



IMMIGRATION & CITIZENSHIP AUTHORITY

**EXTENSION PERMIT CHECKLIST
VISA TYPE: WORKING RESIDENT**

EXT 3

Name of Sponsor (If applicable) : _____
 Name of Applicant : _____
 Name of Agency (if applicable) : _____
 Name of Person Lodging : _____
 Contact Person: _____ Landline #: _____ Mobile #: _____
 Email: _____

Please complete the following checklist for the application: Place a Tick for the Visa Type:

Visa Class	MSF (K2000)	Extension Form	Sponsor Letter	Passport	Work Permit	Tick (v) Visa Class
Employment	✓	✓	✓	✓	✓	
Government	K200	✓	✓	✓	DPM / Institution Contract	
Consultant/ Specialist	✓	✓	✓	✓	✓	
Short Term Employment	✓	✓	✓	✓	✓	
Business Person/Investor	✓	✓	✓	✓	✓	
Working Dependent	✓	✓	✓	✓	✓	
Dependent of Citizen (Working)	K1500	✓	✓	✓	✓	
Dependent	K200	✓	✓	✓	NA	

Requirements	Comment
Signed Undertaking Letter addressed to CMO & Attention DCMO	
Duly completed Extension Form Must be clear , signed and dated	For Dependents Unable to sign then Guardian Authorized
Original Receipt of Migration Service Fee (MSF) K2000.00 or the specified MSF	Quote MSF _____
Copy of Work Permit Approval Letter & ID – Original to be sighted at Counter	
ICA Maintenance Guarantee Bond	
Passport Must be valid more than 6 months	
Copy of IPA Certificates (Form 4/5) if required	
Dependent: Principle's Passport bio page and existing visa	If application lodged individually
Letter of Explanation	If Late/Overstayed



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PROTECTING BORDERS & PROMOTING PROSPERITY

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: 2 :

Late Fee if Applicable:

Original Receipt of Migration Service Fee	Quote MSF
(MSF) (i) K4000.00	_____
Dependent of Citizen (Working) (ii) K3000.00	_____
Dependent (iii) K1000.00	_____

Over Stayer Fee if Applicable:

	Original Receipt of Migration Service	Quote MSF _____
(ii)	Fee (MSF) K3000.00 (29-60 DAYS)	Quote MSF _____
(iii)	K5000 (61 DAYS-1 YEAR)	Quote MSF _____
(iv)	K10 000 (FROM 1 YEAR ONWARDS)	Quote MSF _____

IF THE COMPANY IS IN THE RETAIL SECTOR PLEASE ALSO COMPLETE & SUBMIT MORATORIUM CHECKLIST REQUIREMENTS (REFER EXT 4)

Click "**CLEAR FORM**" to reset form