

MINISTRY OF EDUCATION

Telegrams: "EDUCATION", Nairobi

FAX No.

Telephone: 318581

When replying please quote



REPUBLIC OF KENYA

JOGOO HOUSE "B"

/*

P. O. Box 30040

NAIROBI

KENYA

REF:

DATE:

The Head teacher / Manager

.....School/Academy

P.O. Box

DOCUMENTS REQUIRED FOR REGISTRATION OF YOUR INSTITUTION

Please forward the following items/documents (ticked below) to this office immediately in order to facilitate the quick processing of the institution's registration:-

1. Duly Completed and signed application forms for the institution.
2. Duly Completed and signed application forms for the Manager of the institution.
3. A recent Full School Inspection Report from the DEO's/MEO'S or PDE's Office (stamped & signed)
4. A detailed recent Public health/Sanitary Inspection Report (stamped and signed)
5. Title/Deed/Allotment letter or a valid Lease Agreement covering a period of not less than 8 years.
6. Certified copies of professional and academic certificates of all teachers/Manager
7. Certified copies of registration certificates of the teachers with T.S.C.
8. Supporting D.E.B minutes or Extract from the D.E.B minutes signed by the Secretary and Chairman
9. Site/Plan/Sketches of the institution showing the existing facilities and future development or extension plans.
10. A copy of the Registration of the institution's Business Name under the Business names Act or A certified copy of the registration of the organization as a Society or Limited Company and a copy of the Memorandum of Association.
11. Kshs..... Registration fees (Bankers Cheque made to the Permanent Secretary, Ministry of Education, Science and Technology). Money/Postal orders are NOT ACCEPTED.
12.

FOR: PERMANENT SECRETARY

N.B Charges for registration are as follows:

- (i) Public Schools (Provisional and Re-registration)- 1000/=
- (ii) Private (Provisional Registration)-10,000/=
- (iii) Private (Re and Full Registration)-5,000/=
- (iv) Church / Religious Based Schools (Provisional and Re-registration)-4,000/=