



a) Requirements for Licence for Export and Wholesale of Crude Oil:

1. CR12 from the Registrar of companies (should not be older than 1 year at the time of submission of the application. Further, if a Limited company appears as part of the shareholders, provide the company's CR12 plus all the Directors' IDs)
2. Certificate of Incorporation / Business Registration Certificate
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors
5. Single Business Permit to operate business from the respective County Government
6. Valid Work Permits Class "G" for all foreign directors working in Kenya (Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID)
7. Proof of membership to a National Oil Spill Contingency Group

b) Online application procedure:

To apply, visit the [Licensing Portal](#) on the EPRA website and follow the following steps:

1. Click "*Create Account*";
2. Click on "*License Management*" then select "*New Licence Application*";
3. Select the preferred Category in this case – *Export and Wholesale of Crude Oil*
4. Read and accept the licence conditions provided and click on "*Proceed with registration icon*";
5. Follow the application process step by step by filling in the required information and click "*Save*";
6. Attach the required documents as per the licence category; and
7. Submit the application.

c) Requirements for renewal:

1. CR12 from the Registrar of companies (should not be older than 1 year at the time of submission of the application. Further, if a Limited company appears as part of the shareholders, provide the company's CR12 plus all the Directors' IDs)
2. Certificate of Incorporation / Business Registration Certificate
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors
5. Single Business Permit to operate business from the respective County Government
6. Valid Work Permits Class "G" for all foreign directors working in Kenya (Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID)
7. Proof of membership to a National Oil Spill Contingency Group

d) Licence processing period, duration and charges:

1. Applications for licences are evaluated within 30 calendar days from date of receipt.
2. The licence is valid for a period of one year from the date of issuance.
3. No fees are charged for Petroleum Business Licences issued by EPRA.