



## Fee Schedule for the Provision of Immigration Services

# Key Contacts

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# Introduction

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Our seasoned professionals specialise in crafting tailored immigration strategies for businesses of all sizes, ensuring seamless navigation through pertinent issues.

With a deep understanding of immigration laws and policies in Kenya, Tanzania, Uganda, and Rwanda, we provide timely guidance on critical issues to ensure immigration compliance.

Our immigration solutions include:

- Visa assistance: Assistance with obtaining various types of visas, including business and tourist visas and Electronic Travel Authorisation (eTA).
- Special passes & various classes of permits: Support in securing special passes and various classes of permits.
- Dependant and student passes & re-entries: Guidance on obtaining

dependant passes, student passes, and re-entries.

- Permanent residence and Citizenship: Assistance with obtaining permanent residence and citizenship for eligible permit holders and dependents.
- Immigration compliance & advisory: Expert insights on immigration laws, regulatory updates, and compliance requirements.
- Liaison with authorities: Coordinating with relevant immigration departments to facilitate seamless application processes.

With over 150 years of combined experience, Adili Group delivers tailored solutions in regulation and compliance, risk management, and improving business efficiency. We aim to support businesses in navigating the complexities of the corporate world.

# About Adili Kenya

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Adili Kenya is the largest and most established corporate secretarial and administration services firm with over 150 years' experience. We have a presence in four countries: Kenya, Tanzania, Uganda and Rwanda.

From data privacy and best practices for establishing a culture of compliance within an organisation, our team helps to ensure that our clients are fully compliant with all obligations and remain in good legal standing.

We guide our clients through difficult circumstances by easing their administrative burdens across both functional and geographical boundaries.

Adili has deep, long-standing knowledge and world-class experience managing administrative tasks at all corporate lifecycle stages, from inception to cessation. We are fully equipped to support companies at all stages, from start-ups and small and medium-sized enterprises to large businesses and multinational corporations.

Our range of corporate services covers the following:

- Consultancy on statutory company law compliance
- Company formation and registration
- Company reorganisation
- Group restructuring
- Corporate health checks
- Board, committee and annual general meeting support
- Board evaluation
- Board training
- Security trustee
- Escrow agent
- Distress and recovery

“Adili has consistently maintained exceptional professional standards, engaged experienced personnel and has consistently delivered within set timelines.”

— Juhudi Kilimo, microfinance sector

“Adili has provided us with unparalleled corporate secretarial services for the last ten years.”

— Oryx, energy provider

# About Adili Group

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The Adili Group is a leading pan-African corporate advisory firm with two key offerings:

1. Adili Advisory - provides the highest-quality corporate, risk advisory and outsourcing services; and
2. Adili Private Clients - provides fiduciary and executor services to high-net-worth individuals.

With over 150 years of combined experience, we deliver tailored solutions in regulation and compliance, risk management, and improving business efficiency. We aim to support businesses in navigating the complexities of the corporate world.

We have an extensive regional footprint with offices in Kenya, Tanzania, Uganda, and Rwanda, from where we coordinate our activities throughout the broader African market.

We have close links to East Africa's largest independent law firm, ALN Kenya | Anjarwalla & Khanna, and ALN, an alliance of top-tier corporate law firms in 14 African countries and the UAE. This relationship lets our clients access the best commercial and legal minds. It also gives us the excellent capability to serve clients across diverse borders.



# Why Choose Us

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- Adili is in a unique position to meet your expectations, having a combined experience of over 150 years in delivering quality secretarial services to a vast range of clients in Kenya.
- Adili is one of the most established secretarial practices in Kenya, thus ensuring capacity, responsiveness, and the quality of services to each of our clients.
- Adili provides professional company secretarial services, company law compliance, corporate governance advisory and support services to a wide range of clients, including multinationals and local public and private companies.
- In addition to being built up over many years, our experience in providing secretarial services to companies is also comprehensive in terms of the depth of expertise of our supervisory staff responsible for the services to be provided.
- We combine international best practices with our on-the-ground experience and local knowledge, including that of the relevant regulators.
- Because we regularly work on cutting-edge, complex, cross-border deals involving sophisticated clients, we are in constant contact with and enjoy excellent relationships with the relevant regulators.
- Through our regional footprint, we can provide bespoke and seamless corporate secretarial and administration services in Kenya, Tanzania, Uganda, and Rwanda.
- Adili has extensive experience in advising on corporate governance issues for boards of directors, and board committees, amongst others. We also advise companies on regulatory compliance, directors' duties, board structure and composition, board committee structure and composition, board committee charters, shareholder communications, and board best practices, amongst others.



# Schedule of Fees

Our fee schedule and corresponding timelines in relation to our attendance to obtain resident permits and passes (either for 1st time applications or renewals) and the corresponding matters are as detailed: -

## A. Special pass (per application)

Matter	Professional fee (USD)*
Issuance fees (payable to the Government) (for 3 months)	601.00
Professional fees	800.00
Professional fees (for an extension/renewal application previously done by Adili)	600.00
Disbursements	40.00
Timeline	Approx. 10 working days

## B. Employment/work permit {Class D} (per application)

Matter	Professional fee (USD)*
Processing fees (payable to the Government) ** (equivalent of KShs 20,050)	155.00
Issuance fees (payable to the Government) (for two years) ** (equivalent of KShs 1,000,050)	7,752.00
Professional fees (for a first-time application with Adili)	2,200.00
Professional fees (for a renewal application previously done by Adili)	2,000.00
Disbursements	40.00
Timeline	Approx. 6-10 weeks

## C. Alien card (per application)

Matter	Professional fee (USD)*
Processing fees (payable to the Government) ** (equivalent of KShs 10,050)	78.00
Professional fees	450.00
Disbursements	20.00
Timeline	Approx. 6-8 weeks

#### D. Dependent pass for permit holders

Matter	Professional fee (USD)*
Issuance fees (payable to the Government) ** (equivalent of KShs 10,050)	78.00
Re-entry stamp (payable to the Government)** (equivalent of KShs 10,050)	78.00
Professional fees	500.00
Disbursements	40.00
Timeline	Approx. 6-8 weeks

#### OTHER IMMIGRATION STATUS IF NEEDED

#### E. Investor permit (Class G) (per application)

Matter	Professional fee (USD)*
Application fees payable to the Government (equivalent of KShs 20,050)	155.00
Issuance fees payable to the Government (for two years) (equivalent of Kshs 500,050)	3,876.00
Professional fees (for a 1 <sup>st</sup> time application with Adili)	2,200.00
Professional fees (for a renewal application previously done by Adili)	2,000.00
Disbursements	40.00
Timeline	Approx. 6-10 weeks

\* VAT at the rate of 16% is payable on the professional fees and disbursements.

\*\* The Government fees are estimated on the basis of an exchange rate of US\$1 = KES 129.00 and will only be confirmed once incurred.



**Professional fee payment terms:**

<b>Milestone</b>	<b>Crystallised fees %</b>	<b>Payment terms</b>
Complete advisory	Gratis	Gratis
Collating documents and lodging the application	30%	payable on receipt of invoice
Approval of the application	70%	payable on receipt of invoice

For your information, our current hourly charge-out rates as indicated below.

<b>LEVEL</b>	<b>USD RATE PER HOUR (EXCLUSIVE OF VAT)</b>
Partners	250 - 300
Senior Consultants	175 - 225
Consultants	100 - 150
Trainee Consultants	50 - 75



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