



## AGRICULTURAL SOCIETY OF KENYA

NAIROBI BRANCH

### SHOW GROUNDS TENANT/EXHIBITOR PROJECTS FORM

***PART A: To be filled by requesting Tenant/Exhibitor /company or individual***

Name requesting firm/Tenant/Exhibitor\_\_\_\_\_

Name of Contact person\_\_\_\_\_ Tel number(s) \_\_\_\_\_

Physical address\_\_\_\_\_

Postal Address\_\_\_\_\_ code\_\_\_\_\_

State Plots/roads/Areas to be affected by the project in the Showgrounds\_\_\_\_\_

***PART B: To be filled by requesting Tenant/Exhibitor/ company or Contractor***

Name of contractor\_\_\_\_\_ Name of Contact person\_\_\_\_\_

Tel contact\_\_\_\_\_ Postal Address\_\_\_\_\_

Certificate/Reg. Number\_\_\_\_\_

*Details Registration by relevant authorities: (Copies of documents should be attached)*

National Construction Authority: Registration Number\_\_\_\_\_

NEMA: Registration Number\_\_\_\_\_

Nairobi County: Registration Number\_\_\_\_\_

Others (Please specify)\_\_\_\_\_

***Part C: Official Use only***

Application received on\_\_\_\_\_

Confirmation of Documents/Plans received by Show Grounds Manager (SGM)

Recommended by SGM: signature\_\_\_\_\_ Date:\_\_\_\_\_

Approval by Branch manager\_\_\_\_\_ Date:\_\_\_\_\_

Approval by Chief Executive Officer (Signature)\_\_\_\_\_ Date\_\_\_\_\_

**Part D: Clearance by accounts: (No project should be approved if account is in arrears)**

Tenant Payment: Account in arrears/No arrears \_\_\_\_\_

Checked by \_\_\_\_\_ Date: \_\_\_\_\_

Approved by branch Accountant \_\_\_\_\_ Date: \_\_\_\_\_

**PART E: Completion and Closing of project:**

Project completed on \_\_\_\_\_

Confirmation by requesting firm: Name of representative \_\_\_\_\_

Designation \_\_\_\_\_ Date: \_\_\_\_\_

Clearance by SGM \_\_\_\_\_ Date: \_\_\_\_\_

Branch Manager \_\_\_\_\_ Date \_\_\_\_\_