



**MINISTRY OF TOURISM,  
WILDLIFE AND HERITAGE**  
**TOURISM PROMOTION FUND**

**DISBURSEMENT REQUEST FORM 2022/2023 FY**

TOURISM PROMOTION FUND DISBURSEMENT REQUEST FORM- REQUEST NO.....			
Project Name: _____			
Implementing Agency	: _____		
Address	_____	Location/ County	_____
Tel No	_____	Mobile No	_____
Project Account Name _____			
Bank	_____	Branch	_____
A/c No	_____	Swift Code	_____
Details of Account Signatories			
<u>Name</u>	<u>Designation/ Positions</u>	<u>Department</u>	<u>Sign</u>
1.			
2.			
3.			
4.			
5.			
<u>Payment Method</u>			
Methods of Disbursement (Tick One Preferred Method)	CASH	RTGs	INTERNET BANKING
Special Payment Instructions _____			

Project Contract Name./s	_____.	Project Contract Ref No/s	_____.
This application consists of ..... pages of supporting documents as attached			
Commitment			
I / We hereby request the disbursement from the Tourism Promotion Fund under the above referred funding and in connection therewith certify and agree as follows;			
<ol style="list-style-type: none"> <li>1. The goods/services/program/activity/project covered by this request have been purchased/procured /in accordance with the government public procurement and disposal act and other government laws and regulations</li> <li>2. The expenditure incurred or to be incurred as eligible as per the provision and objects of the Tourism Promotion Fund regulations 2019</li> <li>3. I /we shall refund to the Tourism Promotion Fund account any fund as provided for by the Tourism Promotion Fund regulations 2019 and the disbursement manual guidelines</li> </ol>			
Signed by:_____.			
<b>Chief Executive Officer/Head of the Agency</b>			
Signature	_____.	Official Stamp	_____.
date	_____.		

Completed Disbursement Application Forms together with accompanying documentations should be sent in a sealed envelope and clearly marked "Tourism Promotion Fund" Address to:

**CHIEF EXECUTIVE OFFICER**  
**TOURISM PROMOTION FUND**  
**TOURISM FUND BUILDING**  
**1<sup>ST</sup> FLOOR WESTERN WING**  
**P.O BOX 50293-00100**  
**TEL +254-20-2724646**  
**NAIROBI.**