



**a) Requirements for Licence for Retail of LPG at Autogas Dispensing Station**

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. Proof of land ownership (copy of title deed in the name of company/director(s)). In the case of long term land lease, copy of duly registered lease agreement in the name of the Applicant company plus the title deed of the land owner
6. A valid Tax Compliance Certificate for the applicant from the Kenya Revenue Authority;
7. A valid Single Business Permit for the premises of operation from the respective County Government;
8. A valid Fire Clearance Certificate for the facility from the respective County Government;
9. Project completion report signed and stamped by the Lead Engineer;
10. A letter from the Kenya Bureau of Standards as proof of conformity assessment of the facility against the applicable Kenya Standards;
11. A valid Environmental Social Impact Assessment Licence from the National Environment Management Authority (NEMA) for the proposed site;
12. Certificate of Compliance with the Physical Planning Act 2019 (PPA5 or PPA2);
13. A valid certificate of registration of the facility as a work place from the Directorate of Occupational Safety and Health Services;
14. A valid calibration certificate for the bulk LPG tank(s) at the facility;
15. A valid certificate of calibration of the LPG dispensing units' meters from the Department of Weights and Measures;
16. A valid certificate of report on examination for each LPG storage tank (s) at the facility (from an inspector certified by the Directorate of Occupational Safety and Health Services);
17. A colour photo of the facility clearly showing the frontage and the forecourt;
18. A summary Emergency Response Plan from the applicant;
19. A testing and commissioning report of the LPG installation (including Earthing test report, Electrical continuity test report for LPG pipework, X-ray report for welded

joints for underground piping, welder certificates, cathodic protection report for mounded/buried tanks, tank settlement test report, pipework pressure test report and pressure relief valves test report);

20. Proof of installation of ATEX rated electrical appliances at Zone zero and Zone one; and
21. Proof of training of a minimum of two employees in the safe handling of LPG by persons accredited by the National Industrial Training Authority (NITA).

**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 – *Retail of LPG at Autogas Dispensing Station*;
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. A valid Single Business Permit for the premises of operation from the respective County Government;
6. An acknowledgement from NEMA of having submitted an annual Environmental Audit report for the facility (the acknowledgement should not be older than 1 year at the time of submission of the application);

7. A valid Fire Clearance Certificate for the facility from the respective County Government;
8. A valid certificate of registration of the facility as a work place from the Directorate of Occupational Safety and Health Services;
9. A valid calibration certificate for each LPG Storage tank (s) at the facility;
10. A valid certificate of calibration of the LPG dispensing units' meters from the Department of Weights and Measures;
11. A valid certificate of report on examination for each LPG storage tank (s) at the facility (from an inspector certified by the Directorate of Occupational Safety and Health Services);
12. A colour photo of the facility clearly showing the frontage and the forecourt;
13. Proof of training of a minimum of two employees in the safe handling of LPG from a person accredited by the National Industrial Training Authority, the validity of which should not be less than 3 years;
14. Quarterly test and maintenance reports for (cathodic protection, earthing test report, leak test report) by an EPRA approved installer for the last 1 year; and
15. A summary Emergency Response Plan for the site.

**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.