



# International Finance & Innovation Centre

AFRICA'S GATEWAY TO THE WORLD

Client Handbook

## HOW TO SET UP A BUSINESS IN TRIFIC

Updated as of: August 2<sup>nd</sup>, 2023



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<https://trific.co.ke/>

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## Introduction.

This handbook provides guidance on the process of setting up a services business in TRIFIC. While the process remains the same for all businesses, the requirements may vary depending on the legal structure and the type of business activities selected.

The handbook provides high-level information about the Special Economic Zone (SEZ) Authority process customized for services businesses. The generic SEZ process for all businesses can be found at the SEZ Authority website: <https://sezauthority.go.ke/enterprise-license>



# Target Market.

TRIFIC offers new and exciting prospects for global, African, regional and Kenyan **service-oriented** business enterprises seeking a **next-frontier gateway base** to **competitively access regional and international markets.**



## Service Sectors :

- Banking
- Financial Services
- Fintech
- Digital Technology & Innovation
- Business Process Outsourcing (BPO)
- Information Technology Outsourcing (ITO)
- Shared Services
- Professional Services including Consulting
- Legal and Tax Advisors
- Corporate Headquarters
- Centres of Excellence
- Communications
- Insurance
- Investment and Funds
- PR and Advertising
- Media and Entertainment
- Special Purpose Vehicles
- Associations
- Non Governmental Organisations (NGOs)
- Hospitality and Conferencing Facilities
- Healthcare Facilities





## SEZ Enterprise **Eligibility Requirements.**

To operate within the TRIFIC SEZ, an Enterprise must:

- 1** Have a services-oriented business scope
- 2** Showcase movement of capital across international markets
- 3** Own or lease land or premises within the TRIFIC SEZ to set up its operations
- 4** Be licensed as a SEZ Enterprise by the Kenyan SEZ Authority



## SEZ Enterprise Set Up Process.

The process for setting up a services business in TRIFIC is simple and requires the following steps to be completed in the order below:

### STEP 1:

Fill out and submit the **TRIFIC Expression of Interest Form (EOI)**.

### STEP 2:

Schedule a **Discovery Session with the TRIFIC team**.

### STEP 3:

Choose the space in TRIFIC SEZ where the entity will operate, agree, and **sign TRIFIC's Heads of Terms (HOT)**.

### STEP 4:

Work closely with TRIFIC's **SEZ One-Stop-Shop** to complete your SEZ Enterprise Licence application documentation.

### STEP 5:

After receipt of the **Approval in Principle Letter** from the SEZ Authority, sign **Leasing Agreement** with TRIFIC, incorporate SEZ Entity and pay the SEZ Licence fee (annual fee USD 1,000).

### STEP 6:

**SEZ Enterprise Licence** is issued, and the **Enterprise Migration Process** begins: fit-out and development, incentive procurements, work permits, etc.

Our business clients can leverage TRIFIC's "SEZ One-Stop-Shop", which is established in collaboration with the SEZ Authority (SEZA), to assist with and route their applications for permits, approvals, and licenses to government authorities.

TRIFIC's SEZ One-Stop-Shop works closely with enterprises during their licensing application process and provides all the necessary support to achieve the best outcomes.

## SEZ One-Stop-Shop Facilitation Services.



The facilitation of our SEZ One-Stop-Shop provides the finest service and the completion of the SEZ Enterprise licencing process within **30 calendar days**.

# Your business opportunity in TRIFIC starts here

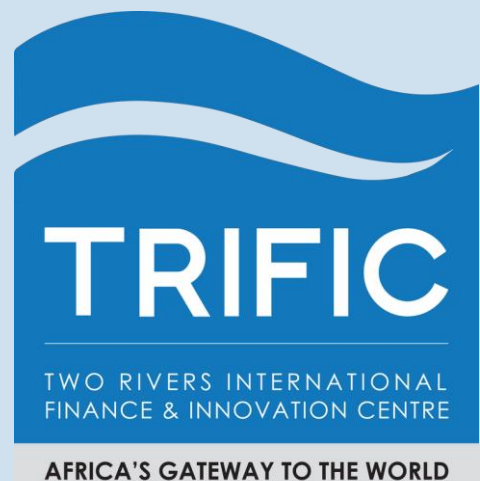
You can schedule a **Discovery Session** with the TRIFIC team by either:

1. Completing and submitting a Business Set Up Enquiry on our website <https://trific.co.ke/>
2. Emailing us at [info@trific.co.ke](mailto:info@trific.co.ke)
3. Calling us at +254 709 902 400



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The TRIFIC Business Services team will guide you through all the different steps and proactively ensure a smooth and quick turnaround process.



# Expression of Interest Form

Provide us with some basic information about yourself and the entity you wish to set up in TRIFIC.



info@trific.com  
www.trific.co.ke

Date of registration :  
  /   /

## 1. Individual Contact Information :

First Name :  Last Name :

Phone No :  E-Mail :

## 2. Corporate Entity / Organization Contact Information :

Business Organization Name :  Website :

### Service Sector :

<input type="checkbox"/> Financial Services	<input type="checkbox"/> Investment	<input type="checkbox"/> NGO
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Banking	<input type="checkbox"/> Hospitality
<input type="checkbox"/> Digital Technology & Innovation	<input type="checkbox"/> Corporate Headquarters	<input type="checkbox"/> Healthcare
<input type="checkbox"/> Business Process Outsourcing (BPO)	<input type="checkbox"/> Centre of Excellence	<input type="checkbox"/> Entertainment
<input type="checkbox"/> Other Service Sector (please specify):	<input type="text"/>	

Where is the Company located :

### Entity Jurisdiction:

<input type="checkbox"/> Start Up (New Business Entity)	<input type="checkbox"/> Kenyan-based Company	<input type="checkbox"/> Foreign-based Company
<input type="checkbox"/> Registration of a subsidiary (Expansion of existing businesses)	<input type="checkbox"/> Registration of a subsidiary (Expansion of existing businesses)	<input type="checkbox"/> Transfer of the Company to TRIFIC (Relocation of existing business)
<input type="checkbox"/> Transfer of the Company to TRIFIC (Relocation of existing business)	<input type="checkbox"/> Transfer of the Company to TRIFIC (Relocation of existing business)	



# Expression of Interest Form

Provide us with some basic information about yourself and the entity you wish to set up in TRIFIC.

info@trific.com  
www.trific.co.ke



## 2a. Please complete if Corporate Entity / Organization is a Start Up :

Describe the nature of the Start Up :

What market are you targeting to serve from TRIFIC? (Mark all that apply):

Kenyan Market    
  EAC Customs Territory    
  Other Countries

## 2b. Please complete if Corporate Entity / Organization is a Kenyan-based Company :

Reason you are looking to set up in TRIFIC :

What market are you targeting to serve from TRIFIC? (Mark all that apply):

Kenyan Market    
  EAC Customs Territory    
  Other Countries

What is the percentage of Revenues that your Company is Exporting at the moment?

## 2c. Please complete if Corporate Entity / Organization is a Foreign-based Company :

Reason you are looking to set up in TRIFIC :

What market are you targeting to serve from TRIFIC? (Mark all that apply):

Kenyan Market    
  EAC Customs Territory    
  Other Countries

## 3. Space Requirements : Kindly help us to identify the best solutions for you.

**Number of Employees Anticipated to be Located in TRIFIC :**

Immediate Phase - 0 to 2 years:     
 2 to 5 years :     
 5 to 10 years :

**How much office space are you anticipating you will need at entry?**

in Square Meters     
 in Square Feet

**Do you anticipate additional office space needs? Give demand indications :**

**Would you also be requiring Residential space for your staff? Give demand indications :**

**Do you have any special requirements for the office space you are looking to lease in TRIFIC? And what are they?**

## 4. Is there anything else more specific you would like to enquire about TRIFIC?

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**Discover** all that the TRIFIC ecosystem has to offer on our website <https://trific.co.ke/>

**Contact Us** at [info@trific.co.ke](mailto:info@trific.co.ke) and schedule a **Discovery Session** with the TRIFIC team.





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Join TRIFIC's future-focused growth platform now and be part of Africa's new gateway to the world.



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