.O. Box: 30325-00100 Nairobi GPO  
Tel: +254-206903000  
Fax: +254-206534289  
Mobile: +254-719073000 +254-732163000  
[www.materkenya.com/](http://www.materkenya.com/)
  
- v. **KAREN HOSPITAL,**  
Langata Rd, Karen  
P.O. Box: 74240-00200  
Nairobi, Kenya  
Tel: +254-20661300  
Fax: +254-206613222  
<http://karenhospital.org/>
  
- vi. **MP SHAH HOSPITAL,**  
Shivachi Road, Parklands  
P.O. Box 14497-00800  
Nairobi, Kenya  
Tel: +254-204291000 +254-722204427  
<http://www.mpshahhosp.org/>

## 8.6 List of countries for yellow fever certificate

Travellers arriving from countries listed below are required to possess a valid vaccination certificate for yellow fever: Angola, Argentina, Benin, Plurinational State of Bolivia, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Colombia, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Ecuador, Equatorial Guinea, Ethiopia, Gabon, the Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Liberia, Mali, Mauritania, the Niger, Nigeria, Panama, Paraguay, Peru, Rwanda, Senegal, Sierra Leone, the Sudan, Suriname, United Republic of Tanzania, Togo, Trinidad and Tobago, Uganda, Bolivarian Republic of Venezuela.

**ANNEX I**  
**VISA REQUIREMENTS FOR UNCTAD 14 COUNTRIES, LISTS A and B**

No.	UNCTAD countries, list A	Diplomatic Passport Visa Requirements		Service Passport Visa Requirements		Regular Passport Visa Requirement	
		Yes	No	Yes	No	Yes	No
1	Albania**	x		x		x	
2	Angola**	x		x		x	
3	Antigua and Barbuda**	x		x		x	
4	Argentina**	x		x		x	
5	Armenia***	x		x		x	
6	Australia**	x		x		x	
7	Austria**	x		x		x	
8	Bahrain **	x		x		x	
9	Bangladesh**	x		x		x	
10	Barbados**	x		x		x	
11	Belgium**	x		x		x	
12	Belize*		x		x		x
13	Benin**	x		x		x	
14	Bolivia (Plurinational State of)**	x		x		x	
15	Botswana*		x		x		x
16	Brazil**		x		x	x	
17	Brunei Darussalam**	x		x		x	
18	Bulgaria**	x		x		x	
19	Burkina Faso**	x		x		x	
20	Burundi*		x		x		x
21	Cabo Verde**	x		x		x	
22	Cambodia**	x		x		x	
23	Cameroon***	x		x		x	
24	Canada**	x		x		x	
25	Central African Republic**	x		x		x	
26	Chad**	x		x		x	
27	Chile**	x		x		x	
28	China **		x		x	x	
29	Colombia**	x		x		x	
30	Congo**	x		x		x	
31	Costa Rica**	x		x		x	
32	Côte d'Ivoire**	x		x		x	
33	Croatia**	x		x		x	
34	Cuba**	x		x		x	
35	Cyprus*	x		x		x	
36	Czech Republic**	x		x		x	
37	Democratic Republic of the Congo**	x		x		x	
38	Denmark**	x		x		x	
39	Djibouti**	x		x		x	

No.	UNCTAD countries, list A	Diplomatic Passport Visa Requirements		Service Passport Visa Requirements		Regular Passport Visa Requirement	
		Yes	No	Yes	No	Yes	No
40	Dominica**	x		x		x	
41	Dominican Republic**	x		x		x	
42	Ecuador**	x		x		x	
43	Egypt**	x		x		x	
44	El Salvador**		x		x		x
45	Estonia**	x		x		x	
46	European Union**		x		x		x
47	Fiji*		x		x		x
48	Finland**	x		x		x	
49	France**	x		x		x	
50	Gabon**	x		x		x	
51	Gambia**	x		x		x	
52	Georgia**	x		x		x	
53	Germany**	x		x		x	
54	Ghana*	x		x		x	
55	Greece**	x		x		x	
56	Grenada**	x		x		x	
57	Guatemala**	x		x		x	
58	Guinea**	x		x		x	
59	Guinea-Bissau**	x		x		x	
60	Guyana**	x		x		x	
61	Haiti**	x		x		x	
62	Honduras**	x		x		x	
63	Hong Kong (China)**	x		x		x	
64	Hungary**	x		x		x	
65	Iceland**	x		x		x	
66	India**	x		x		x	
67	Indonesia**	x		x		x	
68	Ireland**	x		x		x	
69	Israel**	x		x		x	
70	Italy**	x		x		x	
71	Jamaica*		x		x		x
72	Japan**	x		x		x	
73	Jordan**	x		x		x	
74	Republic of Korea**	x		x		x	
75	Kuwait **	x		x		x	
76	Kyrgyz Republic**	x		x		x	
77	Lao People's Democratic Republic**	x		x		x	
78	Latvia**	x		x		x	
79	Lesotho*	x		x		x	
80	Liechtenstein**	x		x		x	
81	Lithuania**	x		x		x	
82	Luxembourg**	x		x		x	

No.	UNCTAD countries, list A	Diplomatic Passport Visa Requirements		Service Passport Visa Requirements		Regular Passport Visa Requirement	
		Yes	No	Yes	No	Yes	No
83	Macao (China)**	x		x		x	
84	Madagascar**	x		x		x	
85	Malawi*	x		x		x	
86	Malaysia**		x		x		x
87	Maldives**		x		x		x
88	Mali***	x		x		x	
89	Malta*		x		x		x
90	Mauritania**	x		x		x	
91	Mauritius*		x		x		x
92	Mexico**	x		x		x	
93	Republic of Moldova**	x		x		x	
95	Mongolia**	x		x		x	
96	Montenegro**	x		x		x	
97	Morocco**	x		x		x	
98	Mozambique**	x		x		x	
99	Myanmar**	x		x		x	
100	Namibia*	x		x		x	
101	Nepal**	x		x		x	
102	Netherlands**	x		x		x	
103	New Zealand**	x		x		x	
104	Nicaragua**	x		x		x	
105	Niger**	x		x		x	
106	Nigeria**		x	x		x	
107	Norway**	x		x		x	
108	Oman**	x		x		x	
109	Pakistan**	x		x		x	
110	Panama**	x		x		x	
111	Papua New Guinea*		x		x		x
112	Paraguay**	x		x		x	
113	Peru**	x		x		x	
114	Philippines**	x		x		x	
115	Poland**	x		x		x	
116	Portugal**	x		x		x	
117	Qatar**	x		x		x	
118	Romania**	x		x		x	
119	Russian Federation**	x		x		x	
120	Rwanda*		x		x		x
121	Saint Kitts and Nevis*		x		x		x
122	Saint Lucia**		x		x		x
123	Saint Vincent and the Grenadines**		x		x		x
124	Samoa*		x		x		x
125	Saudi Arabia **	x		x		x	
126	Senegal***	x		x		x	



No.	UNCTAD countries, list A	Diplomatic Passport Visa Requirements		Service Passport Visa Requirements		Regular Passport Visa Requirement	
		Yes	No	Yes	No	Yes	No
127	Sierra Leone*	x		x		x	
128	Singapore*		x		x		x
129	Slovak Republic**	x		x		x	
130	Slovenia**	x		x		x	
131	Solomon Islands*		x		x		x
132	South Africa*		x		x		x
133	Spain**	x		x		x	
134	Sri Lanka**	x		x		x	
135	Suriname**	x		x		x	
136	Swaziland*		x		x		x
137	Sweden**	x		x		x	
138	Switzerland**	x		x		x	
139	Taiwan Province of China**	x		x		x	
140	Tajikistan***	x		x		x	
141	United Republic of Tanzania*		x		x		x
142	Thailand**	x		x		x	
143	The former Yugoslav Republic of Macedonia**	x		x		x	
144	Togo**	x		x		x	
145	Tonga*		x		x		x
146	Trinidad and Tobago*		x		x		x
147	Tunisia**	x		x		x	
148	Turkey**		x		x	x	
149	Uganda*		x		x		x
150	Ukraine**	x		x		x	
151	United Arab Emirates**	x		x		x	
152	United Kingdom**	x		x		x	
153	United States of America**	x		x		x	
154	Uruguay**	x		x		x	
155	Vanuatu**		x		x		x
156	Venezuela (Bolivarian Republic of)**	x		x		x	
157	Viet Nam**	x		x		x	
158	Yemen**	x		x		x	
159	Zambia*		x		x		x
160	Zimbabwe*		x		x		x

No.	UNCTAD countries, list B	Diplomatic Passport Visa Requirements		Service Passport Visa Requirements		Regular Passport Visa Requirement	
		Yes	No	Yes	No	Yes	No
1	Afghanistan***	x		x		x	
2	Algeria**		x	x		x	
3	Andorra**	x		x		x	
4	Azerbaijan***	x		x		x	
5	Bahamas*		x		x		x
6	Belarus**	x		x		x	
7	Bhutan**	x		x		x	
8	Bosnia and Herzegovina**	x		x		x	
9	Comoros**	x		x		x	
10	Equatorial Guinea**	x		x		x	
11	Ethiopia*		x		x		x
12	Holy See**	x		x		x	
13	Iran (Islamic Republic of)**		x		x		x
14	Iraq***	x		x		x	
15	Kazakhstan***	x		x		x	
16	Lebanon***	x		x		x	
17	Liberia***	x		x		x	
18	Libya***	x		x		x	
19	Sao Tomé and Príncipe**	x		x		x	
20	Serbia**	x		x		x	
21	Seychelles*		x		x		x
22	Sudan**	x		x		x	
23	Syrian Arab Republic***	x		x		x	
24	Uzbekistan**	x		x		x	

**Remarks:**

\* Participants have been granted a liberal visa regime by Republic of Kenya. At present, a visa-free entry is granted to 194 countries for a maximum stay of 3 months.

\*\* Participants can submit visa application earlier or request a Visa on Arrival upon arrival at the Jomo Kenyatta International Airport in Nairobi. The fee for a Visa on Arrival for up to three months is US\$50. The fee must be paid in cash. For this reason, please have the appropriate amount of United States dollar notes with you. A Visa on Arrival cannot be converted to other types of visas. However, this type of visa can be extended for a period not exceeding three months. The extension can be obtained at the nearest immigration office in Kenya.

\*\*\*Participants are required to contact the National Preparatory Committee of Kenya at [visasectio@immigration.go.ke](mailto:visasectio@immigration.go.ke) with copy to [unctad14secretariate@mfa.go.ke](mailto:unctad14secretariate@mfa.go.ke) to arrange the issuance of visas.

**ANNEX II**

**LIST OF HOTELS RECOMMENDED FOR THE THE FOURTEENTH SESSION OF THE UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (UNCTAD 14) IN NAIROBI, Kenya TO BE HELD AT KENYATTA INTERNATIONAL CONVENTION CENTRE (KICC) FROM 17–22 JULY 2016**

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
1.	Safari Park	Executive Suite Business Suite Junior Suite Standard Double/Twin Standard Single	US\$ 520 US\$ 420 US\$ 330 US\$ 300 US\$ 240	<a href="http://www.safaripark-hotel.com/">http://www.safaripark-hotel.com/</a>	50%	50%	al Jazeera bbc cnn
2.	Radisson Blu	Double/Twin Standard Single	US\$ 310 US\$ 280	<a href="http://www.radissonblu.com/hotel-nairobi">http://www.radissonblu.com/hotel-nairobi</a>	100%	100%	BBC CNN al Jazeera LOCAL DAILIES BRITAIN TODAY THE INTERNATIONAL FRANCE ACTUALITY
3.	The Boma Nairobi	Business Suite Deluxe Standard Single Standard Double/Twin	US\$ 450 US\$ 290 US\$ 245 US\$ 300	<a href="http://theboma.co.ke/the-boma-hotel-nairobi">http://theboma.co.ke/the-boma-hotel-nairobi</a>	100%	75%	BBC CNN LOCAL DAILIES
4.	Best Western	Executive Suites	US\$ 350/single	<a href="http://www.bestwestern.co">http://www.bestwestern.co</a>	100%	75%	CNN

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
	Premier Nairobi	Deluxe Rooms Standard Single Standard Double/twin	US\$ 375/double US\$ 240/single US\$ 265/double US\$ 215 US\$ 240	<a href="#">.ke</a>			Al Jazeera FRANCE 24 CCTV NEWS
5.	Tribe Hotel Nairobi	Junior suite Penthouse	US\$ 415 US\$ 795	<a href="http://www.tribe-hotel.com">http://www.tribe-hotel.com</a>	100%	50 % -	BBC Al Jazeera CNN Fox News Local Dailies
6.	Villa Rosa Kempinski	Superior rooms Deluxe rooms Balcony Deluxe Rooms Executive Rooms Executive balcony Rooms Business Suites Premium 1 bedroom Suite	US\$ 295/single US\$ 325/double US\$ 325/single US\$ 355/double US\$ 355/single US\$ 385/double US\$ 375/single US\$ 405/double US\$ 405/single US\$ 435/double US\$ 1,570/single US\$ 1,570/double US\$ 2,500/single US\$ 2,500/double US\$ 5,000/single	<a href="http://www.kempinski.com/nairobi">http://www.kempinski.com/nairobi</a>	100%	12pm - 3 pm 70\$ 3pm- 6pm 100\$	CNBC Africa Al Jazeera France 24 CNN BBC Local dailies

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
			US\$ 5,000/double				
7.	Hemingways	Deluxe Single Deluxe Double	US\$ 295 US\$ 400	<a href="http://www.hemingways-nairobi.com">http://www.hemingways-nairobi.com</a>	100%	75%	BBC CNN Al Jazeera LOCAL DAILIES
8.	Ole Sereni	Standard Single Standard Double	US\$ 230 US\$ 280	<a href="http://www.ole-sereni.com">http://www.ole-sereni.com</a>	100%	50%	BBC CNN LOCAL DAILIES
9.	Clarion Hotel	Standard Single Standard Double	US\$ 80 US\$ 100	<a href="http://www.theclarionhotel.co.ke">http://www.theclarionhotel.co.ke</a>	100%	50%	BBC CNN LOCAL DAILIES
10.	Jacaranda Hotel	Standard Single Standard Double	US\$ 180 US\$ 220	<a href="http://www.jacarandahotels.com">http://www.jacarandahotels.com</a>	100%	50%	BBC CNN LOCAL DAILIES
11.	Fairmont The Norfolk	Standard Single Standard Double/twin	US\$ 265 US\$ 300	<a href="http://www.fairmont.com/norfolk-hotel-nairobi">http://www.fairmont.com/norfolk-hotel-nairobi</a>	100%	50%	BBC CNN LOCAL DAILIES
12.	Eka Hotel	Standard Single Standard Double/twin Junior Suite Executive Suite	US\$ 240 US\$ 265 US\$ 380 US\$ 510	<a href="http://www.ekahotel.com">http://www.ekahotel.com</a>	100%	50%	BBC CNN LOCAL DAILIES
13.	The Panari Hotel, Nairobi	Standard Single Standard Double/ Deluxe	US\$ 220 US\$ 270 US\$ 320	<a href="http://www.panarihotels.com">http://www.panarihotels.com</a>	100%	75%	BBC CNN Al Jazeera

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
		Executive	US\$ 350				LOCAL DAILIES
14.	Sankara Hotel	Standard Single Standard Double Deluxe Club Room Junior Suites Executive Suites	US\$ 220 US\$ 250 US\$ 240 US\$ 260 US\$ 340 US\$ 540	<a href="http://www.sankara.com">http://www.sankara.com</a>	100%	75%	BBC CNN Al Jazeera LOCAL DAILIES
15.	Pride Inn Hotels and Conferencing Lantana	Standard Single Standard Double	US\$ 125 US\$ 145	<a href="http://www.prideinn.co.ke/?page_id=147">http://www.prideinn.co.ke/?page_id=147</a>	100%	50%	BBC CNN LOCAL DAILIES
16.	Pride Inn and Conferencing Westlands	Standard Single Standard Double	US\$ 125 US\$ 145	<a href="http://www.prideinn.co.ke/?page_id=118">http://www.prideinn.co.ke/?page_id=118</a>	100%	50%	BBC CNN LOCAL DAILIES
17.	Pride Inn Rhapta	Standard Single Superior Standard Double Superior	US\$ 100 US\$ 125	<a href="http://www.prideinn.co.ke/?page_id=157">http://www.prideinn.co.ke/?page_id=157</a>	100%	50%	BBC CNN LOCAL DAILIES
18.	Sarova Stanley	Deluxe Single Deluxe double Club rooms Club room double Executive Suites Presidential suite	US\$ 295 US\$ 335 US\$ 350 US\$ 390 US\$ 500 US\$ 1,000	<a href="http://www.sarovahotels.com/stanley/">http://www.sarovahotels.com/stanley/</a>	100%	75%	BBC CNN Al Jazeera New York Times LOCAL DAILIES

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
19.	Sarova Panafric	Superior Single Superior Double	US\$ 170 US\$ 210	<a href="http://www.sarovahotels.com/panafric/">http://www.sarovahotels.com/panafric/</a>	100%	75%	BBC CNN Al Jazeera LOCAL DAILIES
20.	Southern Sun Mayfair Nairobi	Standard Single Standard Double Junior Suite Executive Room	US\$ 215 US\$ 230	<a href="http://www.tsogosunhotels.com/regional/pages/hotels-kenya.aspx">http://www.tsogosunhotels.com/regional/pages/hotels-kenya.aspx</a>	100%	75%	BBC CNN LOCAL DAILIES
21.	Laico Regency Hotel Nairobi	Standard Single Standard double Executive Suite Presidential Suite 2 Bedroom Family Suite Kilimanjaro Suite	US\$ 195 US\$ 220 US\$ 195  US\$ 650	<a href="http://www.laicohotels.com/laico-regency">http://www.laicohotels.com/laico-regency</a>	100%	75%	BBC CNN Al Jazeera LOCAL DAILIES
22.	Royal Azure Hotel Nairobi	Standard Single Standard Double Superior Rooms	US\$ 150 US\$ 175	<a href="http://www.royalorchidhotels.com/hotel-royal-orchid-azure-nairobi/room-type.asp">http://www.royalorchidhotels.com/hotel-royal-orchid-azure-nairobi/room-type.asp</a>	100%	75%	BBC CNN LOCAL DAILIES
23.	Hilton Worldwide & Resorts	Single room Double Room	US\$ 390 US\$ 430	<a href="http://www3.hilton.com/en/hotels/kenya/hilton-nairobi-NBOHITW/index.html">http://www3.hilton.com/en/hotels/kenya/hilton-nairobi-NBOHITW/index.html</a>	100%	75%	BBC CNN LOCAL DAILIES
24.	Windsor Golf	Single Rooms	US\$ 220	<a href="http://www.windsorgolfres">http://www.windsorgolfres</a>	100%	100%	BBC



No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
	Hotel & Country Club	Double Rooms Studio Suites Cottages	US\$ 260 US\$ 350 US\$ 450	<a href="#">ort.com</a>			CNN LOCAL DAILIES
25.	Fairview Hotel Ltd.	Standard Single Standard Double Business Class Small Suite	US\$ 185 US\$ 210 US\$ 245 US\$ 365	<a href="http://www.fairviewkenya.com">http://www.fairviewkenya.com</a>	100%	75%	BBC CNN LOCAL DAILIES
26.	Town Lodge	Standard Single Standard Double	US\$ 185 US\$ 210	<a href="http://www.countrylodge.co.ke/hotels/902/Town-Lodge-Upper-Hill-Nairobi-Kenya">http://www.countrylodge.co.ke/hotels/902/Town-Lodge-Upper-Hill-Nairobi-Kenya</a>	100%	75%	BBC CNN LOCAL DAILIES
27.	Utalii Hotel	Standard Single Standard Double	US\$ 180 US\$ 210	<a href="http://www.utaliihotel.co.ke">http://www.utaliihotel.co.ke</a>	100%	75%	BBC CNN LOCAL DAILIES
28.	Mash Park Hotel	Superior rooms Deluxe rooms Business rooms Executives Summit	US\$ 150 US\$ 135 US\$ 180 US\$ 165 US\$ 225	<a href="http://www.mashparkhotel.snr.com">http://www.mashparkhotel.snr.com</a>	100%	75%	BBC CNN LOCAL DAILIES
29.	Eastland Hotel Ltd.	Standard Single Standard Double Business Suite	US\$ 120 US\$ 150 US\$ 220	<a href="http://www.eastlandhotel.co.ke">http://www.eastlandhotel.co.ke</a>	100%	50%	BBC CNN LOCAL DAILIES

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
30.	Nairobi Safari Club	Suite Single Suite double	US\$ 200 US\$ 220	<a href="http://www.nairobisafariclub.com">http://www.nairobisafariclub.com</a>	100%	75%	BBC CNN Al Jazeera LOCAL DAILIES
31.	Yaya Hotel	One Bd Apartments Single Occupancy Double occupancy Two Bedroom apartments Three Bedroom apartments (usd 110 per 3 pax sharing) Four Bed room apartments Penthouses	USD 180 USD 220 USD 260 USD 330 USD 400 US\$ 1,000	www.yaya-apartments.com	100%	75%	BBC CNN LOCAL DAILIES
32.	ACK Guest House		USD 80 USD 100 USD 150		100%	75%	BBC CNN LOCAL DAILIES
33.	Hotel La Mada	Standard Single Standard Double	US\$ 180 US\$ 250	<a href="http://www.madahotels.com/index.php/nairobi/hotel-la-mada">http://www.madahotels.com/index.php/nairobi/hotel-la-mada</a>	100%	75%	BBC CNN LOCAL DAILIES
34.	Meridian Hotel	Standard Single Standard Double/twin	US\$ 100 US\$ 110	<a href="http://www.meridianhotelskenya.com">http://www.meridianhotelskenya.com</a>	100%	75%	BBC CNN LOCAL DAILIES
35.	Golf view Serviced	Studio apartment 1 bedroom	US\$ 100 US\$ 160	<a href="http://www.golfviewservicedapartments.com">http://www.golfviewservicedapartments.com</a>	100%	75%	BBC CNN

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
	Apartments	2 bedroom	US\$ 180				LOCAL DAILIES
36.	House of Waine	Standard single Standard Double Suite Standard	US\$ 210 US\$ 280 US\$ 480 US\$ 365	<a href="http://www.houseofwaine.com">http://www.houseofwaine.com</a>	100%	75%	BBC CNN LOCAL DAILIES
37.	Nairobi Upper Hill Hotel	Standard single Standard Double	US\$ 105 per person BB	<a href="http://www.nairobiupperhillhotel.com">http://www.nairobiupperhillhotel.com</a>	100%	75%	BBC CNN LOCAL DAILIES
38.	Long view suites	Standard single Standard double	US\$ 90 per person BB	<a href="http://www.longviewsuites.com">http://www.longviewsuites.com</a>	100%	75%	BBC CNN LOCAL DAILIES
39.	Ngong Hills Hotel	Executive rooms Superior rooms	US\$ 80 US\$ 165	<a href="http://www.ngonghillshotel.co.ke">http://www.ngonghillshotel.co.ke</a>	100%	75%	BBC CNN LOCAL DAILIES
40.	Mvuli House	Standard Single Standard Double Standard Triple	US\$ 75 US\$ 100 US\$ 130	<a href="http://www.mvulihouse.com">http://www.mvulihouse.com</a>	100%	75%	BBC CNN LOCAL DAILIES
41.	Silver Springs	Standard Single Standard Double	US\$ 100 US\$ 145	<a href="http://www.silversprings-hotel.com">http://www.silversprings-hotel.com</a>	100%	100%	BBC CNN LOCAL DAILIES
42.	Weston Hotel	Standard Single Standard Double Deluxe rooms	US\$ 180 US\$ 200	<a href="http://www.westonhotel.com">http://www.westonhotel.com</a>	100%	100%	BBC CNN ALJAZERA

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
		Executive suite Junior suite Presidential Suite					LOCAL DAILIES
43.	Sentrim Boulevard	Standard Single Standard Double	US\$ 140 US\$ 210	<a href="http://www.sentrimhotels.net/index.php/sentrim-boulevard-hotels-in-nairobi-kenya">http://www.sentrimhotels.net/index.php/sentrim-boulevard-hotels-in-nairobi-kenya</a>	100%	75%	BBC CNN LOCAL DAILIES
44.	The Boma Inn	Standard single Standard double	US\$ 180 US\$ 225	<a href="http://www.theboma.co.ke/boma-inn-nairobi">http://www.theboma.co.ke/boma-inn-nairobi</a>	100%	75%	BBC CNN LOCAL DAILIES
45.	Palacina Residence and Suites	Executive single Executive double	US\$ 330 US\$ 498	<a href="http://www.palacina.com">http://www.palacina.com</a>	100%	75%	BBC CNN LOCAL DAILIES
46.	Natural Oak Apartments	1 bedroom apartments 2 bedroom 3 bedroom	US\$ 115 US\$ 170 US\$ 225	<a href="http://www.naturaloak.co.ke">http://www.naturaloak.co.ke</a>	100%	75%	BBC CNN LOCAL DAILIES
47.	The Heron Portico	Standard Single Standard Double Executive	US\$ 125 US\$ 155	<a href="http://www.theheronportico.com">http://www.theheronportico.com</a>	100%	75%	BBC CNN LOCAL DAILIES
48.	Crowne Plaza	Standard single Deluxe room Superior Club room Junior Suites Executive	US\$ 225 US\$ 265 US\$ 245 US\$ 315 US\$ 550 US\$ 700	<a href="http://www.cpnairobi.com">http://www.cpnairobi.com</a>	100%	75%	BBC CNN LOCAL DAILIES

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
		Wheelchair accessible	US\$ 225				
49.	Mimosa Court Apartments	Standard single/1bedroom Standard Double/2bedroom Triple/ 3bedroom(per week)	US\$ 1,500 US\$ 1,600 US\$ 1,900	<a href="http://www.mimosacourt.com">http://www.mimosacourt.com</a>	100%	75%	BBC CNN LOCAL DAILIES
50.	Methodist Guest House & Conference Centre	Single Double Deluxe double deluxe Bishop Suite Double Bishop Suite	USD 90 USD 130 USD 100 USD 140 USD 110 USD 150	<a href="http://www.methodistquesthouse.org">www.methodistquesthouse.org</a>	100%	75%	BBC CNN LOCAL DAILIES
51.	Lenana Mount		USD 80 USD 100	<a href="http://www.africanspicesafaris.com">http://www.africanspicesafaris.com</a>	100%	75%	BBC CNN LOCAL DAILIES
52.	Marble Arch Hotel	BB single superior BB twin superior BB suite BB twin	\$95 \$ 115 \$130 \$150	<a href="http://www.marblearchhotelnairobi.com/">http://www.marblearchhotelnairobi.com/</a>	100%	75%	BBC CNN LOCAL DAILIES
53.	Hennesis Hotel	Standard Single Standard Double Twin room Superior	US\$ 70 US\$ 85 US\$ 110 US\$ 120	<a href="http://www.hotelhennesis.com">http://www.hotelhennesis.com</a>	100%	75%	BBC CNN LOCAL DAILIES
54.	Tara Suite	Single room Twin room Junior room	US\$ 120 US\$ 200 US\$ 200	<a href="http://www.tarasuites.com">http://www.tarasuites.com</a>	100%	75%	BBC CNN LOCAL DAILIES

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
		Executive room	US\$ 250				
55.	Oakwood		USD 80 USD 100	<a href="http://www.adventuresaloftafrica.com">www.adventuresaloftafrica.com</a>	100%	75%	BBC CNN LOCAL DAILIES
57.	DusitD2 Hotel	Deluxe room Delight room Divine room (Junior Suite) Desire (Executive Suite)	US\$ 290 US\$ 320 US\$ 340 US\$ 410 USD 640	<a href="http://www.d2nairobi.com">http://www.d2nairobi.com</a>	100%	75%	BBC CNN LOCAL DAILIES
56.	The Monarch Hotel	Standard single Standard double Deluxe	US\$ 115 US\$ 115 US\$ 115	<a href="http://monarchhotelskenya.com">http://monarchhotelskenya.com</a>	100%	75%	BBC CNN LOCAL DAILIES
57.	InterContinental Nairobi	Deluxe Single Deluxe Double Club Single Club Double Presidential Suite 2 Bedroom club executive suite 1 Bedroom Club Suite 1 Bedroom Deluxe 1 Bedroom superior	US\$ 300 US\$ 330 US\$ 350 US\$ 380 US\$ 3,564 US\$ 3,240 US\$ 1,981 US\$ 900 US\$ 750	<a href="http://www.ihg.com/intercontinental/hotels/gb/en/nairobi/nboha/hoteldetail?fhqs=view/photosView/locations/KEN">http://www.ihg.com/intercontinental/hotels/gb/en/nairobi/nboha/hoteldetail?fhqs=view/photosView/locations/KEN</a>	100%	75%	BBC CNN LOCAL DAILIES
58.	Serena Hotels and Lodges	Standard Single Standard Double Superior Suite	US\$ 270 US\$ 305 US\$ 350	<a href="http://www.serenahotels.com/serenanairobi/default-en.html">http://www.serenahotels.com/serenanairobi/default-en.html</a>	100%	75%	BBC CNN LOCAL DAILIES

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
		Executive Suite	US\$ 470				
59.	Jambo Chester Hotel	Standard Single Standard Double VIP suites Family Rooms	US\$ 95 US\$ 150 US\$ 145 US\$ 165	<a href="http://www.chesterhouse.co.ke">http://www.chesterhouse.co.ke</a>	100%	75%	BBC CNN LOCAL DAILIES
60.	Westend Hotel		USD 90 USD 120 USD 140 USD 200	<a href="http://www.westendhotelkenya.com">http://www.westendhotelkenya.com</a>	100%	75%	BBC CNN LOCAL DAILIES
61.	Summerdale Inn		USD 125 USD 145 USD 160	<a href="http://www.summerdale.com">www.summerdale.com</a>	100%	50%	BBC CNN LOCAL DAILIES
62	Hotel Metro Inn		USD 80 USD 100	<a href="http://www.metroinngroup.com">www.metroinngroup.com</a> 0700777999	100%	50%	BBC CNN LOCAL DAILIES
63	Sovereign suites	Family suites Junior suites			100%	100%	BBC CNN LOCAL DAILIES
64	Nelson court serviced apartments	2 bedroom apartment 1 bedroom apartment	USD 120 USD 170	<a href="http://www.nelsonscourt.com">www.nelsonscourt.com</a>	100%	100%	BBC CNN LOCAL DAILIES
65	Batians peaks serviced apartments	2 bedroom apartment 1 bedroom apartment	USD 120 USD 150	<a href="http://www.batianspeak.co.ke">www.batianspeak.co.ke</a>	100%	100%	BBC CNN LOCAL DAILIES

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
66	Bidwood suites hotel	Business Suite Family Suite	USD 150 USD 175 USD 200	www.bidwoodsuites.com/	100%	75%	BBC CNN LOCAL DAILIES
67	Royal orchid azure	Orchid suite Junior suites Deluxe suites	USD 170 USD 135 USD 125	www.royalorchidhotels.com	100%	75%	BBC CNN LOCAL DAILIES
68	Hill park hotel	Premium rooms, Deluxe rooms 1 bedroom apartments 3 bedroom penthouses	USD 150 USD 200	www.hillparkhotel.com	100%	75%	BBC CNN LOCAL DAILIES
69	Town lodge hotel	Economy plus rooms	USD 140 USD 175	www.nairobicity.com/entries/town-lodge	100%	75%	BBC CNN LOCAL DAILIES
70	Gems	suites	USD 173 USD 242	www.gemsuites.co.ke	100%	100%	BBC CNN LOCAL DAILIES
71	Safari Club (Lillian Towers)	Panorama Suite Panorama Twin Suite Executive Suite Presidential Suite	USD 130 USD 165 USD 125 USD 1200	www.nairobisafariclub.com	100%	75%	BBC CNN LOCAL DAILIES
72	Panari residence	3 bd apartment @ a flat rate of max 3ppl 4bd	USD 350 USD 500	www.thepanariresidence.com	100%	100%	BBC CNN LOCAL DAILIES
73	la Maison Royale	Single double	USD100 USD120	www.lmrhotel.com	100%	75%	BBC CNN LOCAL DAILIES



No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
74	Westwood Hotel	Executive Room Executive Forest View Executive Double	\$120 \$140 \$150	<a href="http://westwoodhotelkenya.com/">http://westwoodhotelkenya.com/</a>	100%	75%	BBC CNN LOCAL DAILIES
75	Wuduria Hotel		USD 100 USD 120	<a href="http://www.wuduriahotel.com">www.wuduriahotel.com</a>	100%	75%	BBC CNN CCTV LOCAL DAILIES
76	Amber Hotel	Deluxe Rooms Executive Rooms Junior Suites Penthouse Suite	USD 150 USD 200 USD 250 USD 350	<a href="http://www.amberhotel.co.ke">www.amberhotel.co.ke</a>	100%	75%	BBC CNN LOCAL DAILIES
77	The Concord Hotel		USD 150 USD 175 USD 200	<a href="http://www.theconcordhotels.com">www.theconcordhotels.com</a>	100%	75%	BBC CNN LOCAL DAILIES
78	Emeli Hotel		USD 100	<a href="http://www.emelihotel.com">www.emelihotel.com</a>	100%	75%	BBC CNN LOCAL DAILIES
79	Ole Dume Suites	1 bd apartment 2 bd apartment	USD 150 USD 200	<a href="http://oledume.com">oledume.com</a>	100%	100%	BBC CNN LOCAL DAILIES
80	Nanchang Hotel	Standard Single Room Standard Twin Room Triple room Luxury Single Room Diplomatic Suite VIP Suite	USD 75 USD 110 USD 230 USD 120 USD 200 USD 230	<a href="http://www.nchotel.com">www.nchotel.com</a>	100%	75%	BBC CNN CCTVA LOCAL DAILIES

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
		Family Suite	USD 330				
81	Golden Tulip	Silver Gold Platinum	USD 145 USD 180 USD 200	www.goldentulip.com	100%	75%	BBC CNN al Jazeera LOCAL DAILIES
82	Hotel Rio	Standard single Classic Queen Classic Twins Superior Queen Executive	USD 80 USD100 USD110 USD140 USD180	http://hotelrio.co.ke	100%	75%	CNN al Jazeera BBC LOCAL DAILIES
83	Red Ruby Hotel	Standard Double	USD 80 USD 100 USD 120	www.redrubyhotel.co.ke	100%	100%	CNN BBC Al Jazeera
84	Waridi Paradise Hotel	One bedroom apartment Two bedroom apartment	USD 125 USD 175	waridi-paradise.com	100%	100%	CNN al Jazeera BBC LOCAL DAILIES
85	fahari Serviced Apartments	1 bd apartment 2 bd apartment	USD 125 USD 165	www.faharipalace.com	100%	100%	CNN BBC Al Jazeera Local Dailies
86	Lavington Hill House	Standard Room Deluxe Room Family/Executive Room Penthouse	USD 110 USD 120 USD 160	www.lavingtonhillhouse.com	100%	100%	CNN BBC Al Jazeera Local Dailies

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
			USD 140				
87	Sun Star Hotel	Double Deluxe Rooms Superior Rooms Twin Rooms Standard	USD 80 USD 100 USD 110 USD 65	www.sunstarhotelnairobi.com	100%	75%	CNN BBC Al Jazeera Local Dailies
88	Tune	Standard Twin Family	USD 100 USD 115 USD 125	http://www.tunehotels.com/nairobi	100%	100%	CNN BBC Al Jazeera Local Dailies
89	<u>Lotos Inn &amp; Suites Nairobi</u>	Single Standard Double standard	USD 80 USD 100	lotos.co.ke	100%	75%	CNN BBC Al Jazeera Local Dailies
90	<u>The Zehneria Portico Hotel</u>		USD 100	www.zehneriahotel.com	100%	75%	CNN BBC Al Jazeera Local Dailies
91	Raeta	1bd apartment single occupancy 1 bd apartment double occupancy 3 bd apartment (max of 4 pple)	USD 150 USD 175 USD 300	reata.co.ke	100%	75%	CNN BBC Al Jazeera Local Dailies
92	Wasini all Suites Hotel	Single double	\$195 \$225	<a href="http://www.wasiniluxurysuitesandhotels.com">www.wasiniluxurysuitesandhotels.com</a> enquiries@wasinihotel.co	100%	75%	BBC CNN LOCAL DAILIES

No.	Name of Hotel	Room Type	Rate (USD with Breakfast)	Website	Early C/I	Late C/o	ENGLISH TV CHANNEL/Newspaper
				m			

ANNEX III  
**HOTEL INFORMATION FORM**

Name (Mr./Mrs./Ms/Dr): \_\_\_\_\_  
(Surname/Family Name)

(First Name) \_\_\_\_\_

Position: \_\_\_\_\_

Delegation/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City / Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Choice of hotels: \_\_\_\_\_

Special requirements: \_\_\_\_\_

ANNEX IV  
FORMS FOR RADIO FREQUENCIES



Application for Authority to Establish and Operate a Radio Communication Network  
CA/F/FSM/01

**1. APPLICANT'S DETAILS**

1. Name of Applicant.....
  2. Postal Address..... Postal Code..... City/Town.....
  3. Business Telephone:..... Mobile No.....
  4. Email Address (es).....
  5. Physical Address – Building..... Street.....
  6. L.R. Number.....
  7. Name/s of Company Director/s                      Nationality                      ID/Passport No.
- |  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2. TECHNICAL DETAILS**

- 2.1 Frequency band and type of service proposed.....
- 2.2 Number of stations:
  - (a) Fixed..... Location..... Area.....
  - (b) Mobile .....
  - (c) Portable .....
  - (d) Capacity of decoder in case of alarm networks .....

**3. DOCUMENTS TO BE SUBMITTED WITH APPLICATION**

This application shall be accompanied by:-

- a) A letter stating the purposes for which the network is required
- b) Payment of a non-refundable application fee of KShs 1,000.00.
- c) A sworn affidavit submitting the documents listed below (a template of the affidavit is attached as Annex 1):
- d) Copies of:-
  - i. Certificate of Incorporation/Registration Certificate.
  - ii. Valid business licence/Certificate.
  - iii. Supporting documents for the works being carried out in case of construction companies.
  - iv. Tax Compliance Certificate
  - v. Company P.I.N. Certificate
  - vi. Working Permit for Foreign Directors residing in Kenya.
  - vii. CR 12 for all Service Providers



**Application for Authority to Establish and Operate a Radio Communication Network  
CA/F/FSM/01**

- viii. Copies of Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for all Directors and Shareholders of the Applicant: Both sides of the ID should be copied onto the same side of an A4 size paper, and Passport copies should include pages showing the nationality, date of issue and expiry, name and photograph of holder.

Signature of Applicant:..... Designation:..... Date.....

**Note:**

- A: Diplomatic Missions and Organizations accredited to Kenya may channel their application through the Ministry of Foreign Affairs [part (e): above, is not applicable for such an application].
- B: Foreign entities not based in Kenya applying for Private Radio Network Licenses should notarize all their documents [part 4(d): above, is not applicable for such an application].
- C: Some parts in this application form require a technically qualified person to complete. Please request the assistance of your service provider to fill in the required information.

**4. FOR OFFICIAL USE ONLY: APPLICATION ACCEPTANCE**

Name of Company/Organization: .....

Applied Network Configuration .....

NO	APPLICATION REQUIREMENTS	RECEIVING OFFICER	CHECKING OFFICER
1.	Is a covering letter on company letterhead included?		
2.	Is the application duly completed?		
3.	Is the application signed, giving applicant's name and designation?		
4.	Is application fee paid?		
5.	Government clearance		
<b>The following copies of documents should be listed on an affidavit sworn by one of the Directors unless the applicant is excepted</b>			
6.	Certificate of Incorporation/Registration Certificates		
7.	Valid Business licence/certificate		
8.	Valid Tax Compliance Certificate		
9.	ID/passport copies of Directors		
10.	Supporting Documents for works being carried out in case of construction firms		
11.	Company P.I.N. Certificate		
12.	Working Permit for Foreign Directors residing in Kenya		
13.	Original CR/12 provided for Service Providers		

Legend: C = Complied      NC= Not Complied      N/A= Not Applicable



Application for Authority to Establish and Operate a Radio Communication Network  
CA/F/FSM/01

The Receiving Officer MUST CHECK ALL requirements above before accepting an application  
Receiving Officer's Comments: .....  
Receiving Officer's Name: .....  
Signature: ..... Date: .....

The Checking Officer MUST tick ALL the boxes above before recommending the application for further consideration.  
Checking Officer's Comments: .....  
Checking Officer's Name: .....  
Signature: ..... Date: .....

**THE COMPLETED APPLICATION FORM SHOULD BE RETURNED TO: -**

The Director,  
Frequency Spectrum Management,  
Communications Authority of Kenya  
1<sup>st</sup> Floor, C.A. Centre, Waiyaki Way  
P. O. Box 14448,  
Westlands – 00800  
Nairobi.  
Tel: 020-4242000/0703042000

**FOR OFFICIAL USE ONLY**  
The application MEETS/ DOES NOT MEET the Authority's requirements and is hereby APPROVED/NOT APPROVED as follows: -  
\_\_\_\_\_  
\_\_\_\_\_  
The reasons for not approving the application are as follows: -  
\_\_\_\_\_  
\_\_\_\_\_  
Name \_\_\_\_\_ Designation \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
CLC Number \_\_\_\_\_ Official stamp \_\_\_\_\_





COMMUNICATIONS  
AUTHORITY OF KENYA

Application for Authority to Establish and Operate a Radio Communication Network  
CA/F/FSM/01

**ANNEX 1**

**REPUBLIC OF KENYA**

**IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT CHAPTER  
15, LAWS OF KENYA**

**AND**

**IN THE MATTER OF AN APPLICATION FOR LICENSE FROM THE  
COMMUNICATIONS AUTHORITY OF KENYA**

**AFFIDAVIT**

I, \_\_\_\_\_ of Post Office Box Number \_\_\_\_\_  
\_\_\_\_\_ (Town) \_\_\_\_\_ (Postcode) do hereby make oath and state as follows:

1. THAT I am an adult of sound mind and \_\_\_\_\_  
(position/ status in the applicant entity) of \_\_\_\_\_ (name of the  
applicant) and hence competent to swear this Affidavit.
2. THAT I am a citizen of the \_\_\_\_\_ and holder of  
National Identity Card No. (or Passport No.) \_\_\_\_\_ .
3. THAT \_\_\_\_\_ (name of the applicant) has resolved to make an  
application to the Authority for a \_\_\_\_\_ (name of the licence  
in accordance with the *Authority's* Market Structure) licence.
4. THAT I have submitted the following copies of our documents in support of the said  
application:
  - 4.1. Registration and ownership status:
    - 4.1.1. For an applicant registered under the Companies Act (Cap 486):
      - 4.1.1.1. Copy of Certificate of Incorporation
      - 4.1.1.2. For Service Providers, Original CR/12 provided.
    - 4.1.2. Copy of Business Name, or
    - 4.1.3. Copy of Registration Certificate etc.
    - 4.1.4. Copies of Kenyan National Identity Cards (ID) or Kenyan/Foreign passports for  
all Directors and Shareholders of the Applicant:
      - 4.1.4.1. Both sides of the ID copied onto the same side of an A4 size paper, and
      - 4.1.4.2. Passport copies including pages showing the nationality, date of issue and  
expiry, name and photograph of holder.
      - 4.1.4.3. Working Permit for Foreign Directors (if the Directors are not Kenyan Citizens  
and are residing in the country)

