

Dear Stakeholders,

Kenya Trade Network Agency (KENTRADE) is a state Agency under treasury that is mandated to facilitate cross border trade, Establish, manage and implement the Kenya National Electronic Single Window System (KNESWS). The overall objective of the National Electronic Single Window System Project is to facilitate international trade by reducing delays and lowering costs associated with clearance of goods at the Kenyan borders while maintaining the requisite controls and collection of levies, fees duties and taxes, where applicable on imports or exports.

KENTRADE is pleased to inform you that in view of the critical role that you play as Kenya TradeNet System stakeholder, your application for the training was successful and we are organizing training for all stakeholders who will be using the system.

Please note that the training participants must be

1. Computer literate and users of the system either in Business / in ICT.
2. Pay the training fees for the training required

The training charges are as outline below:

TRAINING CHARGES

S/No	TRAINING	Days	Estimated Training Cost
1	Permits Module (Unique Consignment Reference Number, Import Declaration Form, Consignment Document, Master document, Payments)	2	Nairobi -10,000.00 Mombasa and Border points 18,000
2	Port Module(Impending Arrival Report, Arrival A Report, Manifest Management, Delivery Order, Cargo Release)	2	Nairobi -10,000.00 Mombasa and Border points 18,000
3	Customs Security Bond Management Module	1	Nairobi -5,000.00 Mombasa and Border points 9,000.00
4	Declaration Submission Module	2	Nairobi -10,000.00 Mombasa and Border points 18,000
5	Partner Government Agency Module (Admin, Consignment Document approval, Master Document approval and Payment)	2	Nairobi -15,000.00 Mombasa and Border points 27,000
6.	Declaration Submission Module	2	Nairobi -10,000.00 Mombasa and Border points 18,000

To enable us to plan for the training, You are required to pay the amount indicated against the Kenya TradeNet System Module that your organization requires per person to facilitate the training of the course. Kindly make the necessary payment for scheduling purpose

The payment should be made as below:

The Cheque should be made to:

KENYA TRADE NETWORK AGENCY,

OR

DEPOSIT THE TRAINING FEE TO

**KENYA TRADE NETWORK AGENCY,
COOPERATIVE BANK OF KENYA,
KUSCCO-UPPER HILL BRANCH,
A/C 01141162178000**

NB, All PAYMENTS MUST BE **TWO WEEKS BEFORE COMMENCEMENT OF TRAINING AND NO PERSONAL CHEQUES SHOULD BE DEPOSITED IN THIS ACCOUNT.**

The deposit slip or check should be scanned and forwarded to KENTRADE accounts jkimanga@kentrade.go.ke and the hard copy should be sent via email or delivered to KENTRADE office for receipting.

We look forward to a continued support

Regards

Magdalene Thiriku
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Dear Our Esteemed Customer,

Kenya Trade Network Agency (KENTRADE) is a state Agency under treasury that is mandated to facilitate cross border trade, Establish, manage and implement the Kenya National Electronic Single Window System (KNESWS). The overall objective of the National Electronic Single Window System Project is to facilitate international trade by reducing delays and lowering costs associated with clearance of goods at the Kenyan

borders while maintaining the requisite controls and collection of levies, fees duties and taxes, where applicable on imports or exports.

KENTRADE is grateful for your continued support in the implementation of the Kenya TradeNet System. Your training application has been processed and was successful. The purpose of this mail is to invite you to attend a two days training on Trader Module scheduled to take place on **27th and 28th June 2016**.

The training will take place at **Kenya Trade Network Agency - Training room, 1st Floor Embankment Plaza, Longonot Road , Upper Hill, Nairobi** from **8.00 a.m.**

The Agency will facilitate the training, provide the training materials and lunch. Please come with your **National Identity Card and receipt or deposit slip** for your training payment. You are advised to be punctual for smooth flow of the training programme.

Regards

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