



SOLAR WATER HEATING APPLICATION GUIDES

Quality Energy, Quality Life

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LICENSING OF SOLAR WATER HEATING MANUFACTURER USER MANUAL

Solar Water Heating Manufacturer New Application Manual

Quality Energy, Quality Life

LICENSE REQUIREMENTS



When making an application for a solar water heating manufacturer license, you will be required to have scanned copies of the listed documents and pay the applicable licensing fees.

The following documents should be provided when applying for the license online; -

1. Certified copy of CR12 from the Registrar of companies or CR13 from the Business Registration Service that is not older than 1 year from the date of issue;
2. Certified copies of identification documents (National IDs of Passports) for all the company directors;
3. Certified copy of a valid Work Permit Class “G” for foreign directors working in Kenya or notarized declaration of non-residence for foreign directors not residing in Kenya;
4. Certificate of Incorporation / Business Registration Certificate;
5. PIN Certificate from Kenya Revenue Authority;
6. Valid Tax Compliance Certificate from Kenya Revenue Authority;
7. Valid Business Permit from the County Government; and
8. Proof of occupancy of the company’s office.

The related licensing fees are;

Class of licence	Application Fees (KShs)	Annual Licence Fees (KShs)	Replacement Fees (KShs)
SHC1	2,000	1,500	1,000
SHC2	3,000	2,000	1,000
SHM	3,000	2,000	1,000

How to Apply for New Solar Water Heating Manufacturer License

1.1. Visit our website:



1.2. Click on the **ELECTRICITY & RENEWABLE ENERGY** tab.

1.3. Select **License Application** under the Renewable Energy drop-down list (see fig 1).

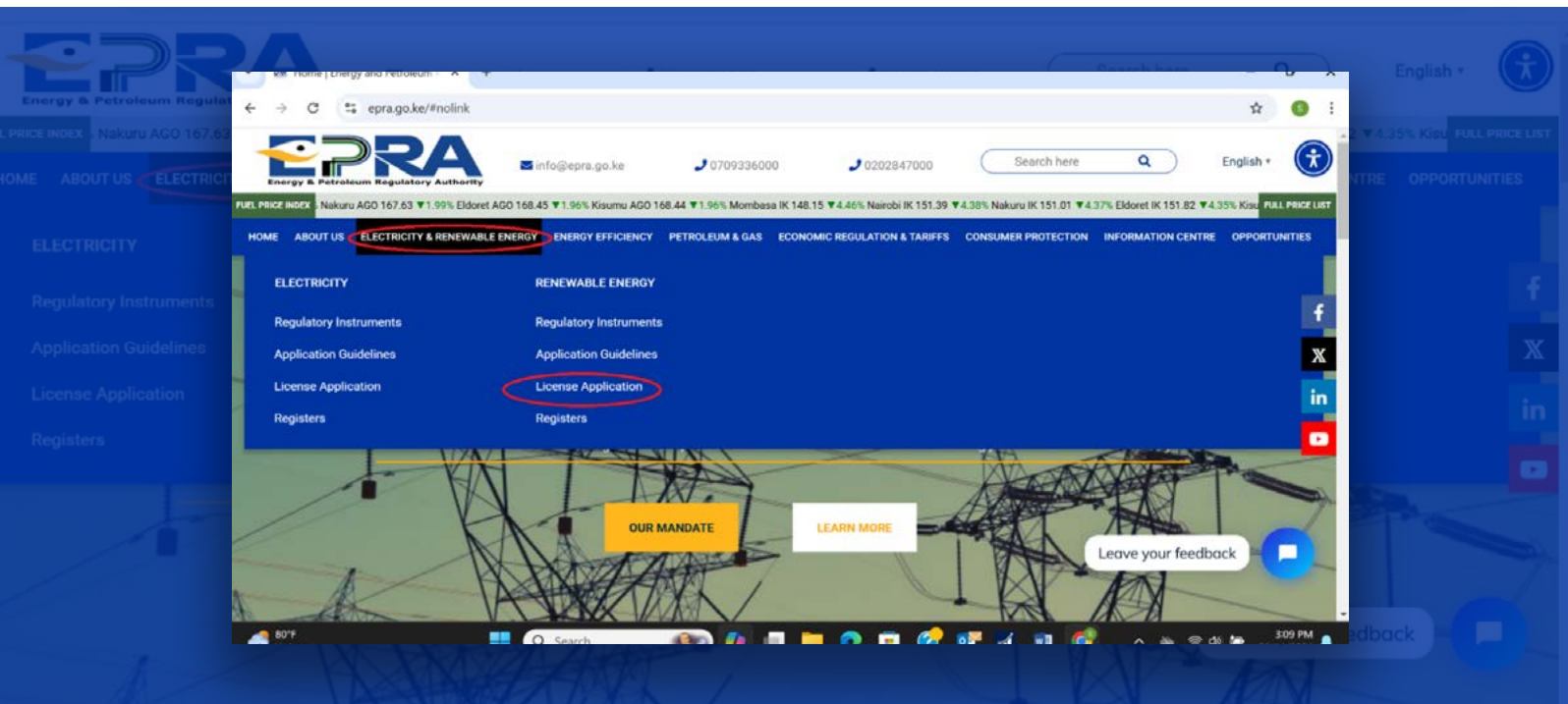
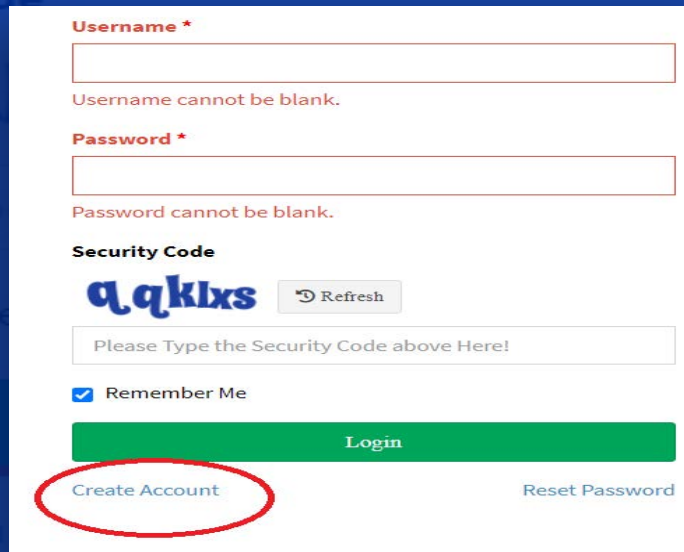


Fig 1: License application tab/link

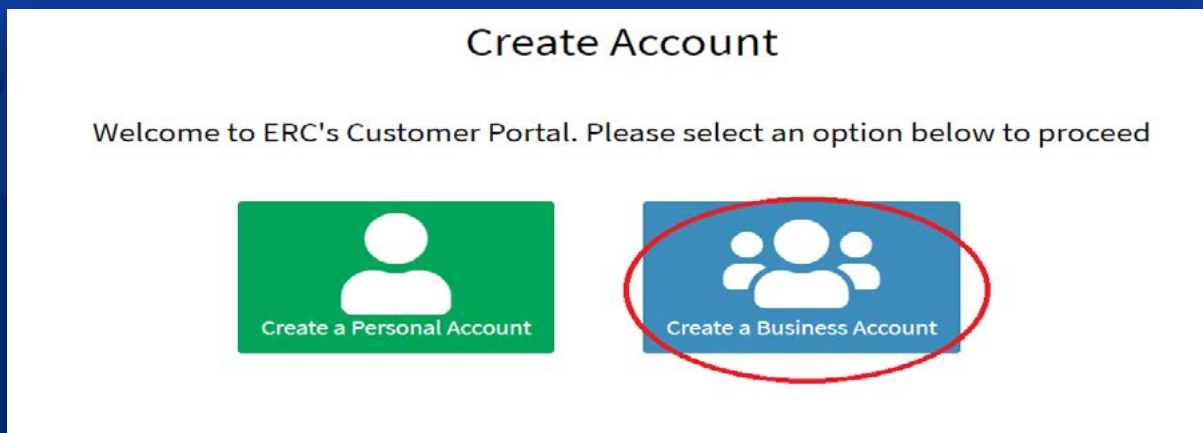
1.4. Click on **create account** to create new account if you do not have an existing account with us. Otherwise log in to your profile and skip to step 1.9 (see Fig. 2).



The image shows a login and account creation form. It includes fields for Username, Password, and Security Code. The Security Code is displayed as 'a q k b x s' with a Refresh button. There is a 'Remember Me' checkbox which is checked. A green 'Login' button is present. At the bottom, there are two links: 'Create Account' (circled in red) and 'Reset Password'.

Fig 2: Creating new account

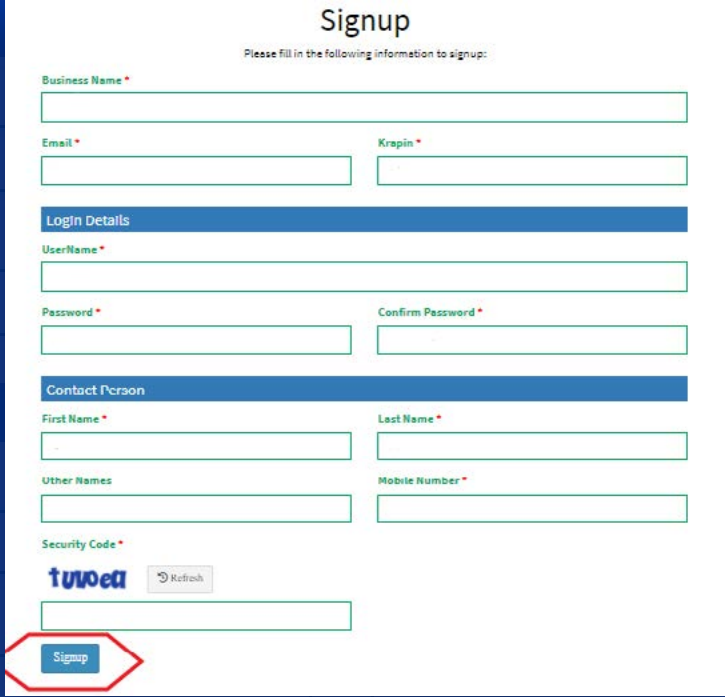
1.5. Choose **create business account** icon/tab (see Fig. 3).



The image shows the 'Create Account' screen. It has the title 'Create Account' and the text 'Welcome to ERC's Customer Portal. Please select an option below to proceed'. There are two buttons: 'Create a Personal Account' (green) and 'Create a Business Account' (blue). The 'Create a Business Account' button is circled in red.

Fig 3: Creating Business Account

1.6. Fill in your business account details, then click **sign up** (see Fig. 4)



Signup

Please fill in the following information to sign up:

Business Name *

Email * **Krapin ***

Login Details

UserName *

Password * **Confirm Password ***

Contact Person

First Name * **Last Name ***

Other Names **Mobile Number ***


Security Code *


Fig. 4: Signing Up a Business Account

1.7. Once you have signed up, you will receive the message below in your email registered in the system (see Fig. 5).

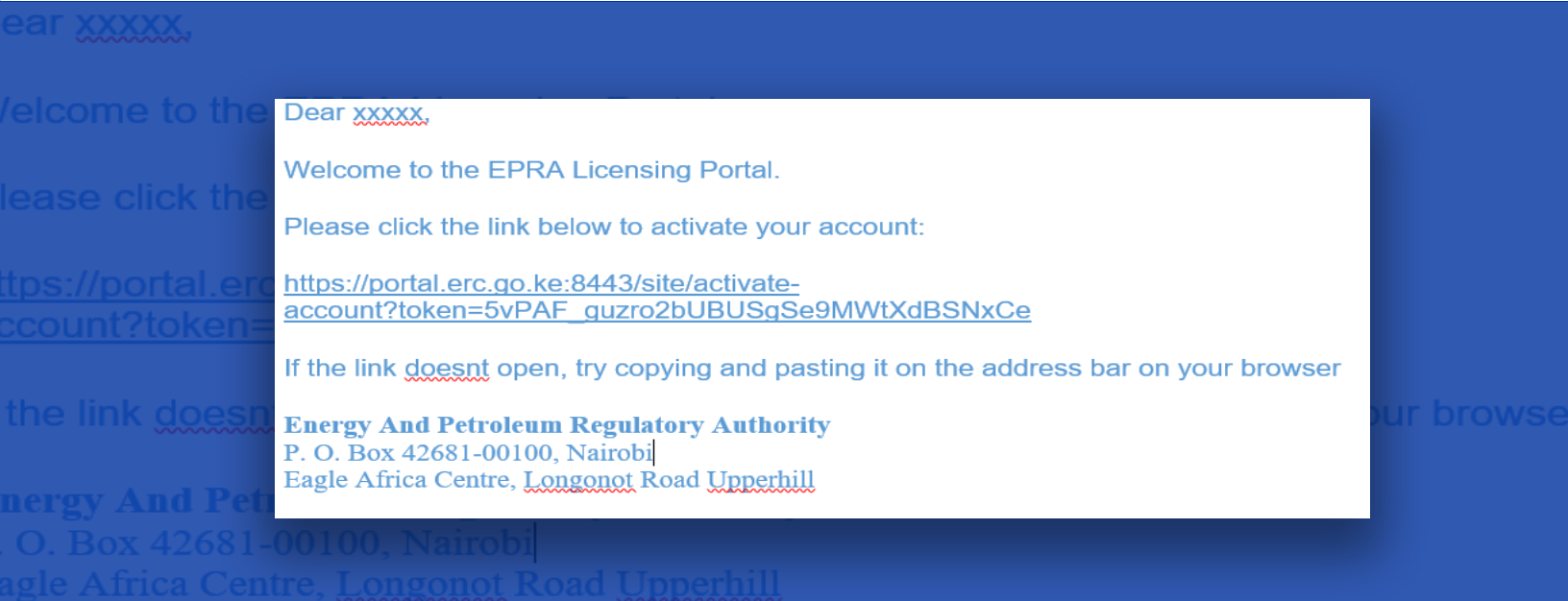


Fig. 5: Account activation link/email

1.8. **Click** on the link sent to your email to activate your created account

1.9. **Login** to your business account created using your username and password (see Fig. 6).

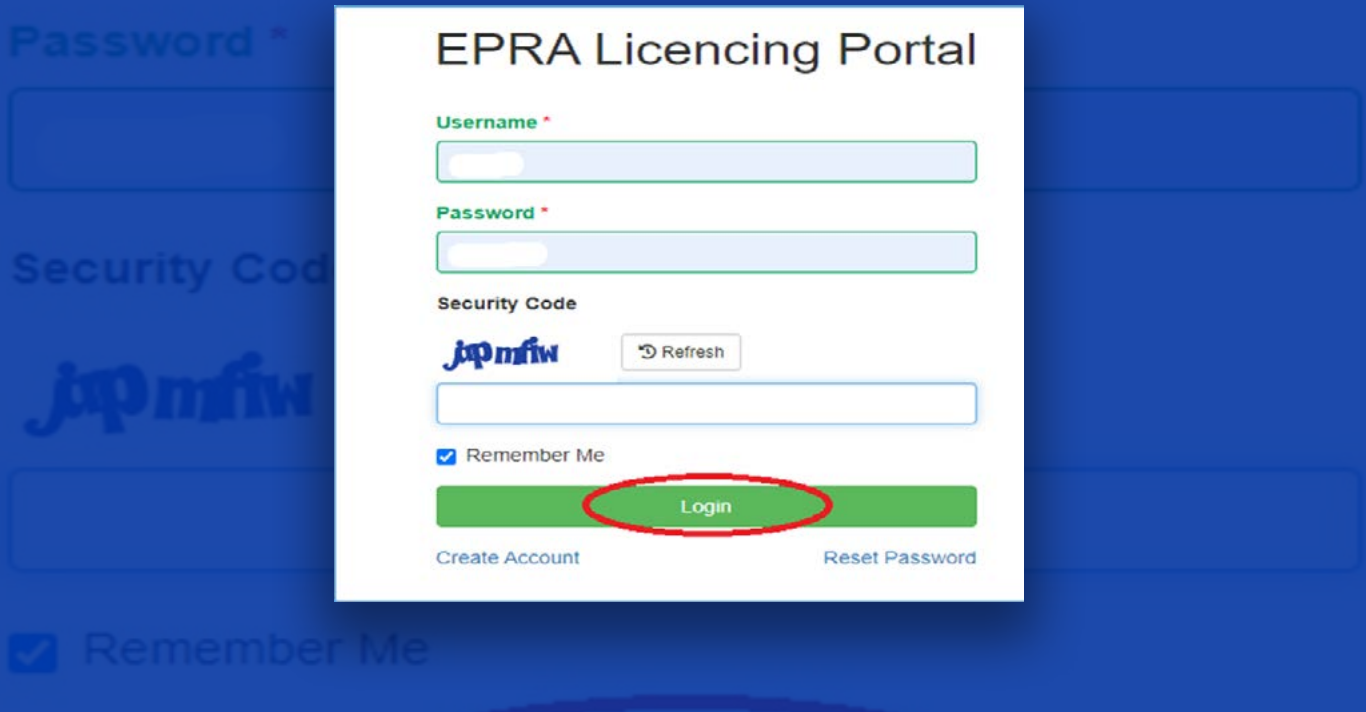


Fig. 6: Login Window

1.10. Select the “Solar Water Heating Manufacturer license type” then click **continue with registration** (see Fig. 7).

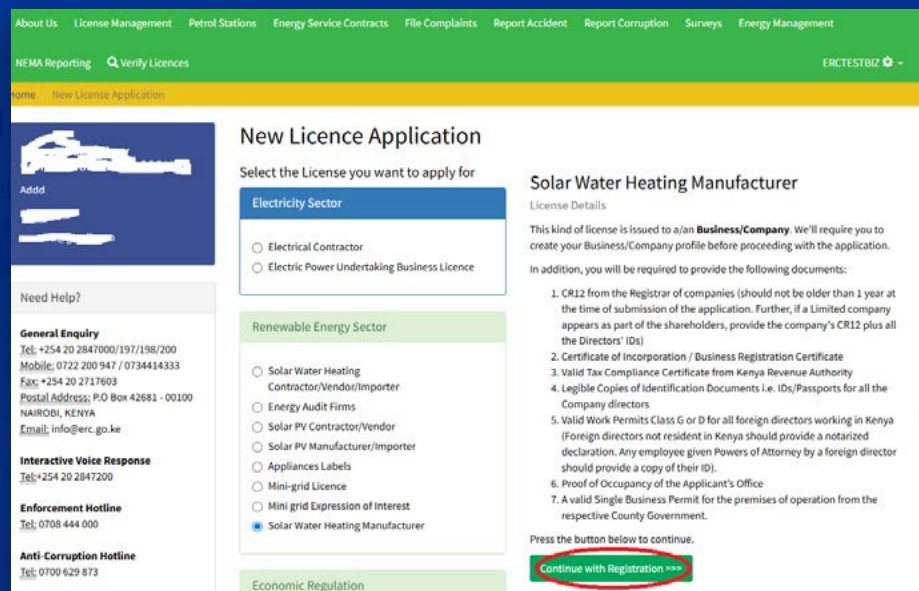


Fig. 7. Selection of license type

1.11. Complete registration by filling bio data section, then click **next** (see Fig. 8)

Licence Application: Solar Water Heating Manufacturer

Fig. 8. Bio data

1.12. Fill in the details of the company directors with the “+Add Directors” tab, then click “next” (see Fig. 9).

Licence Application: Solar Water Heating Manufacturer

Director Name	Nationality	ID/Passport No.	Director/Partner Type	Shares	
N/A N/A	KENYA	1	Director and Shareholder	50	Edit Delete
[Name]	KENYA	1	Director as Individual	0	Edit Delete

Fig.9. Company Directors

1.13. Fill in the location of your office, then click **“Save & Continue”** (see Fig. 10).



Licence Application: Solar Water Heating Manufacturer

Bio Data Directors Description of Premises **Referees** Documents PesaFlowPayment Submit Application

Business Premises

Bulding Name	Premises Type	Town/District	Physical Address	
KILINDINI PLAZA	Head Office	Mombasa	MOI AVENUE	Edit

<< Previous Save & Continue

Fig. 10. Business Premises

1.14. Fill in the details of at least two referees on of which is a licensed individual, then click **next** (see Fig. 11)



Licence Application: Solar Water Heating Manufacturer

Bio Data Directors Description of Premises **Referees** Documents PesaFlowPayment Submit Application

Referees (Minimum 2 referees, with at least one ERC licenced individual) + Add Referee

Licence No.	Name	Occupation	Job Title	Email	Telephone Number	
EPRA/SHW/						Edit Record
UNLICENCED		ENGINEER	REG			Edit Record

<< Previous **next** >>

Fig. 11. Referees

1.15. Select your preferred EPRA service point (e.g Nairobi, South Rift, Coast...), Attach all the company documents listed, then click **upload files** (see Fig. 12).

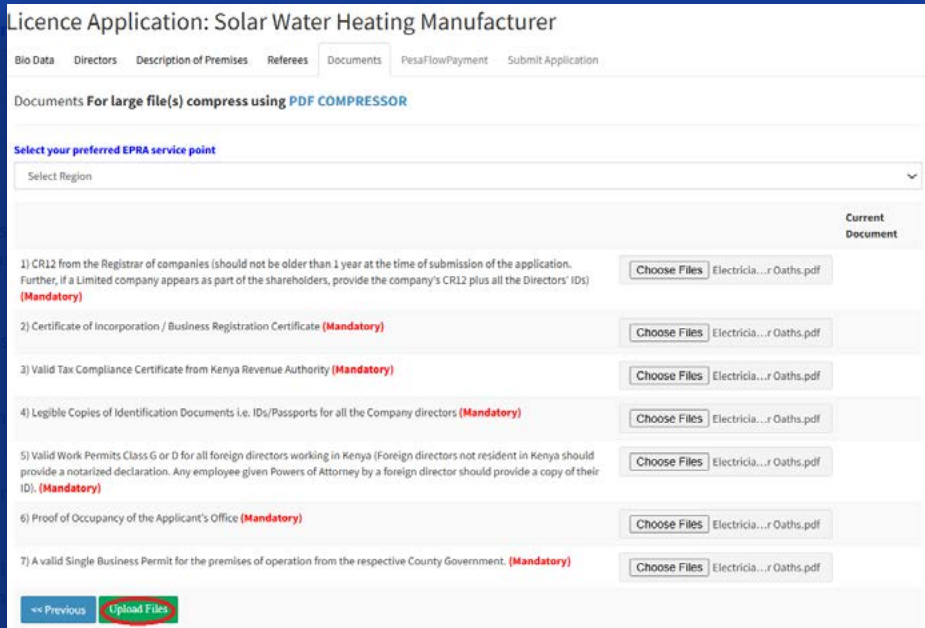


Fig. 12: Uploading Company Documents.

1.16. Click the **Compute Bill** button to generate the payment details.

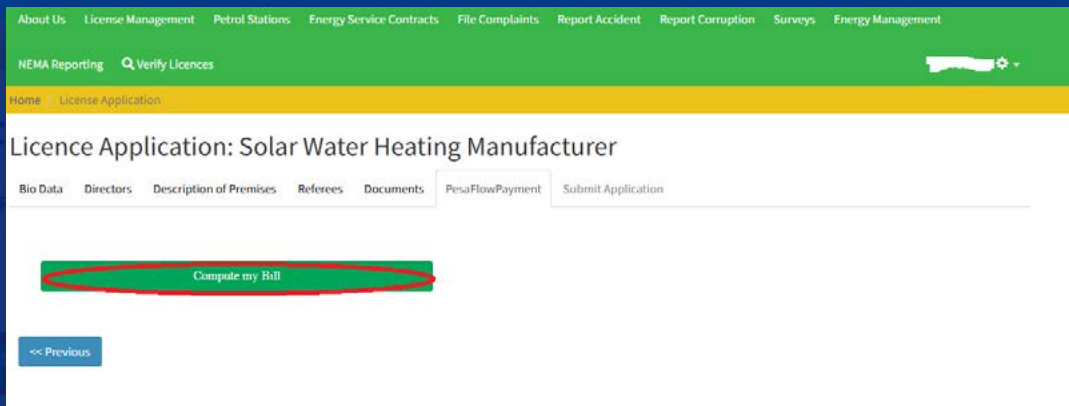


Fig 13: Compute bill button

1.17. In the generated **e-Citizen Payment Details** section, click the **Make Payment** button. This will redirect you to the e-Citizen payments portal, Select Payment Mode, then click **Continue**. Pay application fee as guided, then click **save the payment**.

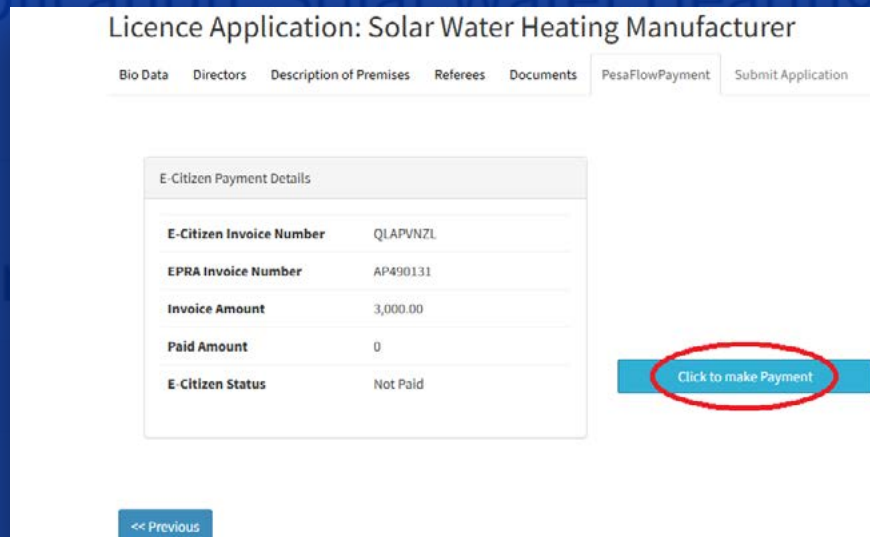


Fig 14: E-citizen payment details

1.18 Proceed to submit your application by clicking on **Submit Application**. (see Fig. 14).

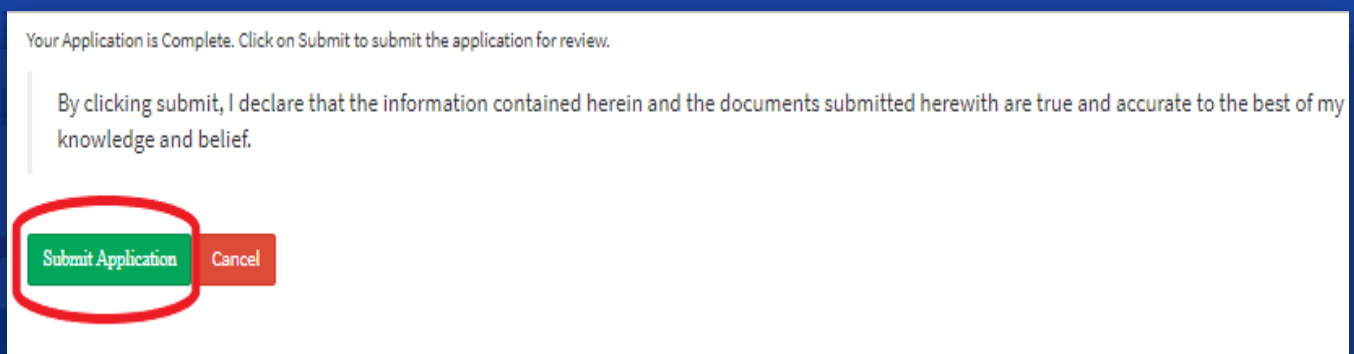


Fig. 15: Submit Application.

1.19. Once you submit your application, you will receive the message below.

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for **Solar Water Heating Manufacturer**, under the reference number.....

Our Team is doing their best to review your application and will keep communicating to you on the progress.

Kind Regards,
Licensing Team

Fig 16. Message received after submitting the application.



LICENSING OF SOLAR WATER HEATING CONTRACTOR/VENDOR/ IMPORTER USER MANUAL

Solar Water Heating Contractor/Vendor/Importer New Application Manual

Quality Energy, Quality Life

LICENSE REQUIREMENTS



When making an application for a new solar water heating contractor/vendor/importer license, you will be required to have scanned copies of the listed documents and pay the applicable licensing fees. The instruments/tools shall be checked during licensing inspection for which you will be notified.

The following documents should be provided when applying for the licence online; -

1. Certified copy of CR12 from the Registrar of companies or CR13 from the Business Registration Service that is not older than 1 year from the date of issue;
2. Certified copies of identification documents (National IDs of Passports) for all the company directors;
3. Certified copy of a valid Work Permit Class “G” for foreign directors working in Kenya or notarized declaration of non-residence for foreign directors not residing in Kenya;
4. Certificate of Incorporation / Business Registration Certificate;
5. PIN Certificate from Kenya Revenue Authority;
6. Valid Tax Compliance Certificate from Kenya Revenue Authority;
7. Signed consent letter between the contractor and solar water heating worker attested by Commissioner for Oaths clearly indicating the engagement period, which period shall not be less than one (1) year;
8. Copy of Technician’s Licence;
9. Valid Business Permit from the County Government; and
10. Proof of occupancy of the company’s office.

The related licensing fees are;

Class of licence	Application Fees (KShs)	Annual Licence Fees (KShs)	Replacement Fees (KShs)
SHC1	2,000	1,500	1,000
SHC2	3,000	2,000	1,000
SHM	3,000	2,000	1,000

How to Apply for New Solar Water Heating Manufacturer License

1.1. Visit our website:



1.2. Click on the **ELECTRICITY & RENEWABLE ENERGY** tab.

1.3. Select **License Application** under the Renewable Energy drop-down list (see fig 1).

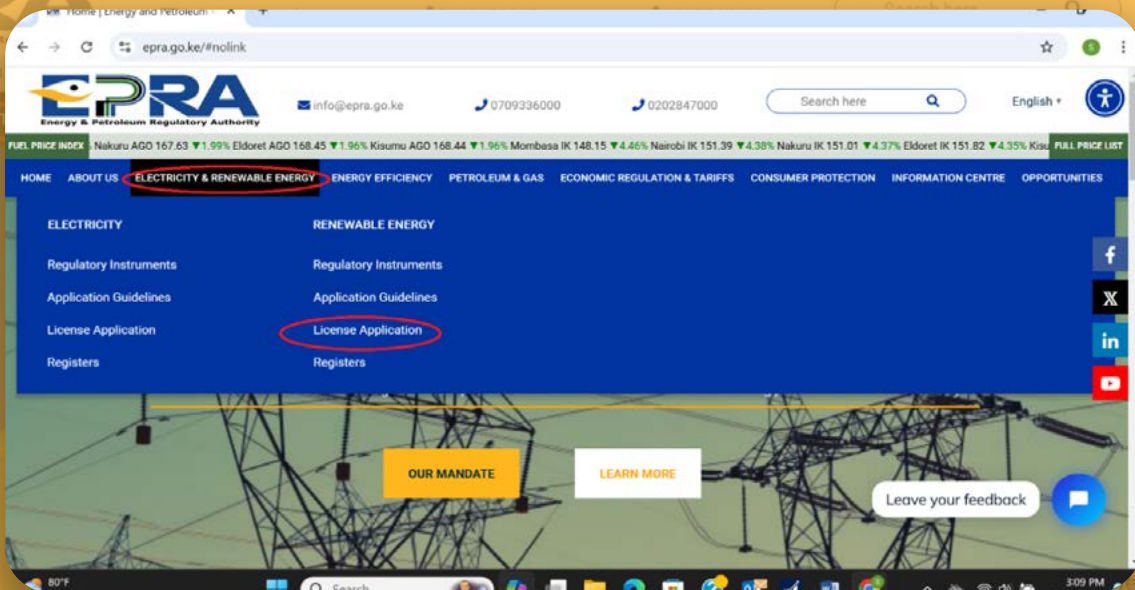
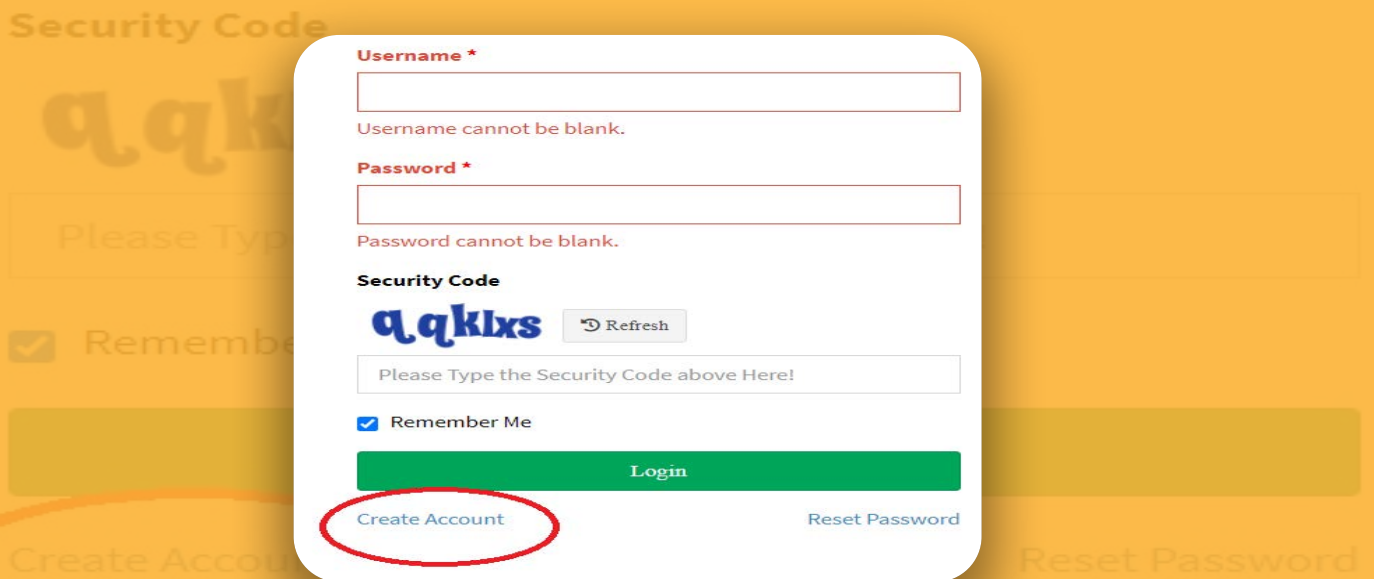


Fig 1: License application tab/link

1.4. Click on **create account** to create new account if you do not have an existing account with us. Otherwise log in to your profile and skip to step 1.9 (see Fig. 2).



The image shows a login and account creation form. It includes fields for Username, Password, and Security Code. The Security Code field is populated with 'a q k l x s' and has a 'Refresh' button. There is a 'Remember Me' checkbox which is checked. A green 'Login' button is present. The 'Create Account' link is circled in red. A 'Reset Password' link is also visible.

Username *

Username cannot be blank.

Password *

Password cannot be blank.

Security Code

a q k l x s Refresh

Please Type the Security Code above Here!

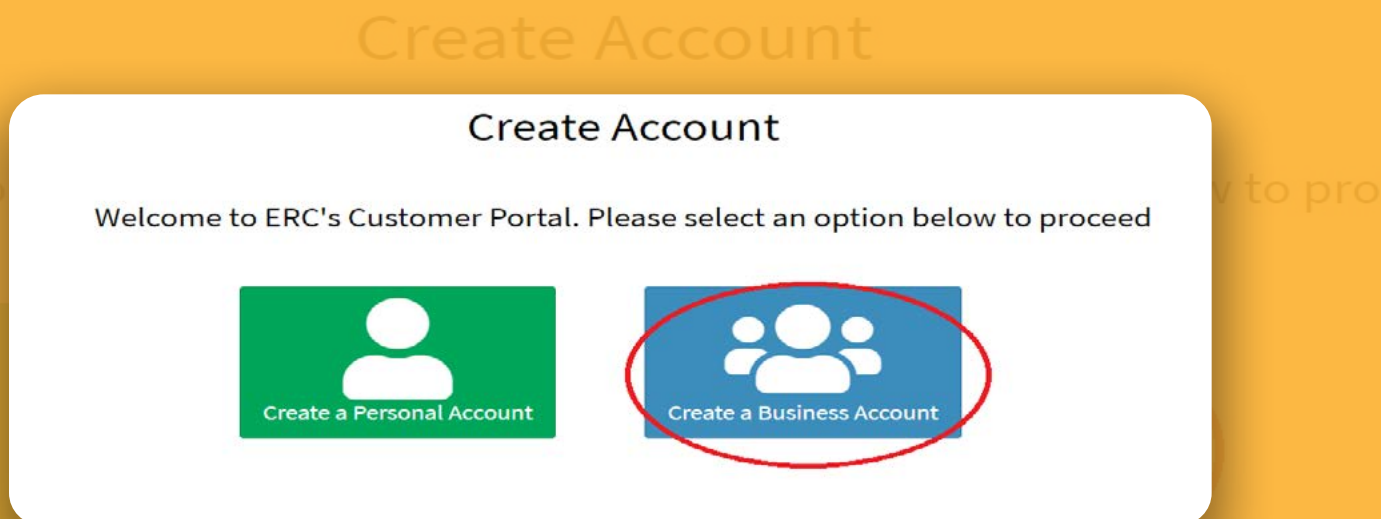
Remember Me

Login

Create Account Reset Password

Fig 2: Creating new account

1.5. Choose **create business account** icon/tab (see Fig. 3).



The image shows a 'Create Account' selection screen. It has the title 'Create Account' and the text 'Welcome to ERC's Customer Portal. Please select an option below to proceed'. There are two buttons: 'Create a Personal Account' (green) and 'Create a Business Account' (blue). The 'Create a Business Account' button is circled in red.

Create Account

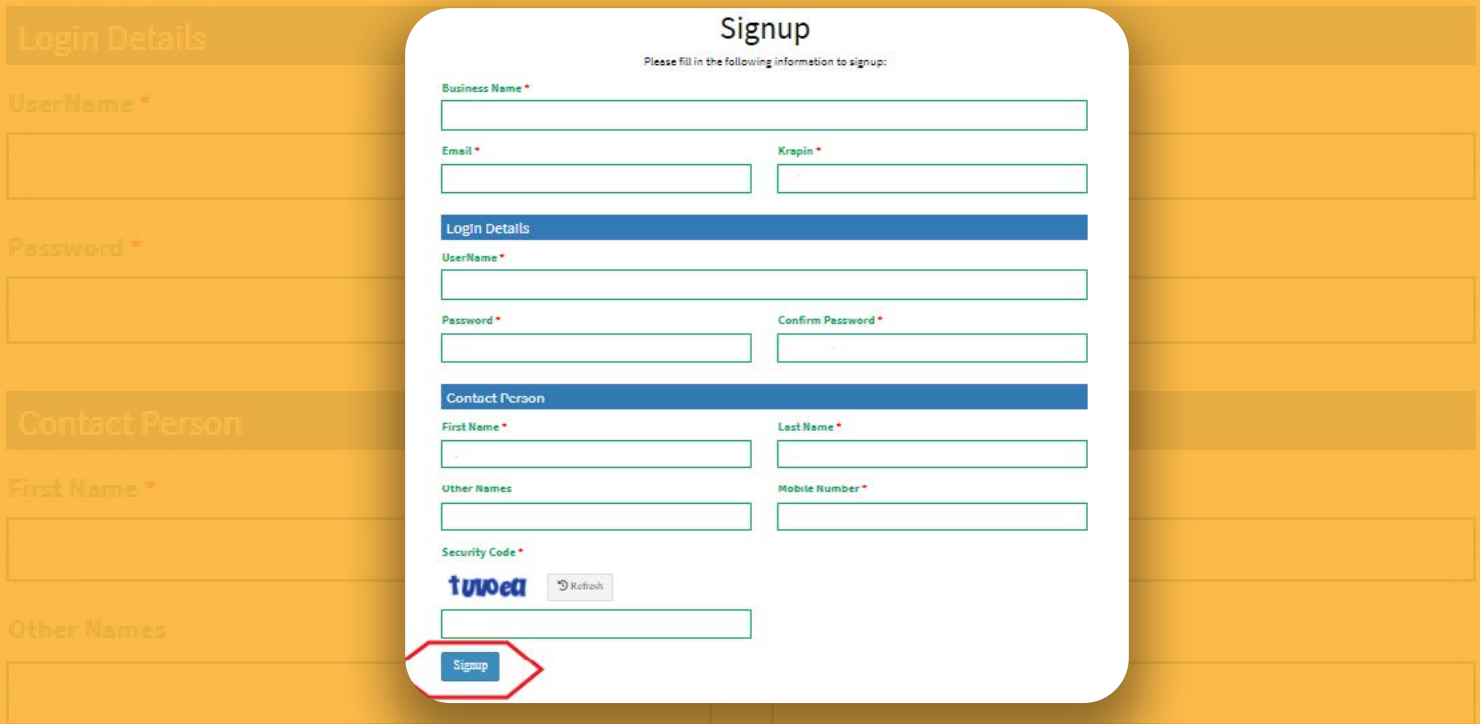
Welcome to ERC's Customer Portal. Please select an option below to proceed

Create a Personal Account

Create a Business Account

Fig 3: Creating Business Account

1.6. Fill in your business account details, then click **sign up** (see Fig. 4)



Signup
Please fill in the following information to signup:

Business Name *

Email * **Krapin ***

Login Details

UserName *

Password * **Confirm Password ***

Contact Person

First Name * **Last Name ***

Other Names **Mobile Number ***


Security Code *


Fig. 4: Signing Up a Business Account

1.7. Once you have signed up, you will receive the message below in your email registered in the system (see Fig. 5).



Fig. 5: Account activation link/email

1.8. **Click** on the link sent to your email to activate your created account

1.9. **Login** to your business account created using your username and password (see Fig. 6).

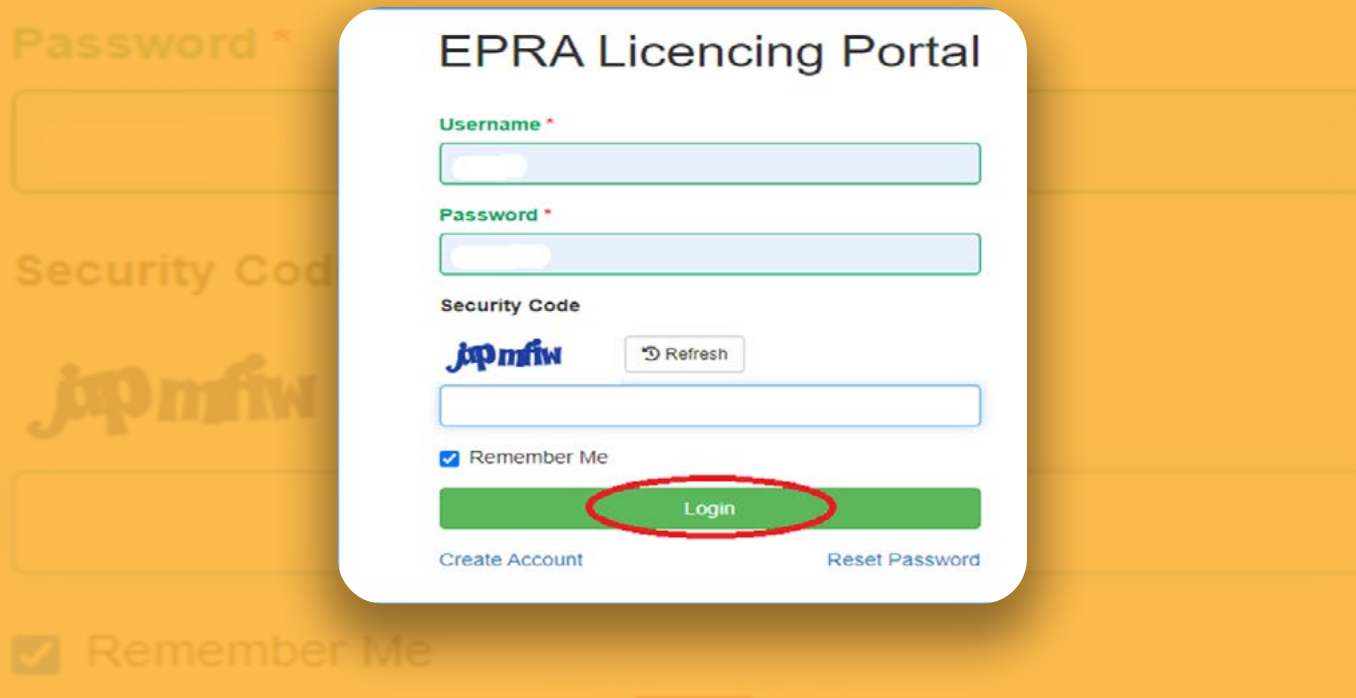


Fig. 6: Login Window

1.10. Select the “Solar Water Heating Manufacturer license type” then click **continue with registration** (see Fig. 7).

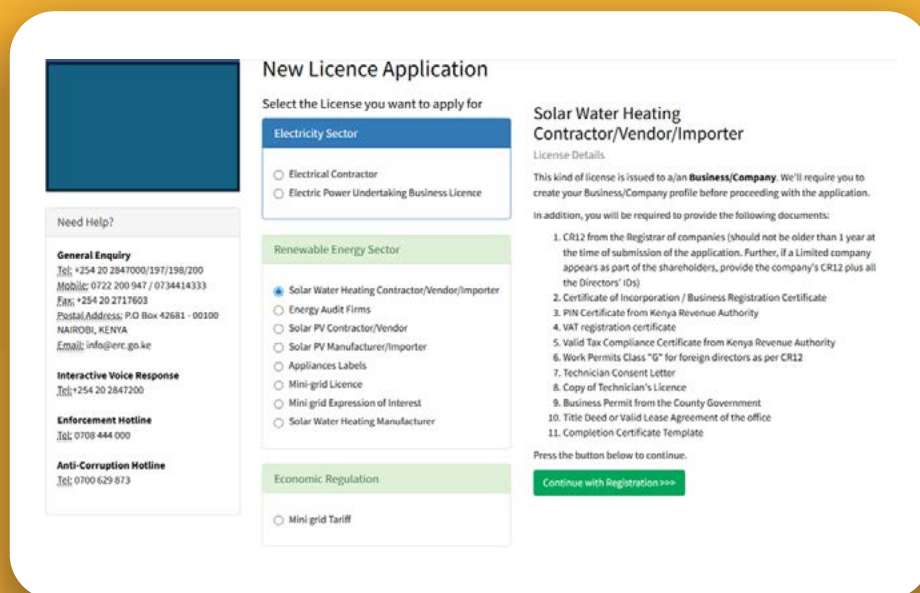


Fig. 7. Selection of license type

1.11. Complete registration by filling bio data section, then click **next** (see Fig. 8)

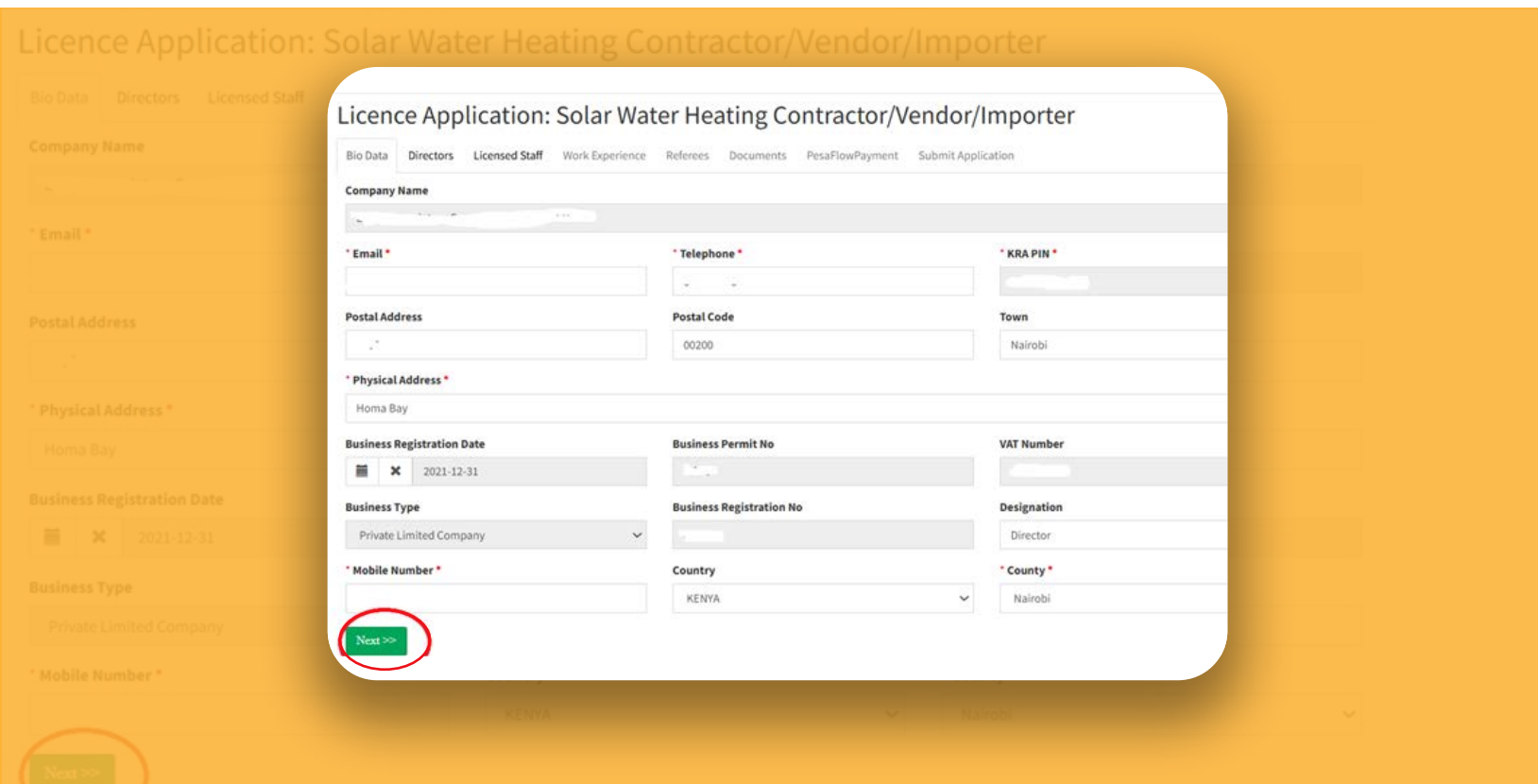


Fig. 8. Bio data

1.12. Fill in the details of the company directors with the “+Add Directors” tab, then click “next” (see Fig. 9).

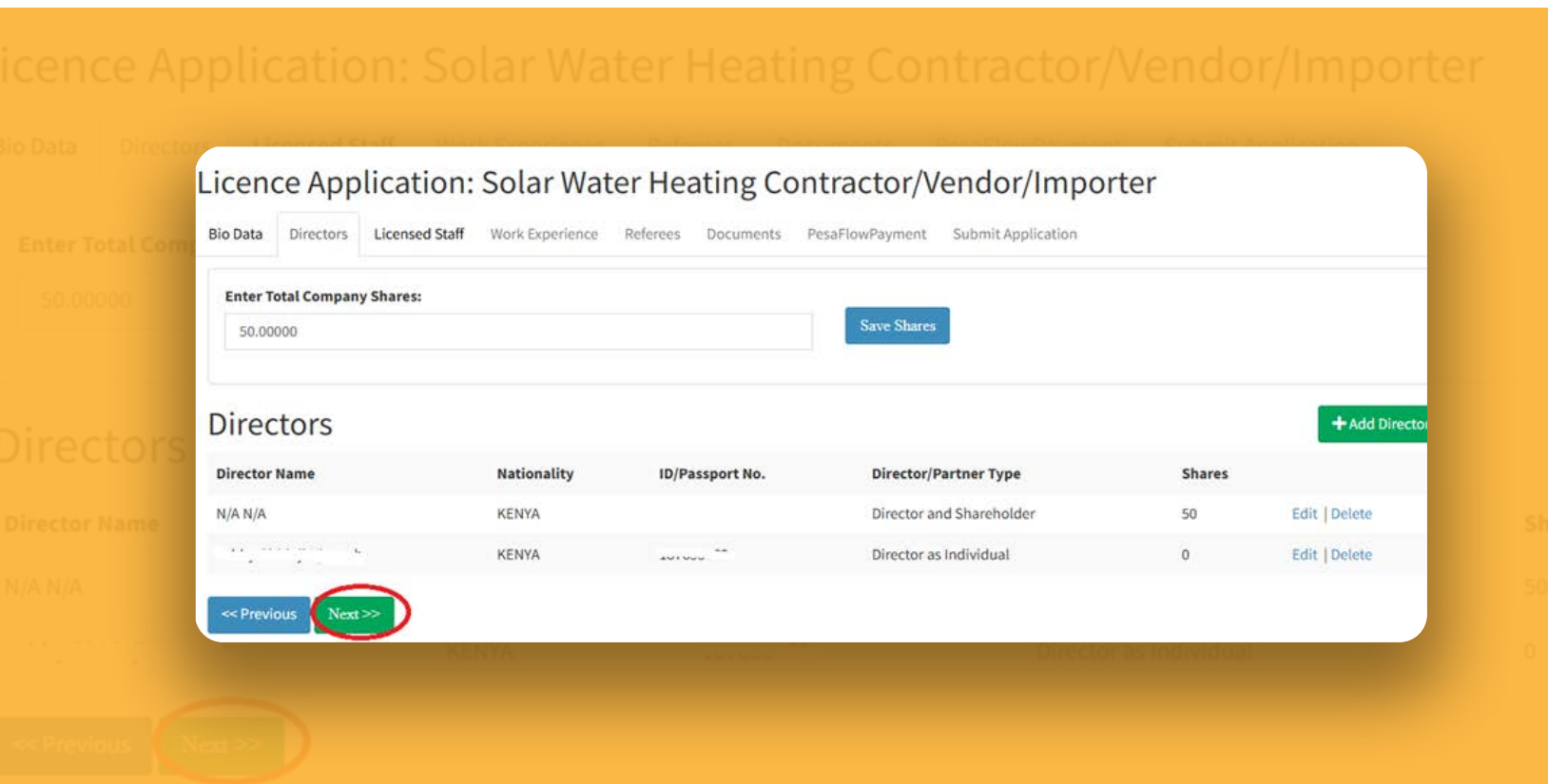


Fig.9. Company Directors

1.13. Fill in the details of your solar water heating worker, then click **next** (see Fig. 10).

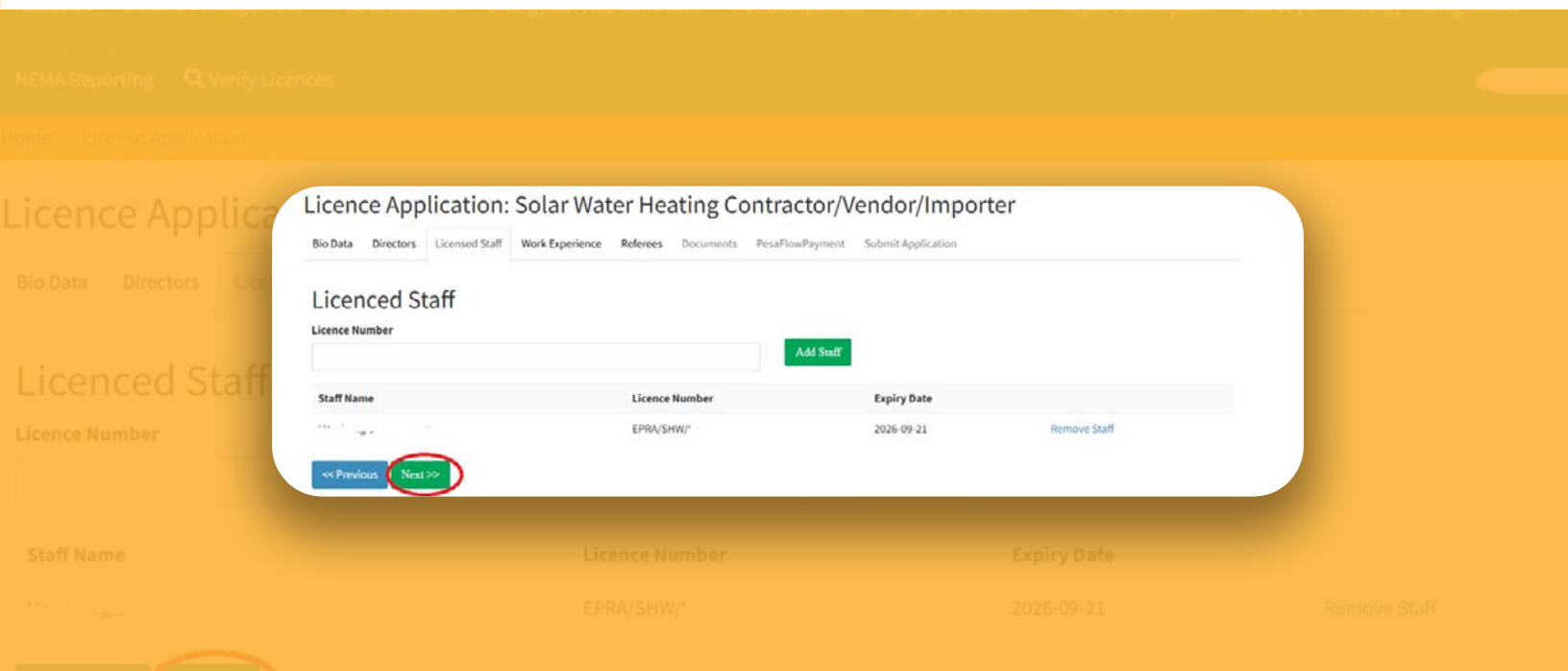


Fig. 10. Licenced Staff

1.14. Fill in details of your work experience that is relevant to the class of licence you are applying, then click **next** (see Fig. 11)

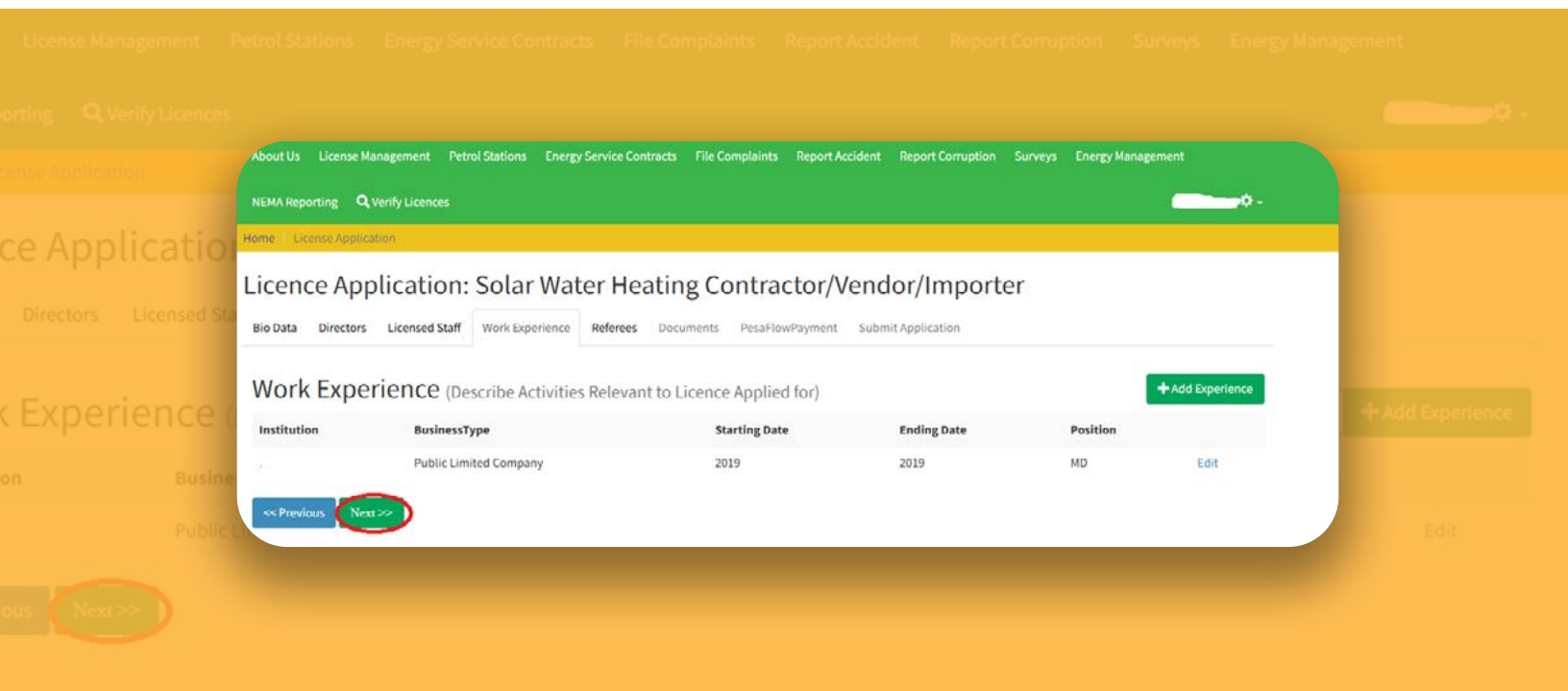


Fig. 11. Work Experience

1.15. Fill in the details of at least two referees, one of which is a licensed individual, then click **next** (see Fig. 12).

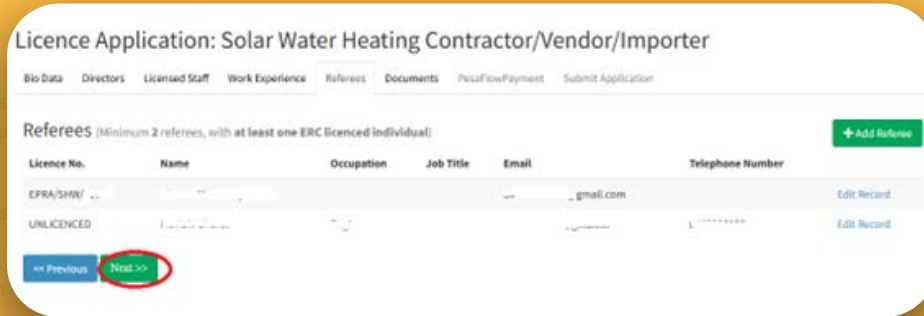


Fig. 12. Referees

1.16. Select your preferred EPRA service point (e.g Nairobi, South Rift, Coast...), Attach all the company documents listed, then click **upload files** (see Fig. 13).

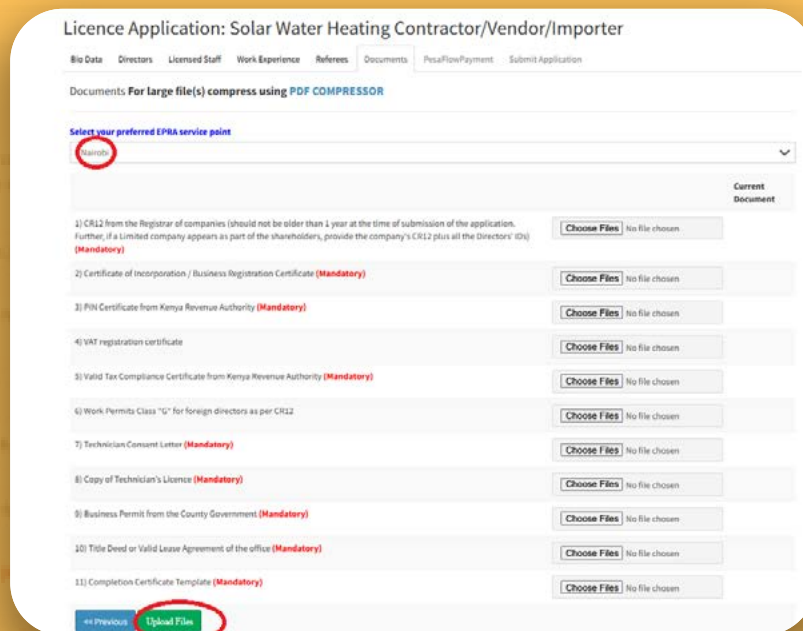


Fig 13 Uploading Company Documents.

1.17. Click the **Compute Bill** button to generate the payment details.

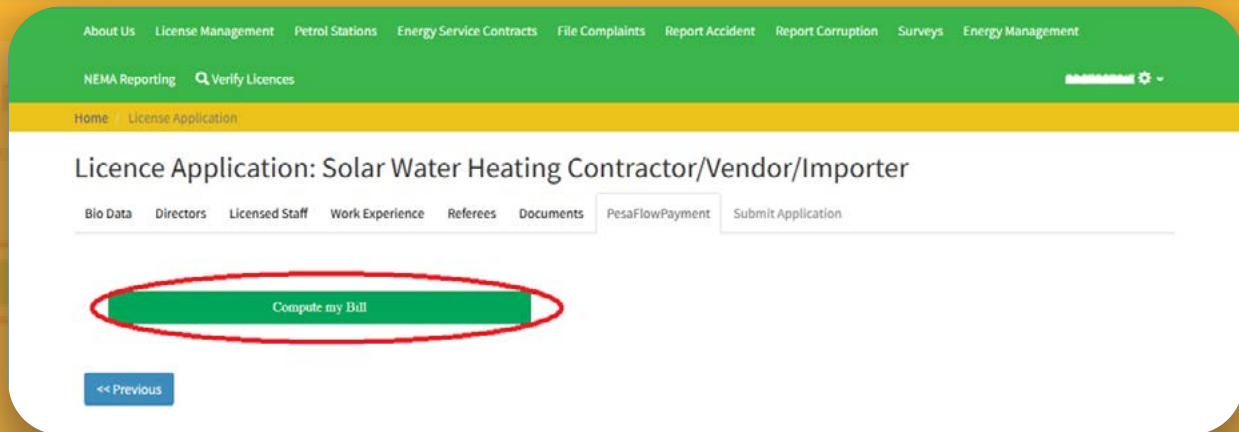


Fig 14: Compute bill button

1.18. In the generated **e-Citizen Payment Details** section, click the **make Payment** button. This will redirect you to the e-Citizen payments portal, Select Payment Mode, then click **Continue**. Pay application fee as guided, then click **save the payment**.

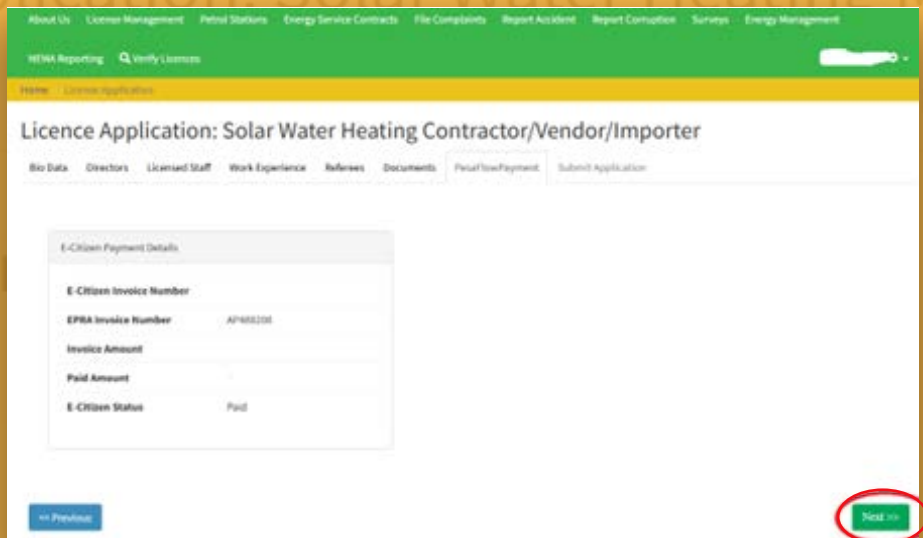


Fig. 15: E-citizen payment details.

1.19. Proceed to submit your application by clicking on **Submit Application**. (see Fig. 16).

Your Application is Complete. Click on Submit to submit the application for review.

Your Application is Complete. Click on Submit to submit the application for review.

By clicking submit, I declare that the information contained herein and the documents submitted herewith are true and accurate to the best of my knowledge and belief.

Submit Application

Cancel

Fig 16. Submit Application.

1.20. Once you submit your application, you will receive the message below.

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for **Solar Water Heating Contractor/Vendor/Importer**, under the reference number.....

Our Team is doing their best to review your application and will keep communicating to you on the progress.

Kind Regards,
Licensing Team

Fig 17. Message received after submitting the application.

The Authority will review your license application withing within 30 days.



LICENSING OF SOLAR WATER HEATING WORKER USER MANUAL

Solar Water Heating Worker New Application Manual

Quality Energy, Quality Life

LICENSE REQUIREMENTS



An applicant for a solar water heating worker's license needs to meet the minimum combinations of academic and professional qualifications as per the Energy (Solar Water Heating) Regulations, 2025.

S. No	Category	Education (Academic)	Professional (Job Experience)
1	SHW1	KCPE, Mechanical/Electrical Government Trade Test 2, and Basic SWH Training; or	(1) Completion Certificates of at least two (2) solar water heating systems that the applicant has been involved in directly.
		KCSE, Certificate in Mechanical/ Electrical engineering and Basic SWH Training;	(2) Design documentation of at least two (2) solar water heating systems that the applicant has been involved in directly
2	SHW2	KCSE, Diploma in Electrical or Mechanical Engineering from a recognized institution and Advanced SWH Training; or	(1) Completion Certificates of at least three (3) solar water heating systems each with a capacity of not less than 500 liters that the applicant has been involved in directly.
		KCSE, Higher National diploma in Mechanical, Mechatronic or Electrical Engineering from a recognized institution. or	(2) Design documentation of at least three (3) solar water heating systems each with a capacity of not less than 500 liters that the applicant has been involved in directly.

The Authority shall only recognize academic certificates approved by the relevant regulatory bodies in Kenya.

The related licensing fees are;

Class of licence	Application Fees (KShs)	Annual Licence Fees (KShs)	Replacement Fees (KShs)
SHW1	500	1,000	500
SHW1	750	1,500	500

How to Apply for New Solar Water Heating Manufacturer License

1.1. Visit our website:



1.2. Click on the **ELECTRICITY & RENEWABLE ENERGY** tab.

1.3. Select **License Application** under the Renewable Energy drop-down list (see fig 1).

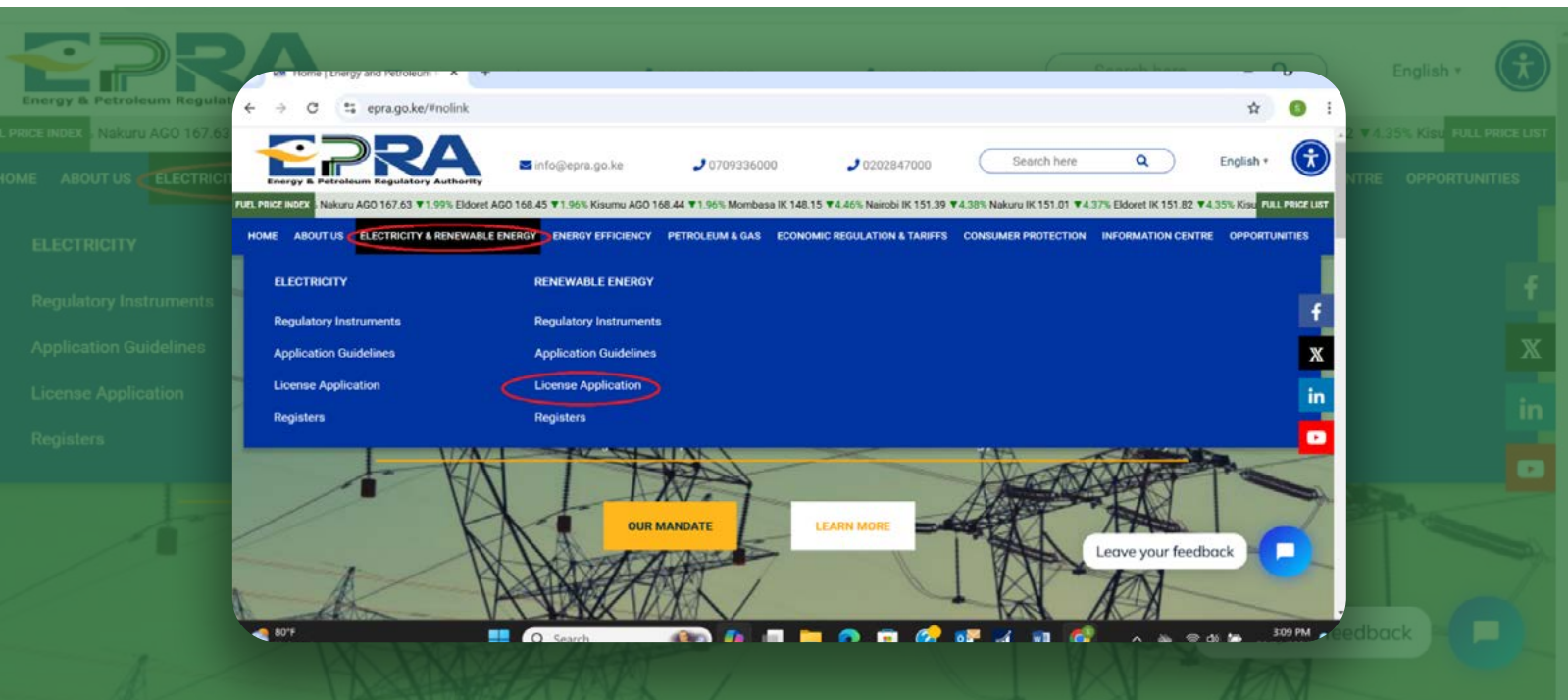
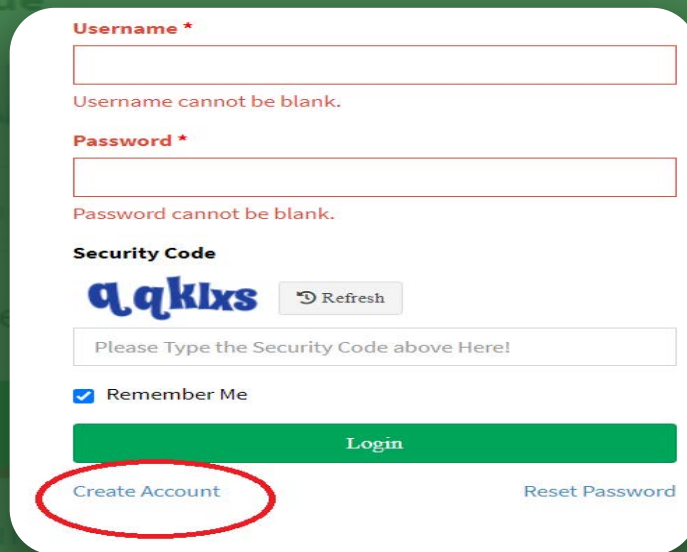


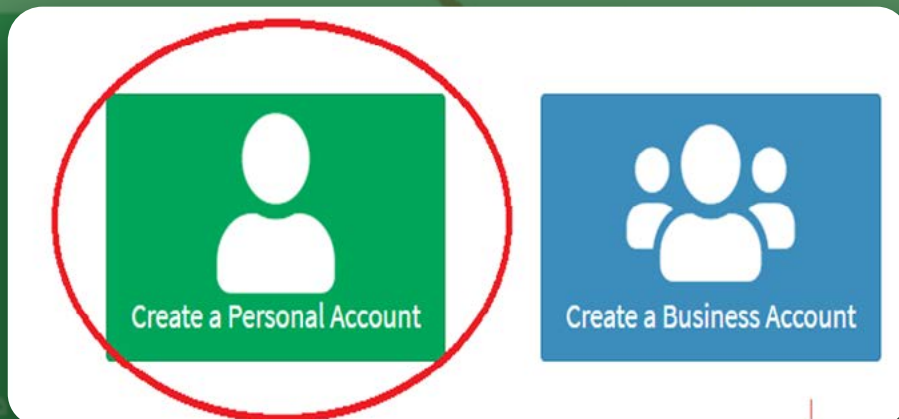
Fig 1: License application tab/link

1.4. Fill in details of username and password and click “Create Account” if you do not have an existing account with us. Otherwise log in to your profile and skip step 1.7.



The screenshot shows a login and registration form. It includes fields for Username, Password, and Security Code. The Security Code is displayed as 'a q k l x s' with a Refresh button. There is a 'Remember Me' checkbox which is checked. A green 'Login' button is present. At the bottom, the 'Create Account' link is circled in red, and a 'Reset Password' link is also visible.

Figure 2: Account Creation



The screenshot shows two buttons for account creation: 'Create a Personal Account' (green button with a person icon) and 'Create a Business Account' (blue button with a group of people icon). The 'Create a Personal Account' button is circled in red.

Figure 3: Individual Account Creation

1.5. Fill in your individual details, then click sign up

Figure 4: Individual Account Details

You will receive the message below

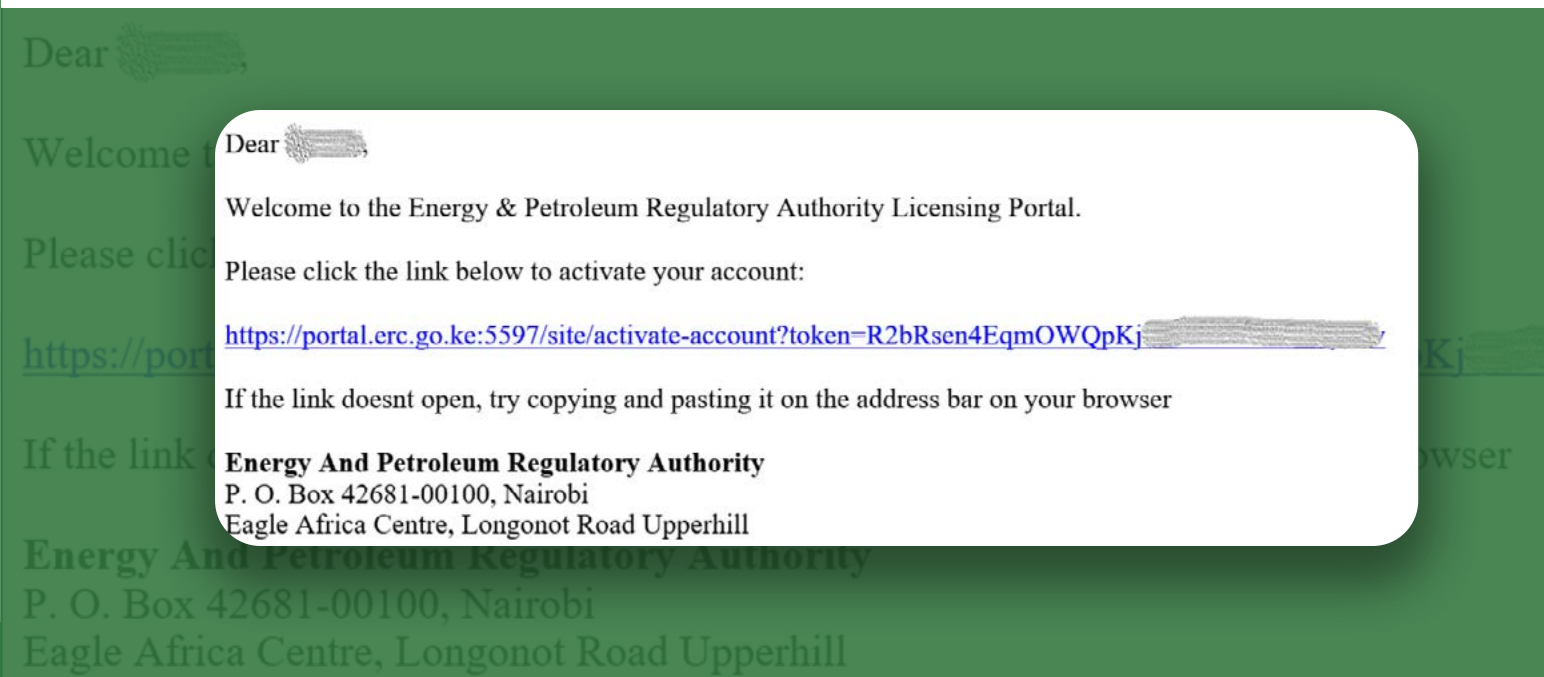


Figure 5: Account Verification Email

1.6. Activate your account by clicking on the link sent to the email sent entered in 1.4. above

1.7. **Login** to your created individual account using your **username** and **password**

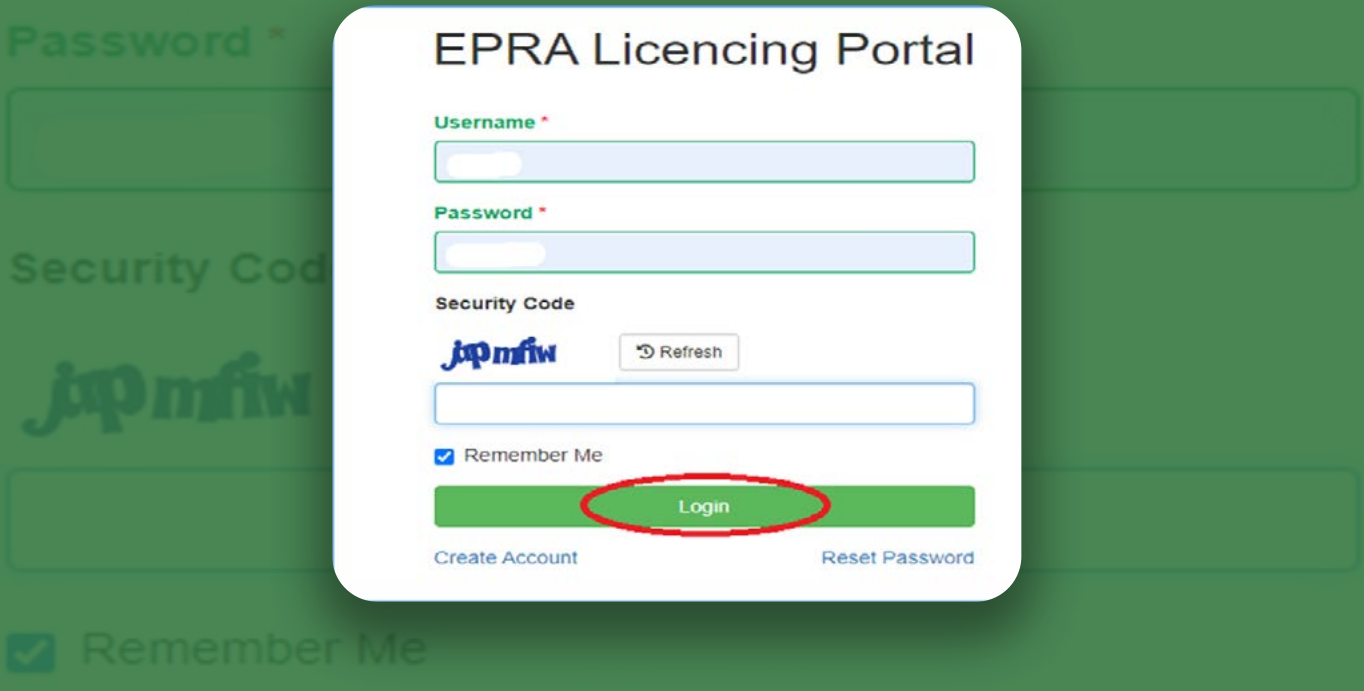


Figure 6: Account Login

1.8. Select the type of license you are applying for, then click **continue with registration**

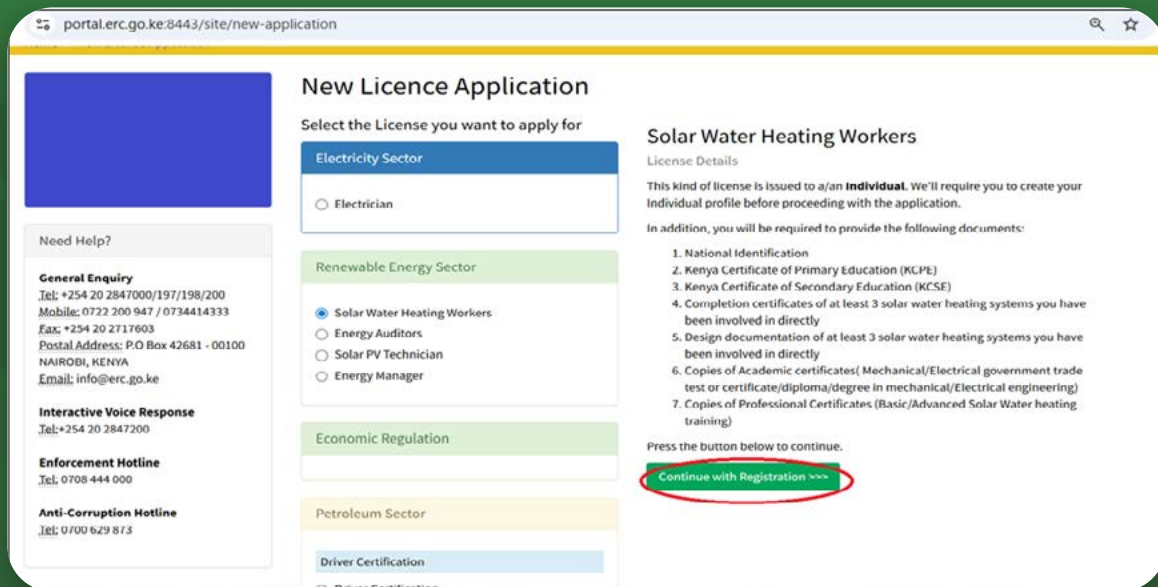
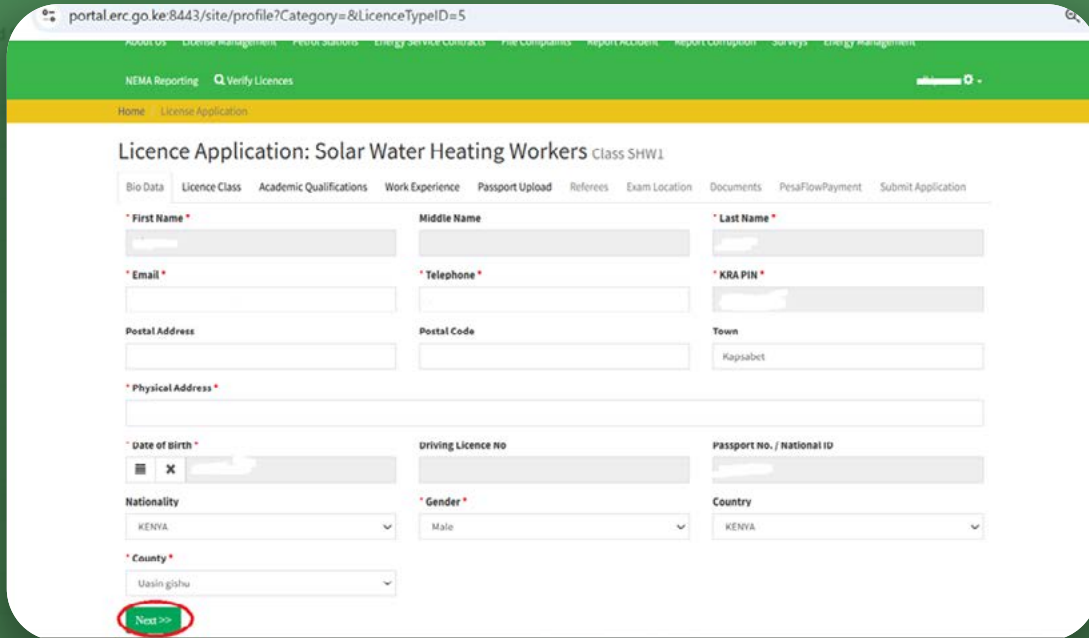


Figure 7: Selection of License Category

1.9. Complete registration by filling **bio data section**, then click **next**



portal.erc.go.ke/8443/site/profile?Category=&LicenceTypeID=5

NEMA Reporting Verify Licences

Home / Licence Application

Licence Application: Solar Water Heating Workers Class SHW1

Bio Data | Licence Class | Academic Qualifications | Work Experience | Passport Upload | Referees | Exam Location | Documents | PesaFlowPayment | Submit Application

* First Name * Middle Name * Last Name *

* Email * * Telephone * * KRA PIN *

Postal Address Postal Code Town

* Physical Address *

Date of Birth * Driving Licence No. Passport No. / National ID

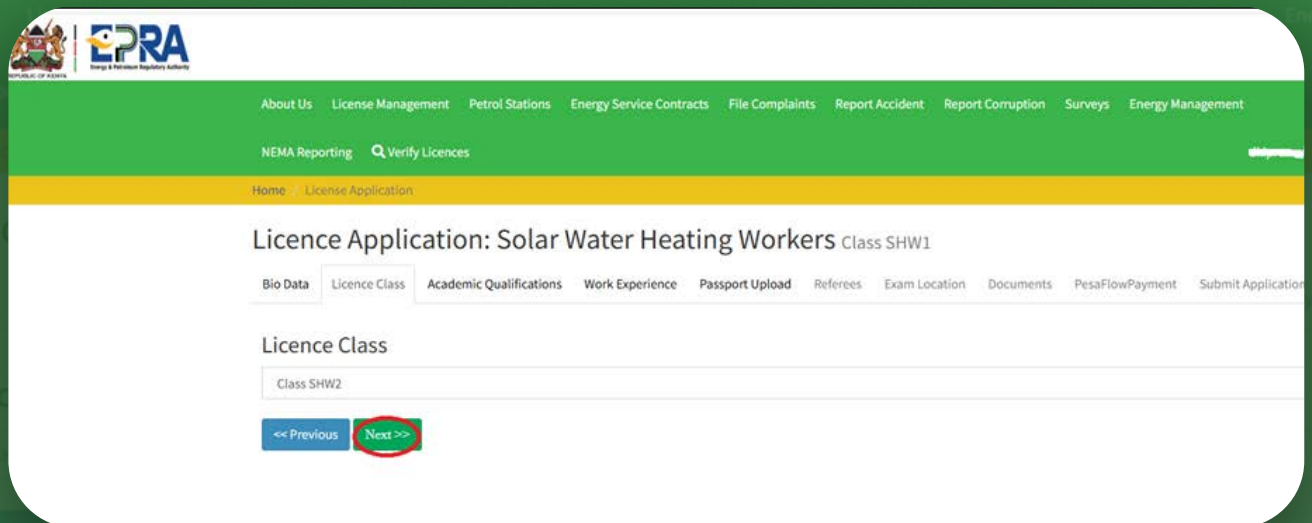
Nationality * Gender * Country

* County *
Uasin gishu

Next >>

Figure 8: Provision of Applicants Bio Data

1.10. Select the **class of the license** you are applying, then click **next**



EPRA
 Energy & Petroleum Regulatory Authority

About Us | License Management | Petrol Stations | Energy Service Contracts | File Complaints | Report Accident | Report Corruption | Surveys | Energy Management

NEMA Reporting Verify Licences

Home / Licence Application

Licence Application: Solar Water Heating Workers Class SHW1

Bio Data | Licence Class | Academic Qualifications | Work Experience | Passport Upload | Referees | Exam Location | Documents | PesaFlowPayment | Submit Application

Licence Class

Class SHW2

<< Previous **Next >>**

Figure 9: Selection of Licence Class

1.11. Click **+ Add Qualifications** to enter your qualifications. Use Edit **Record** to make changes if needed. Once all are added, click **Next >>** to proceed.

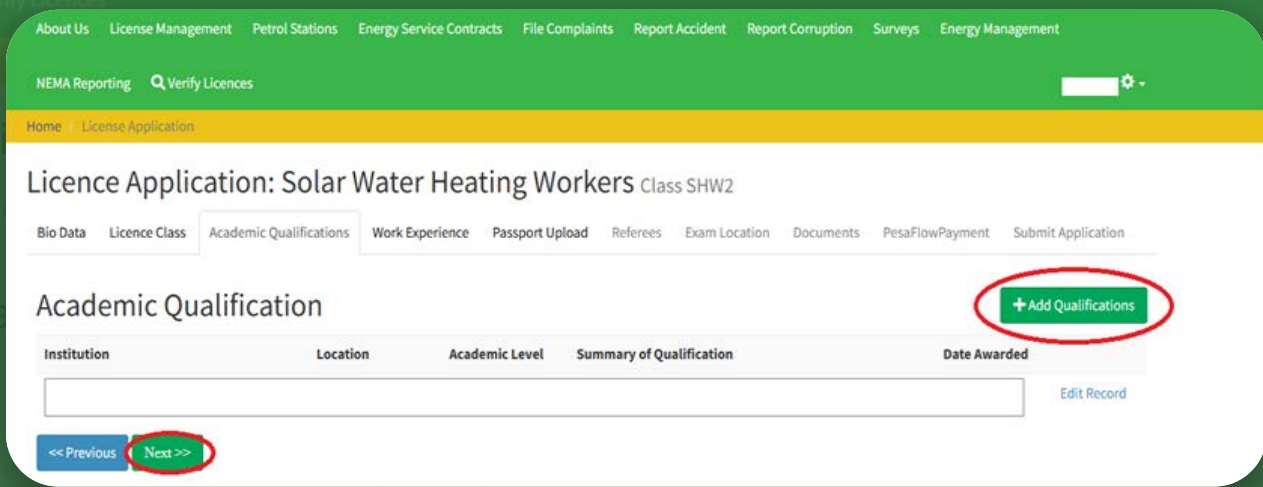


Figure 10: Adding Academic Qualifications

1.12. Fill in your **work experience** section, then click **next**

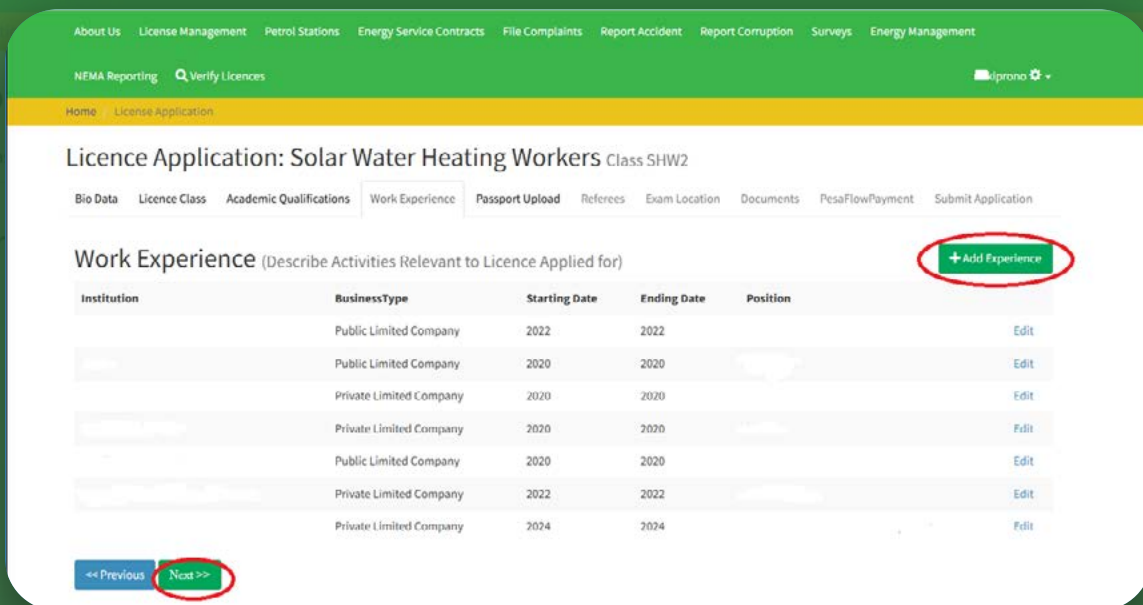


Figure 12: Applicants Work Experience

1.13. Upload your passport photo in the Passport Upload section, then click **next**

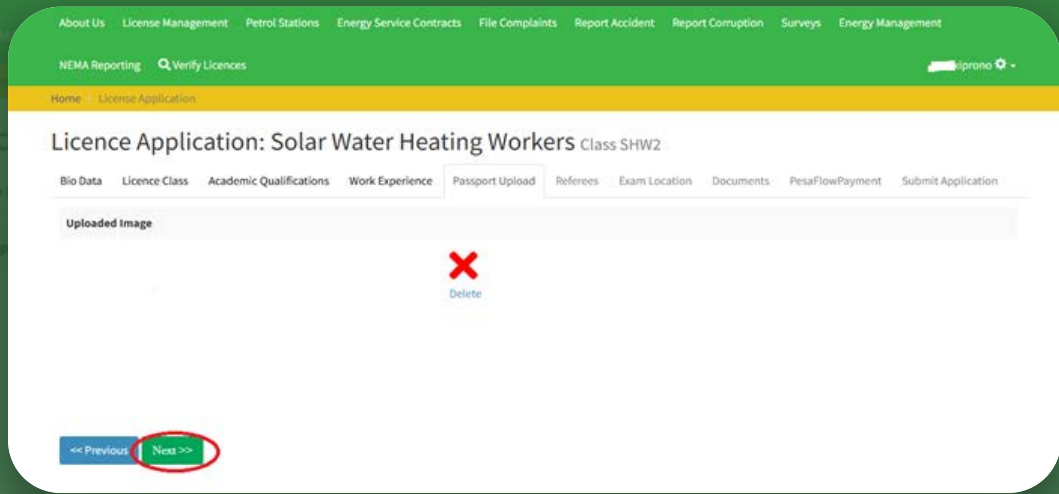


Figure 13: Applicants Passport Uploading

1.14. Fill in the details of at least two referees, then click **next**

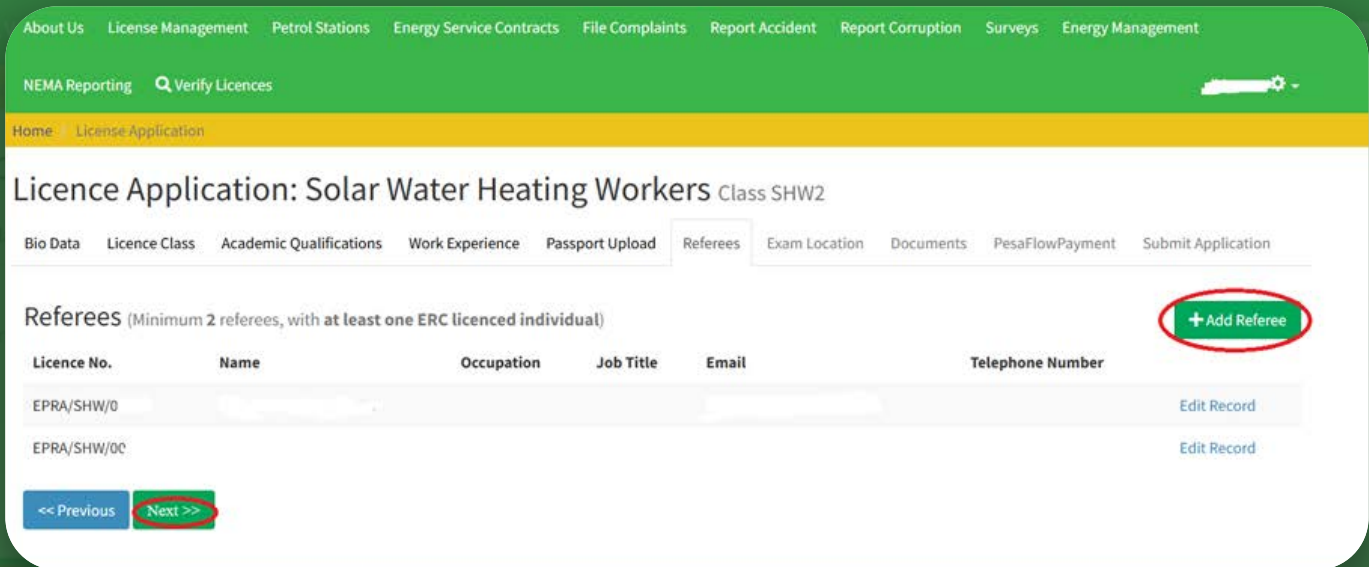


Figure 14: List of Referees

1.15. Select your preferred interview location (e.g., Nyeri, Nairobi, Nakuru, Eldoret, Mombasa, Kisumu), then click **Next**.

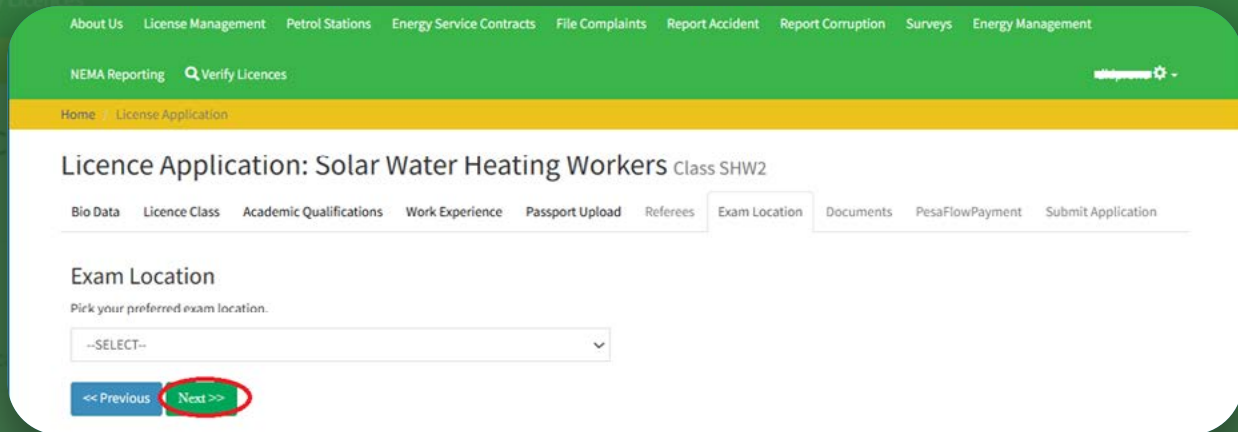


Figure 15: Exam Location

1.16. Select your preferred EPRA service point (e.g **Nairobi, South Rift, Coast...**), and attach all the application required documents, then click **upload files**

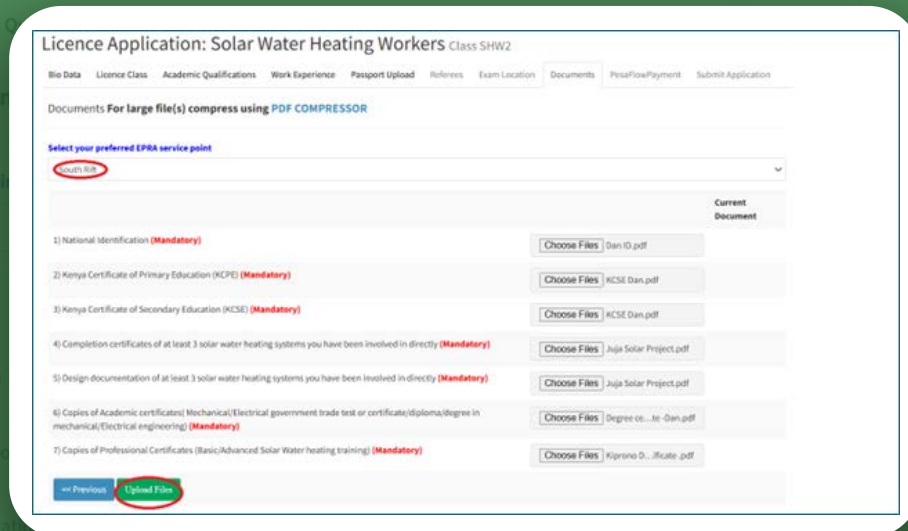


Figure 16: Upload of Application Required Documents.

1.17. Click the **Compute Bill** button to generate the payment details..

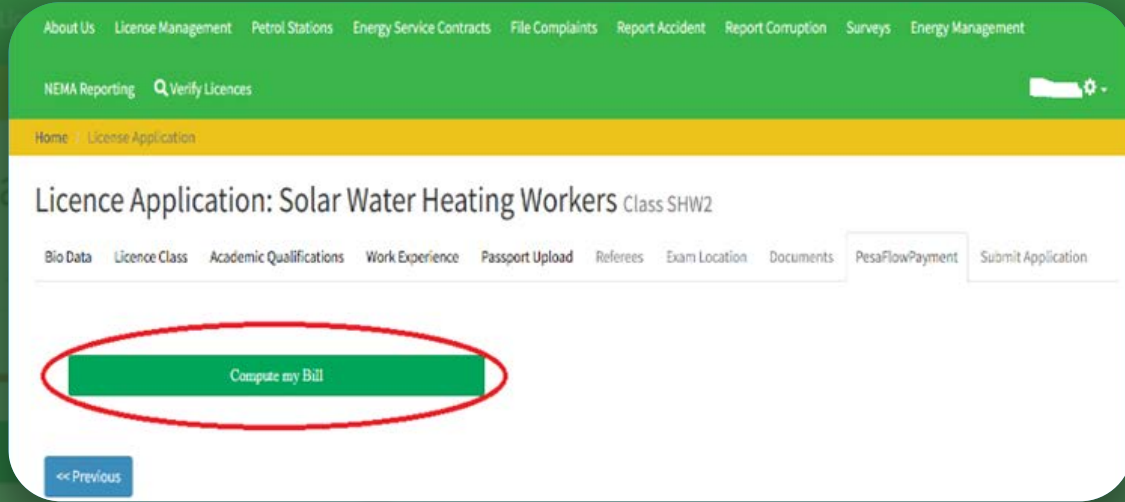


Figure 17: Compute Bill button.

1.18 In the generated **e-Citizen Payment Details** section, click the **make Payment** button. This will redirect you to the e-Citizen payments portal, Select Payment Mode, then click **Continue**. Pay application fee as guided, then click **save the payment**.Fig 17.

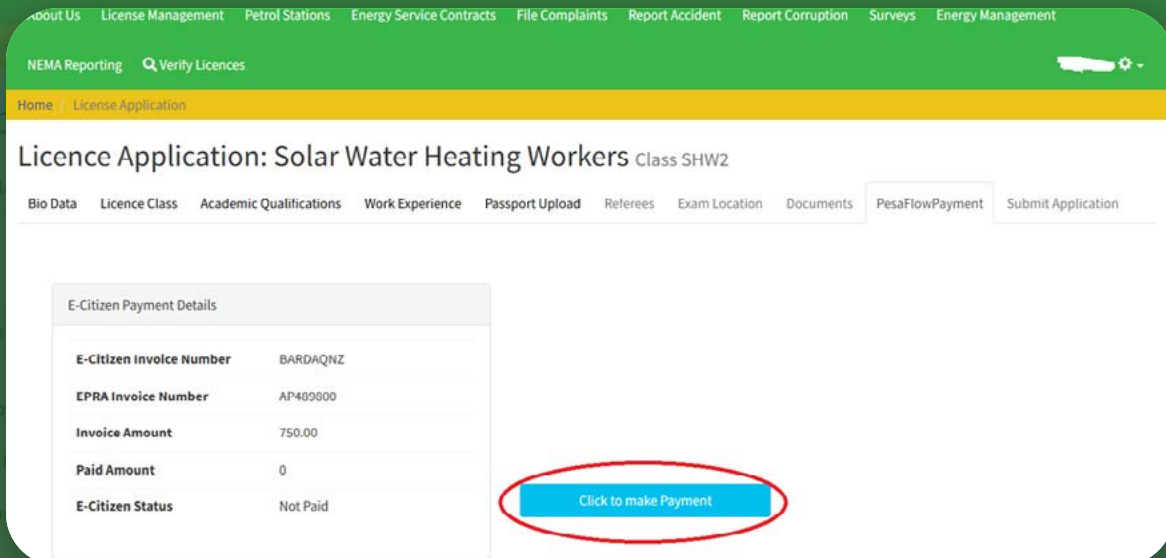


Figure 18: e-Citizen Payment Details with Click to make Payment button

1.19. After successfully making payment, click “Submit Application” to submit your application for review (see Fig. 14).

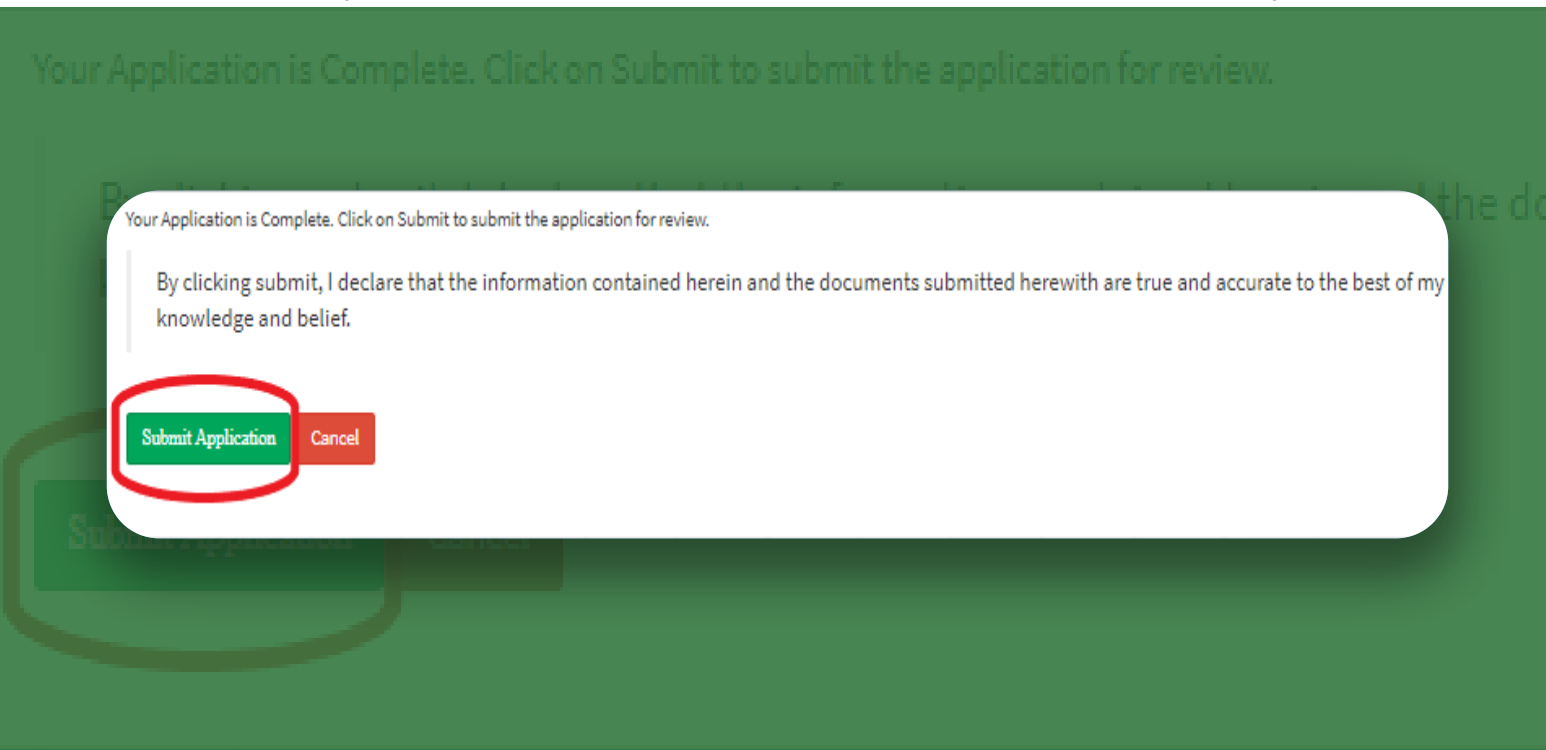


Fig 16. Submit Application.

1.20. You will receive confirmation on the email you used to create the account indicating that the application has been submitted successfully as shown below.

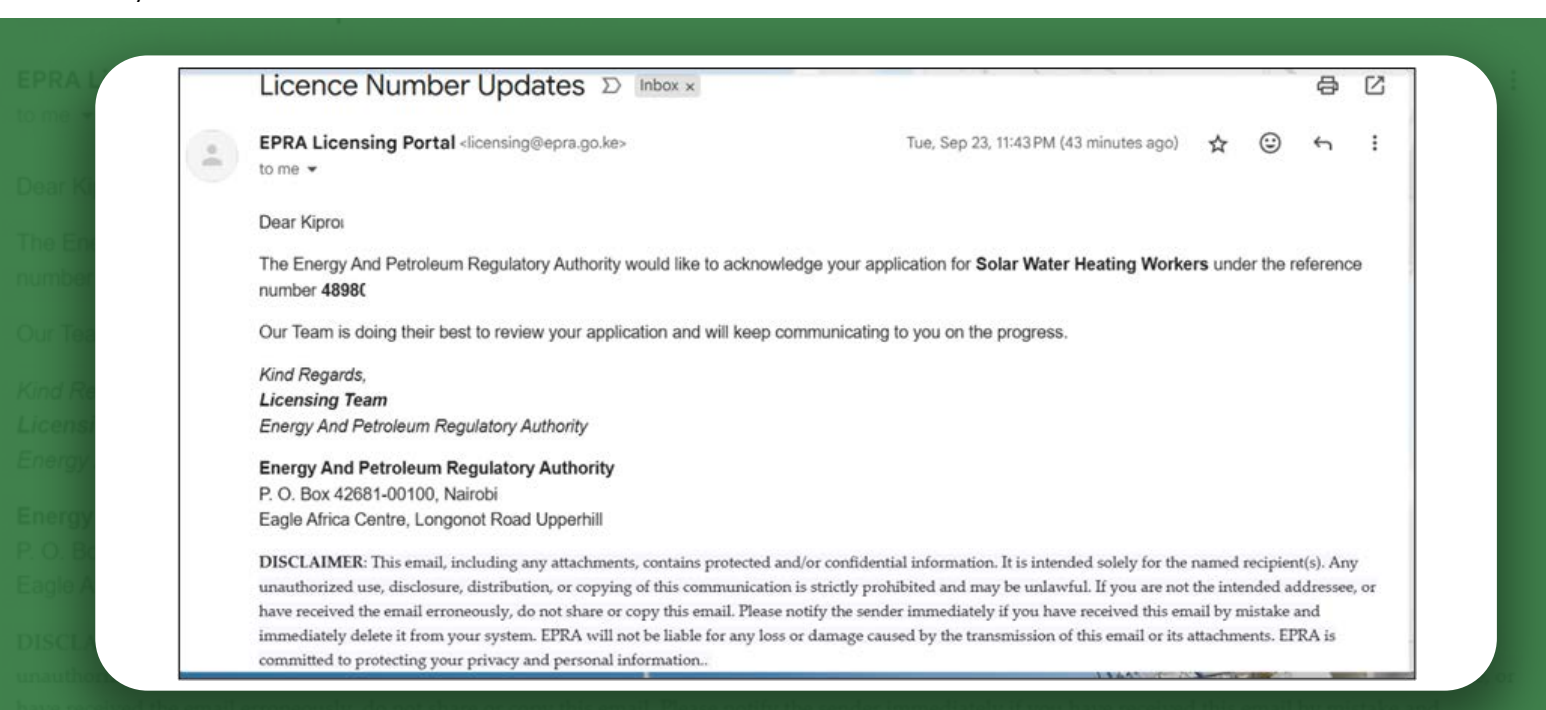


Figure 20: Confirmation or Application Submission

1.21. After successful submission of the application, you will be invited for a written interview. If successful you will be invited for an oral interview. Applicants who pass both the written and oral interview will be required to pay the grant of license fees.

The Authority will review your license application within 60 days.

