



**Media Accreditation &
Practical Information
For Foreign Journalists**



Accreditation

The Media Council of Kenya is mandated under section 4, 6 (h), 6 (m) and 46 (1) of the Media Council Act, 2013 to accredit local, foreign journalists and media enterprises and maintain a register of the same. Foreign journalists working on a long-term basis (period longer than three months or working in the country on short-term assignments - less than three months require a Press Card.

The process of acquiring a Press Card is online and can be accessed through the link below: <https://accreditation.mediacouncil.or.ke:882/>

Once in the portal you can proceed to the procedure part and learn more about the application processes on the different infographics. In case of any inquiries kindly contact the accreditation team on the **hotline 0110131447** (If in a foreign country, call or SMS via WhatsApp) or send an email to: accreditation@mediacouncil.or.ke.

Following the successful application of a press card, a soft copy is available on the MCK portal. A journalist can collect the hard copy from the Media Council of Kenya offices at Britam Centre Nairobi, ground floor from 8am to 5pm. The offices are closed on weekends and holidays. Those sending someone to collect on their behalf should provide them with their MCK number (right below the photo) for ease of identification.



Requirements:

All foreign journalists working on a long-term basis (over three months) are required to provide the following:

- A letter from the employer
- Professional Certificate that is either a degree or Diploma from a recognised training institution.
- Portfolio of work done either in print or broadcast (provide the work, not website links)
- A clear passport size photo
- Valid work permit
- Passport

All foreign journalists on short-term basis (three months or less) are required to provide the following:

- A letter from the employer or in the case of freelance journalists, a letter from assigning organisation
- Professional Certificate that is either a degree or Diploma from a recognised training institution.
- Portfolio of work done either in print or broadcast (Provide the work, not web site links)
- A clear passport size photo
- Special pass (application information can be accessed through this link <https://immigration.go.ke/work-permits-passes/kenya-special-pass/>)
- Passport

The accreditation fee is KShs 10,000 (long-term) and KShs 5,000 (short-term). The fee is payable through M-Pesa or bank. If you are intending to pay via the bank, contact the accreditation team for the bank details.



Benefits of Accreditation for foreign Journalists

Accredited foreign journalists have access to information as guaranteed in the Access to Information Act, 2016. As long as their assignment is journalistic, they are allowed to conduct their affairs without any interference. They are required to carry their Press Card everywhere.

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Visa requirement

Most foreign journalists require a visa, but the general rule of thumb is to check entry requirements to Kenya. Journalists can apply for an e-visa through this link <https://evisa.go.ke/evisa.html>

A journalist intending to visit other East African countries (Uganda, Tanzania or Rwanda) should consider applying for an East African Visa.

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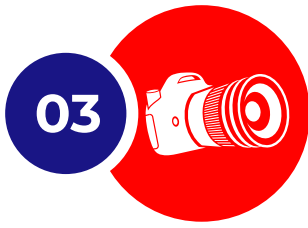


Legal environment

There are various legislations that guarantee journalists the freedom to perform their duty without undue interference. They include the Constitution of Kenya 2010, Access to Information Act, 2016 and the Media Council Act, 2013.

It is important to familiarise yourself with the Code of Conduct for Practice of Journalism in Kenya, which is contained in the Second Schedule of the Media Council Act, 2013 as it contains important ethical considerations to put in mind when covering stories. The Code is available here:

<https://bit.ly/3QjnAsr>



Clearance of Equipment

Foreign journalists carrying in equipment for story coverage are required to pay customs duty. If they intend to leave with the equipment, the fee payable is 1% of the total value or KShs 30,050.

Filming equipment that is permanently imported into the country is charged the full custom duty. Journalists need to have a letter from the organisation they work for, equipment list and a Media Council of Kenya Press Card.

For any other activity that is non-journalistic, visitors will require clearance from the Kenya Film Classification Board. More information on the equipment clearance process can be obtained here: <https://bit.ly/3TGucJ9>

Those in need of assistance with the application process can hire local agents to help. The list of registered agents is here:

<https://bit.ly/3wZc3H8>

It is important to consult on the permissible equipment to carry. For instance, one will require a firearm licence to ship in bullet proof jackets as they are considered a weapon under the Firearms Act. Find a comprehensive list of prohibited or restricted equipment here:

<http://bit.ly/3xeOEIs>

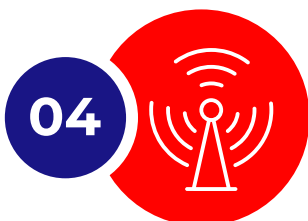
<https://bit.ly/4egBV2m>

Establishment of a foreign media house

A foreign media house that intends to operate or establish presence in Kenya has to be incorporated in Kenya. There are two available options:

- Incorporation as a locally incorporated private company.
- Registration as a branch office of a foreign company.

Of the two forms the most prudent and desirable is the registration as a branch office of a foreign company.



Registration as a branch of a foreign Company

Company registration in Kenya is governed by the Companies Act . Foreign companies are registered under section 366 of the Act.

The following documents are necessary for purposes of filling the registration forms at the office of the Company registrar:

- A certified copy of the Memorandum and Articles of Association of the company certified as a true copy by a notary public and notarized true copy of Certificate of Incorporation.
- The present physical and postal address of the company.
- The full names, addresses, nationalities and occupations of each of the directors and the company secretary.
- The full name and physical and postal address of someone in Kenya who is appointed as the representative to accept service of papers on behalf of the company in Kenya or a firm of accountants for this purpose. For purposes of filling tax returns

Procedure

The applications forms containing the information referred to in the documents above have to be signed by the company representative mentioned in part (d) above. Once this is done an application can be made at the Companies Registry to register the company. It generally takes about 2 to 4 weeks from the date of filing such papers for the Registry to issue the Certificate of Compliance which signifies the registration of the company.

Tax and Banking

- The company will only have to pay Kenya corporation tax on any income which it derives from its activities in Kenya.
- Tax is not charged on funds sent into Kenya to finance the operation of such liaison offices.
- A local bank will require a certified true copy of the Certificate of Compliance issued by the Company's registrar to open a bank account in the name of the media house.

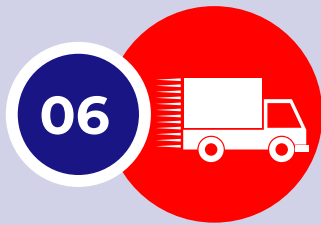
Employees

Foreign employees: Any foreign employees who are to operate the company's branch office in Kenya will need class A entry permits under the provisions of the Immigration Act before they can start to operate the Nairobi Office and they will in due course have to obtain PIN numbers for tax purposes. Secondly they foreign journalists must be accredited by the Media Council of Kenya, accreditation for foreign journalists is Kshs 10, 000 per annum and Kshs 5,000 if working in the country for a period of 3 months or less. Additional Information:



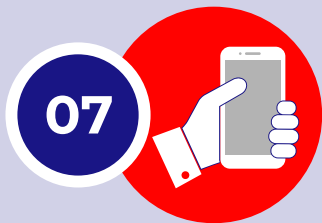
Telephone network

Access to a safe and efficient Internet system is a key factor for journalists. Although public Wi-Fi is available in most hotels and areas, it is always advisable to purchase a SIM card for safe Wi-Fi connection and communication with local contacts. There are three mobile network service providers in Kenya- Safaricom, Telkom and Airtel. One can purchase a Sim card from any of the mobile phone service providers but will be required to register first.



Transport

There are various modes of travel available, depending on itinerary and need. The road network in Kenya is mainly tarmacked but traveling to far-flung areas require an off-road vehicle that one can lease from a car hire company. There are also car hire services including cab-hailing apps such as Uber, LittleCab or Bolt as well as public transport to move around.



Essential Items

When travelling across the country it is important to ensure that you carry the most essential items. Here is a check list:

- MCK press card
- Universal power adapter
- Virtual Private Network
- Phone charger and power bank

Useful contacts

Accreditation hotline: +254 11 013 144 7

Access to information hotline:

+254 702 222 111

Email: safety@mediacouncil.or.ke

Emergency number: 999

Foreign Press Africa: +254 733 332 321

Email: info@foreignpressafrica.org

International Press Association of
East Africa: +254 711 967 265

Email: info@ipaea.org

General Media Council of Kenya Contacts:

Head Office: Telephone:

+254 20 273 7058/ 11 101 9200

Email: info@mediacouncil.or.ke

Mombasa Office: +254 11 101 9220-229

Kisumu Office: +254 11 101 9230-239

Nakuru Office: +254 11 101 9240-249

Meru Office: +254 11 101 9250-259