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TO PRINCIPAL IMMIGRATION OFFICER

PART 1- REPORT ON KENYANIZATION

EMPLOYMENT

Returned herewith is Form 22,
Parts I,II and III .(Employers:
Tick the appropriate box

JOB CATEGORY	CITIZENS			NON -CITIZENS (NATIONALITY)			Total Employment
	African	Asian	Euro-pean	African	Asian	European	

(a) Since all of my employees are citizens, I am returning the form without any entries.

(b) Since I employ non-citizens, I have completed the form as required.

A. PROFESSIONAL, TECHNICAL, ADMINISTRATIVE, EXECUTIVE AND MANAGERIAL

1.Directors and top level Administrators.							
2. Professional							
3. Executive and Managerial							
4. Technicians, works managers ,shop foremen and other supervising tradesmen							

.....
Name in block letters *Signature*

B.TEACHERS

C.CLERICAL

.....
Designation *Date*

1.Secretaries, stenograghers and typ-ists.							
2.Clerks							
3.Book-keepers, cashiers and Book-keeping clerks							
4. Office Machine Operators							

1. If the name of employer does not appear on a label at the left or is not correct, please fill in (a) and (b) -

- (a) Employer (Business name in full)
- (b) Postal address
- (c) Type of Business

D. SALES

2. Branch(if any)

3. Location of business

4. Person to contact in event of inquiries on this form -
Name

Telephone number

1. Technical representatives and brokers.							
2. Shop assistants							
E Skilled and semi-skilled wage or salary earners not included above							
F Unskilled labourers							
TOTAL ALL EMPLOYEES							

5. Nature of business

6. Employment as at

G. SELF-EMPLOYED AND UNPAID WORKERS INCLUDED ABOVE

1. Self-employed							
2. Unpaid Work-ers							

**PART II-REPORT ON KENYANIZATION
NON-CITIZEN EMPLOYEES AND CITIZEN TRAINEES**

<p>INSTRUCTION FOR PART II OF FORM 22 <i>Job Category:</i> List the job categories shown on part I In which there are no-citizens employed <i>Job Title:</i> Next to each Job Category, list all Job Titles in that Job Category in which there are non-citizens employed. The job Titles should be those used by the company</p>	<p><i>Non-citizens employees:</i> Next to each Job Title, list the names of all non-citizens with that job Title. List his entry Permit number,if he has one,and the date it expires. After the names of citizens of Uganda and Tanzania indicate “(U)” and “(T)” respectively. Full names must be given, i.e John Smith or Jetembhai Maganbhai Patel. <i>Citizens in training:</i> For each Job Title, indicate the names of citizens in training if any, their race and the date on which training</p>	<p>Began and will end. In general a trainee should be reported for each non-citizen. Trainees should have minimum requirements for trainees stated on Part III, Form 22. The names of trainees may be listed as a group if there are a number of citizens who are potential replacements. Or they may be designated “A”, ”B”, ”C”, etc, if the employer only wishes to reveal their names, later, on a confidential basis</p>
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Job Category	NON-CITIZEN EMPLOYEES							CITIZENS IN TRAINING				
	Job Title	Names (in full)	Nationality	R. Number	Entry Permit Date	Permit Expiry Date	Qualification-	Names (in full)	Race	Qualifications	TRAINING DURATION	
											Beginning Date	Ending Date

(CONTINUE ON PLAIN PAPER OR SEPARATE “CONTINUATION SHEETS” WHICH ARE AVAILABLE IF REQUIRED)

PART III-REPORT ON KENYANIZATION

<p>INSTRUCTION FOR PART II OF FORM 22</p> <p><i>Jobs held by non-citizens</i></p> <p>Job Title and Salary Scale: List the job Title and Salary scale for each job Title</p> <p><i>Job Description:</i></p> <ol style="list-style-type: none"> 1. Indicate the position of this job in relation to others in the establishment, stating to whom the holder is responsible and the posts under hi supervision. 2. Describe briefly the functions he personally performs <p><i>Minimum Entry Requirements:</i></p> <p>The qualifications required should be minimum necessary for carrying out the job. The qualifications could not simply</p>	<p>Be a statement of the qualifications of the present non-citizen post holder. The qualifications (education, training and experience) should not exceed those possessed by non-citizens at the date <i>when he was engaged.</i> The description of the training and Experience Schemes covered below should, in effect, describe the experience required as part of the training for this job.</p> <p><i>Training and Experiences Schemes for citizens:</i></p> <p>The term Training and Experience Schemes, as used here refers to informal or formal training on the job or experience in related jobs or both. In general, a scheme should be reported for each job Title in which a non-citizen is employed, whether or not the training has actually begun. The only exception is a post not requiring any experience or on the job training.</p>	<p>The description should include information on-</p> <ol style="list-style-type: none"> (a) The type of training, for example training on-the-job, special training courses within the firm, attendance of formal educational or technical institutions, or any combination of such methods. (b) Posts the trainee should in the firm before reaching the posts held by a non-citizen, and the firm should occupy each of the them (c) Duration of the training and experience <p>The description of the scheme and minimum entry for trainees, when considered together should indicate that a qualified trainee will, in fact be prepared eventually to replace the non-citizen holder.</p>
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JOBS HELD BY NON-CITIZENS		TRAINING AND EXPERIENCE SCHEMES FOR CITIZENS
Job Title and Salary Scale	Minimum Entry Requirements and Description	Minimum Entry Requirements and Description of Training and Experience Schemes

(CONTINUE ON PLAIN PAPER OR SEPARATE "CONTINUATION SHEETS" WHICH ARE AVAILABLE IF REQUIRED)