



TENANCY DETAILS FORM FOR COMPANIES

PART I: APPENDIX

1. Name and address of company/firm/proprietor

 Telephone No.
 E-mail Address.....
2. Year of registration
3. Registration certificate No.
4. Nationality/Country of incorporation of company/business

5. Location of registered offices
6. Description of current business of the company/firm/proprietor

7. Turnover of current business Kshs. per year
8. Share capital of current business Kshs.
9. Present banker
10. Names and addresses of Directors

11. Planned or intended use of the premises

12. **How much are you offering as rent per month in Kshs.**
13. Period of experience in the intended use of premises

14. Period of lease desired years/months
 From date To
15. If the lease is above two years you are required to meet the cost of lease registration
 Confirm
16. The premises being applied for:
 - (a) Names of depot/silo
 - (b) Nature of premises desired (type, identity, number) and capacity:



- (i) Stores
- (ii) Silo bins
- (iii) Others (specify)
- 17. State any other premises leased from NCPB, other companies/firms
- 18. Are you ready and able to pay rent at least three (3) months in advance?
.....
- 19. This application is (a) renewal (b) first application
.....
- 20. Provide any other information that you consider relevant to assist the Board
accept this offer
.....
.....
- 21. Signed: Application Name
Designation
Official stamp
.....
- 22. Date of submission.....

PART II: NCPB - FOR OFFICIAL USE

- 1. Capacity(bags, ft² or m²) Description of Facility
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- 2. **Current Monthly Rent Kshs. Deposit Kshs.**
(for lease renewals only)
- 3. Payment status **(Indicate if there are any arrears for
Lease renewals)**
- 4. **Proposed monthly market rate Kshs.....**
- 4. State the condition of the facility:
- 5. Recommending officer's comments
.....
.....

Name: Signature: Date:

- 6. Approving officer's comments
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- Signature:

NOTE:



- (i) **Please note that this application for tenancy is not binding to NCPB providing the applicant the facility. Any allocation of premises is subject to the discretion of NCPB and the signing of the Lease Agreement.**
- (ii) **Any tenants with rent arrears will not have their lease renewed**
- (iii) **For all payments receipts must be issued**
- (iv) **All applicants to provide:**
 - a) **EITHER** (i) Memorandum and articles of association with at least two names of directors who are company signatories. Extract minutes authorizing persons to execute on behalf of the company **OR** (ii) CR12 (whichever is applicable to the company).
 - b) Passport size photos of the directors who are signatories.
 - c) National identity card/Passport of the directors who are signatories.
 - d) Certificate of registration
 - e) PIN certificate
 - f) Tax Compliance certificate



NCPB IS ISO 9001:2015 CERTIFIED