



**a) Requirements for Licence for Import, Export and Wholesale of Petroleum Products (Except LPG):**

1. Certificate of Incorporation / Business Registration Certificate;
2. 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*);
3. Legible Copies of Identification Documents (*IDs/Passports for all the directors*);
4. Valid Work Permits Class "G" for all foreign directors working in Kenya (*Foreign directors not resident in Kenya should provide a notarized declaration. Further, any employee given Powers of Attorney by a foreign director should provide a copy of their identification document*);
5. A valid Tax Compliance Certificate for the applicant from the Kenya Revenue Authority;
6. Proof of Financial Capability by either:
  - a) Providing proof of operations in Kenya as a wholesaler with an annual sales volume of *6,600 cubic metres* of either or a combination of Premium Motor Spirit, Automotive Gasoil, Jet A1 or Illuminating Kerosene; or
  - b) Providing proof of ownership or long term lease (*at least 5 years*) of 5 *licensed petroleum retail stations* in Kenya; or
  - c) Proof of ownership or long term lease (*at least 5 years*) of *1 licensed petroleum bulk storage depot* in Kenya; or
  - d) Providing certified audited accounts for the last 3 years indicating an annual turnover of *US\$ 10 million* for applicants with operations outside Kenya.
7. Proof of application for membership to an Oil Spill Contingency Group; and
8. A valid Single Business Permit for the premises of operation from the respective County Government.

**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 – *Import, Export and Wholesale of Petroleum Products (Except LPG)*;
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. Legible Copies of Identification Documents (*IDs/Passports for all the directors*);
3. Valid Work Permits Class “G” for all foreign directors working in Kenya (*Foreign directors not resident in Kenya should provide a notarized declaration. Further, any employee given Powers of Attorney by a foreign director should provide a copy of their identification document*);
4. A valid Tax Compliance Certificate for the applicant from the Kenya Revenue Authority;
5. Proof of Financial Capability by either:
  - a) Providing proof of an annual sales volume (*for the immediate previous year*) of 6,600 cubic metres of either or a combination of Premium Motor Spirit, Automotive Gasoil, Jet A1 or Illuminating Kerosene; or
  - b) Providing proof of ownership or long term lease (*at least 5 years*) of 5 licensed petroleum retail stations in Kenya; or
  - c) Proof of ownership or long term lease (*at least 5 years*) of 1 licensed petroleum bulk storage depot in Kenya; or
6. Proof of fulfillment of line fill obligations from Kenya Pipeline Company Limited;
7. Proof of membership (*in good standing*) of an Oil Spill Contingency Group;
8. A valid Single Business Permit for the premises of operation from the respective County Government;
9. Clearance letter from Kenya Maritime Authority on compliance with international oil pollution compensation fund; and
10. Proof of annual submission of information and statistics data

**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.