

## ECOTOURISM KENYA

### PROCEDURE FOR MEMBERSHIP APPLICATION

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1. Entities can join Ecotourism Kenya under any of the following categories:
  - ✿ Corporate members
  - ✿ Individual / Student members
  - ✿ Community Based Tourism Enterprises
  - ✿ Sponsors
2. Corporate applicants are required to:
  - ✿ Express their interest in joining in writing. The recommendation is that it is sent as an official letter on company letterhead.
  - ✿ Applicants are issued with the application package which is comprised of:
    - a. Application form
    - b. Members' charter and code of conduct
    - c. Green credentials form
3. Corporate applicants should return the duly filled documents either through post, hand delivery or email of scanned copies. The application forms should be accompanied by:
  - ✿ Copy of current and valid license from the Ministry of Tourism
  - ✿ Copy of the Certificate of Incorporation
  - ✿ Copy of the letter from NEMA acknowledging receipt of latest Environmental Audit or a receipt to show payment of the same has been done and the facility is awaiting the letter from NEMA
  - ✿ Copy of current and valid lease agreement where relevant
  - ✿ The application form should be signed and stamped by two referees before submission.
  - ✿ The annual membership fee of **Kshs. 15,000** or such other amount that may be stipulated
4. Individual/student applicants are required to:
  - ✿ Complete the membership application form stating their professional qualifications and their main interest in joining the organization;
  - ✿ Students should send a copy of a valid student ID (they should not be Masters or PHD students)
  - ✿ The annual membership fee for **individuals Kshs. 2,500** and **students Kshs. 1,000** or such other amount that may be stipulated
5. Community Based Organizations are required to submit:
  - ✿ The membership application form
  - ✿ Copy of the current license from the Ministry of Culture and Social services
  - ✿ A profile of the organization
  - ✿ The annual membership fee of **Kshs. 1,000** or such other amount that may be stipulated.
6. The membership fee is renewed annually on 1st January every year irrespective of when one joined or renewed in the previous year.
7. All applications are subject to review by the Executive Committee which is not obliged to accept an application or to give reasons for refusal.

All membership enquiries should be addressed to:

**The Membership Officer**

Ecotourism Kenya

P.O Box 10146 00100 Nairobi, Kenya

**Tel:** +254 20 2574059/726366080 **Email:** [membership@ecotourismkenya.org](mailto:membership@ecotourismkenya.org)

