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REPUBLIC OF KENYA
DEPARTMENT OF CULTURE
MINISTRY OF SPORTS,
CULTURE AND HERITAGE

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APPLICATION FORM FOR REGISTRATION/RECOGNITION OF CULTURAL GROUPS AND ARTISTS

CONDITIONS FOR REGISTRATION/RECOGNITION

1.0 KENYAN APPLICANTS

- 1.1 Applicants must show interest in the promotion, development and preservation of our rich cultures at amateur and professional levels, through dance, song, drama, visual arts and language e.t.c.
- 1.2 Artist (e) s seeking registration are required to attach copies of their particular (if any), alongside copies of their respective constitutions, lists of current members and excerpts of minutes discussing their registration.
- Application forms can be obtained from the Department Headquarters, Provincial and District culture offices.
- 1.3. All applicants must attach a passport size photo to the form. If a group, passport size photographs of the chairman, Secretary and Treasurer must be attached.
- 1.4 Applicants shall - be registered on payment of Kshs. 520; inclusive of Kshs. 20 application form fee. Replacement for a lost or damaged certificate shall be on payment of Kshs 600/= Annual renewal of the certificates shall be on payment of Kshs. 220/= Inclusive of Kshs 20/= fee for application form. Anyone seeking replacement or a lost certificate must produce a police Abstract.

2.0 NON KENYAN APPLICANTS

- 2.1 The application must be accompanied by the following:- copies of passport(s), copies of professional certificate(s), testimonies from recognized institutions, copy of work permits of class 'H' or 'J' or High Commission.
- 2.3 A copy of the certificate of incorporation must be attached if the applicant is registered as a company.
- 2.4 A fee of Kshs. 5,000/= is payable by each new applicant. Annual renewal will be done on payment of Kshs. 2,000/= Replacement for a lost or damaged shall be on payment of Kshs. 6,000/= . Applicants for replacement of lost certificate must produce a police abstract.

NB:

- (i) All applicants are expected to follow the Government regulations in relation to their public performance and group activities.
- (ii) The certificate validity is renewable annually at a fee. The certificate is not a practice or business license, but a token of recognition.
- (iii) An officer of the Department shall arbitrate where a conflict occurs in a group.
- (iv) Registered artists should liaise with Director of Culture with regard to group elections, change of constitution etc.
- (v) A group elections change of Costitution recommendation by a reputable organization (e.g Kenya Music & Cultural Festival, Kenya Music Composers Association, Kenyatta University, Kenya Cultural Centre e.t.c), can substitute the recommendation of the referee and the District Commissioner/Provincial Commissioner. The application must however be endorsed by the respective District/Provincial Director of Culture.

APPLICANT(S) PARTICULARS:

1. NAME OF APPLICANT/GROUP/ASSOCIATION

If Group, Name of officials:

Chairman _____

Secretary _____

Treasurer _____

2. PRESENT POSTAL ADDRESS:

Fax _____

E-mail _____

Tel _____

3. PRESENT PHYSICAL ADDRESS:

Building _____

Street _____ Town _____

Sub-location _____ Location _____ County _____

4. STATE WHETHER PROFESSIONAL OR AMATEUR _____

5. HOW OFTEN DO YOU MEET? _____

6. GIVE DETAILS OF ACTIVITIES

7. ARE YOU PREVIOUSLY REGISTERED?

(a) Yes/No

(b) If Yes, Name of registered authority

(c) Date _____ Certificate No. _____

8. (a) ARE YOU A MEMBER OF ANY ARTIST (E)'S ASSOCIATION?

(b) If yes, Specify _____

(c) Do you hold any position? If yes,

Specify _____

