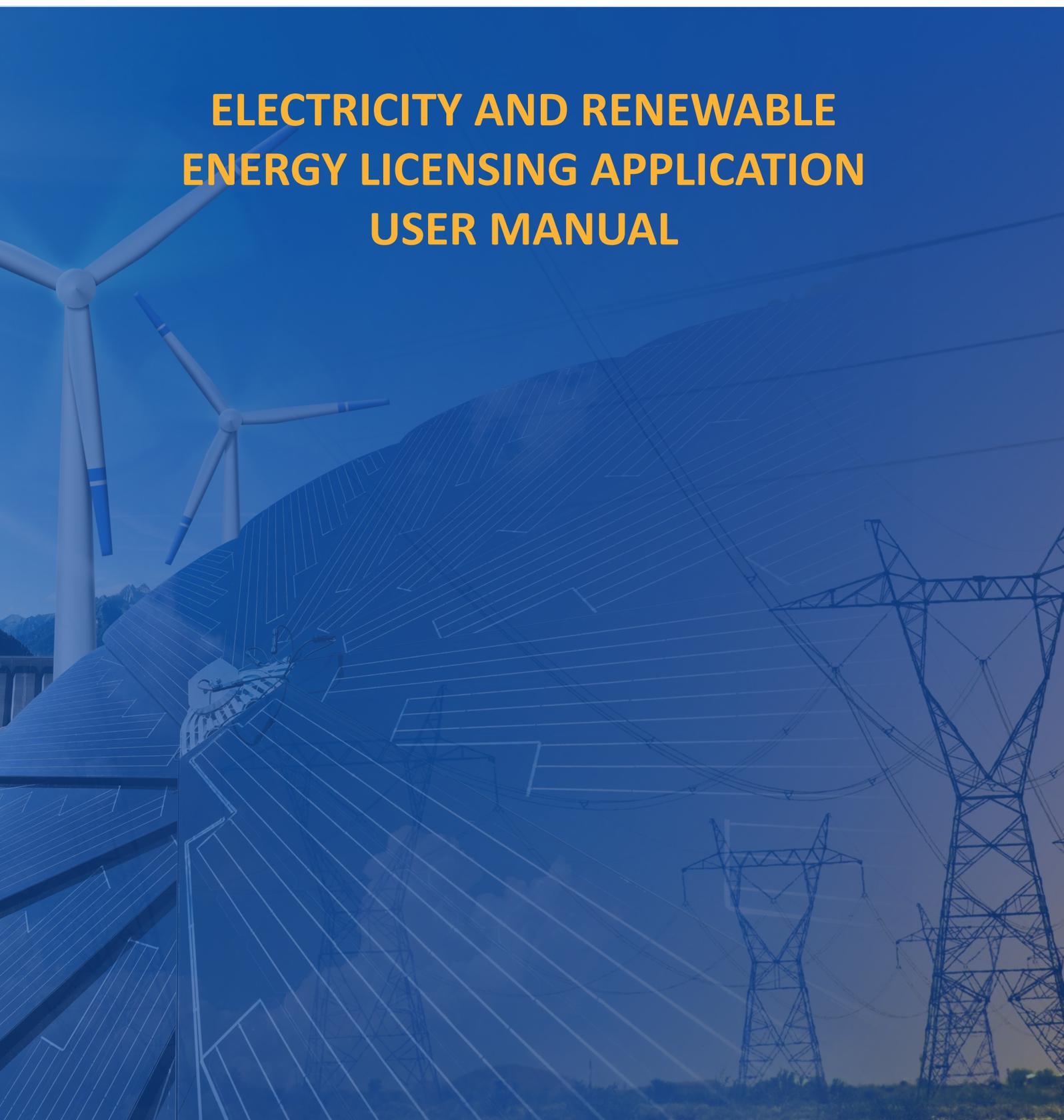




# **ELECTRICITY AND RENEWABLE ENERGY LICENSING APPLICATION USER MANUAL**



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# LICENSE APPLICATION GUIDE FOR NEW ELECTRICAL WORKER

In the application of a new electrical worker licence, you will be required to have scanned copies of your academic documents, National ID and pay the applicable licensing fees.

EPRA REQUIREMENT FOR LICENSING AS ELECTRICAL WORKER				
No.	Minimum Academic qualification	Minimum technical qualifications	Starting Licence	Highest licence Achievable
1.	KCPE	Electrician Wireman Grade II and other equivalent certificates	C2	C2
2.	KCSE	Electrician Wireman Grade II and other equivalent certificates	C2	C1
3.	KCSE	Electrician Wireman Grade I and other equivalent certificates	C2	B
4.	KCSE	Electrical Technician part II,III, Final Craft Certificate , Diploma in Electrical Engineering and other equivalent certificates	C2	A1
5.	KCSE	Higher National Diploma, BSC in Electrical Engineering and other equivalent certificates	C1	A1
6.	KCSE	Higher National Diploma in Electrical Engineering and registered as Technician Engineer by the Engineers Board of Kenya (EBK).	B	A1
7.	KCSE	BSC in Electrical Engineering and Registered as Electrical Engineer by ERB	A1	A1
8.	KCSE	Minimum qualification, Electrician Wireman Grade II and other equivalent certificate	A2	A2

**APPLICATION FEE:**

The following payments are applicable for each license application:

- Class A1: KES. 1000.00
- Class A2: KES. 1000.00
- Class B: KES. 750.00
- Class C1: KES. 500.00
- Class C2: KES. 250.00

## 1. How to Apply for Electrical Worker Licence?

1.1 Visit our website: [www.epra.go.ke](http://www.epra.go.ke)

1.2 Click on the online services portal (see Figure 1).

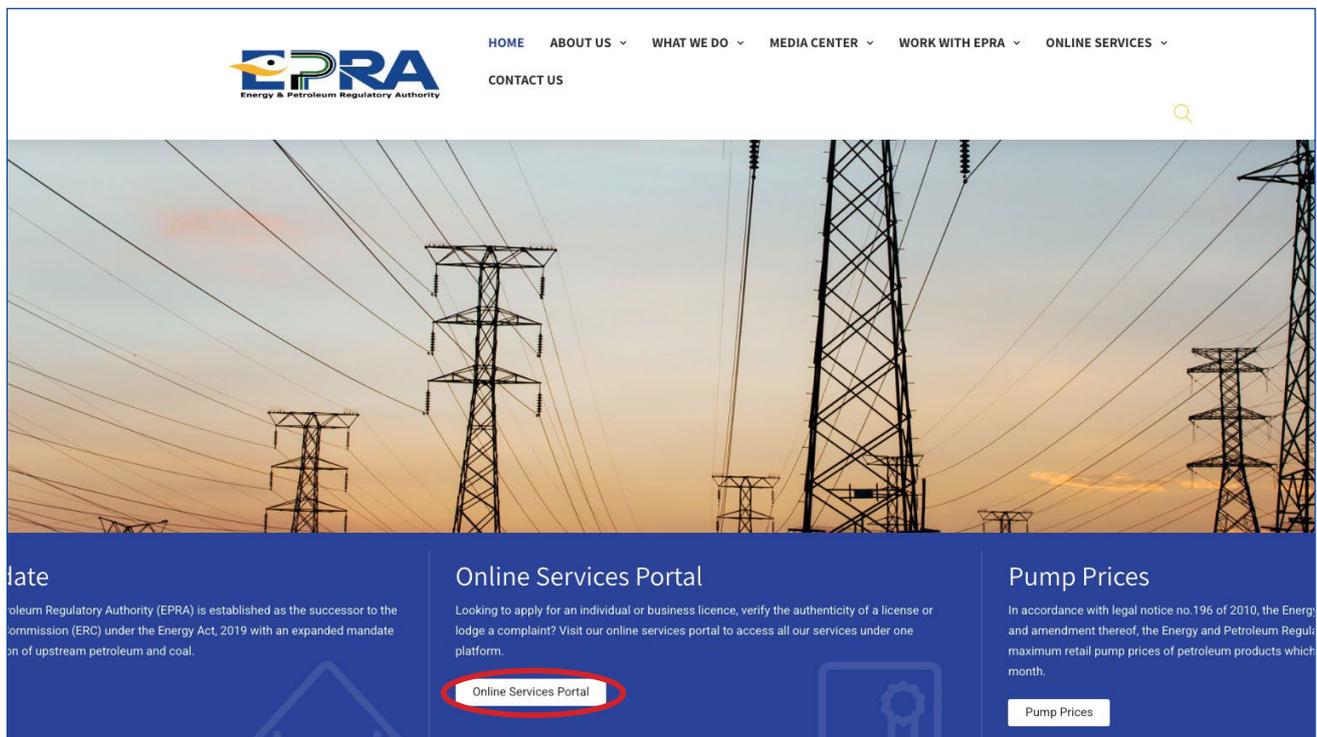


Figure 1: Online services tab/link

## A) FOR NEW APPLICANTS

1.3 Click on create account to create new account (see Figure 2).

The image shows the EPRA Licencing Portal login form. The form includes fields for Username, Password, and Security Code. The Security Code field is populated with 'deosy' and has a 'Refresh' button. Below the Security Code field is a checkbox for 'Remember Me' which is checked. A green 'Login' button is present. At the bottom left, the 'Create Account' link is circled in red. At the bottom right, there is a 'Reset Password' link.

Figure 2: Creating new account

1.4 Choose create personal account icon/tab (see Figure 3).

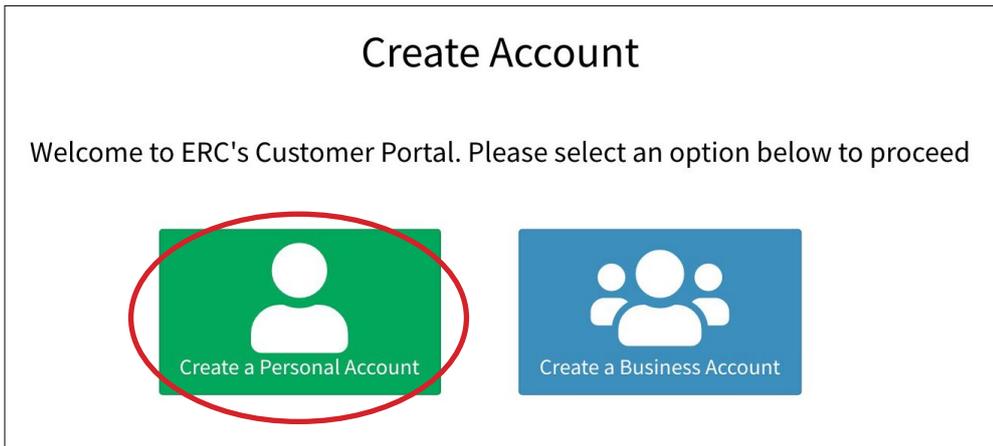


Figure 3: Creating a Personal Account

1.5 Fill in your individual details, then click sign up (see Figure 4).

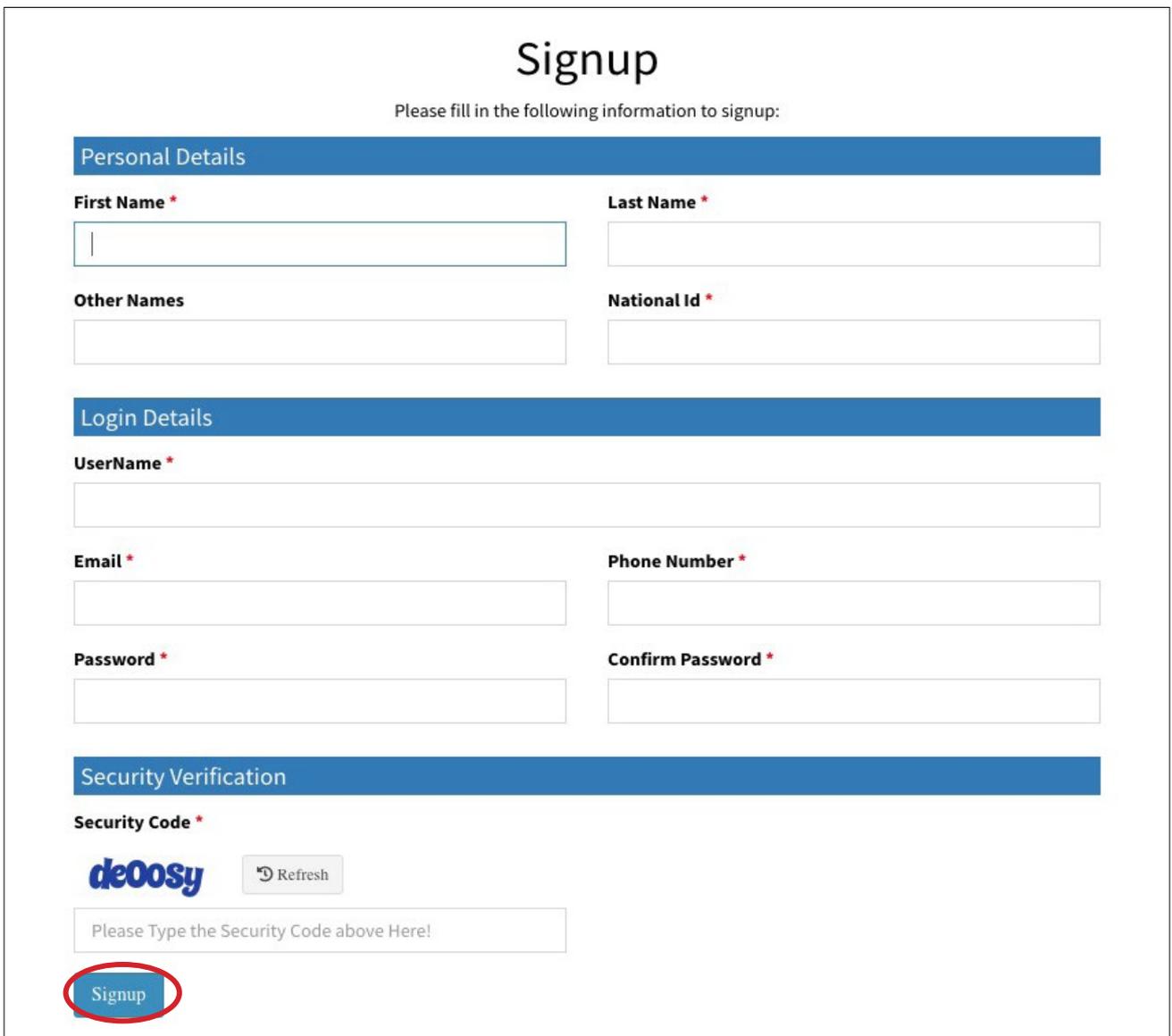


Figure 4: Signing up individual account

1.6 Once you sign up, you will receive the message below in your email registered in the system (see Figure 5).

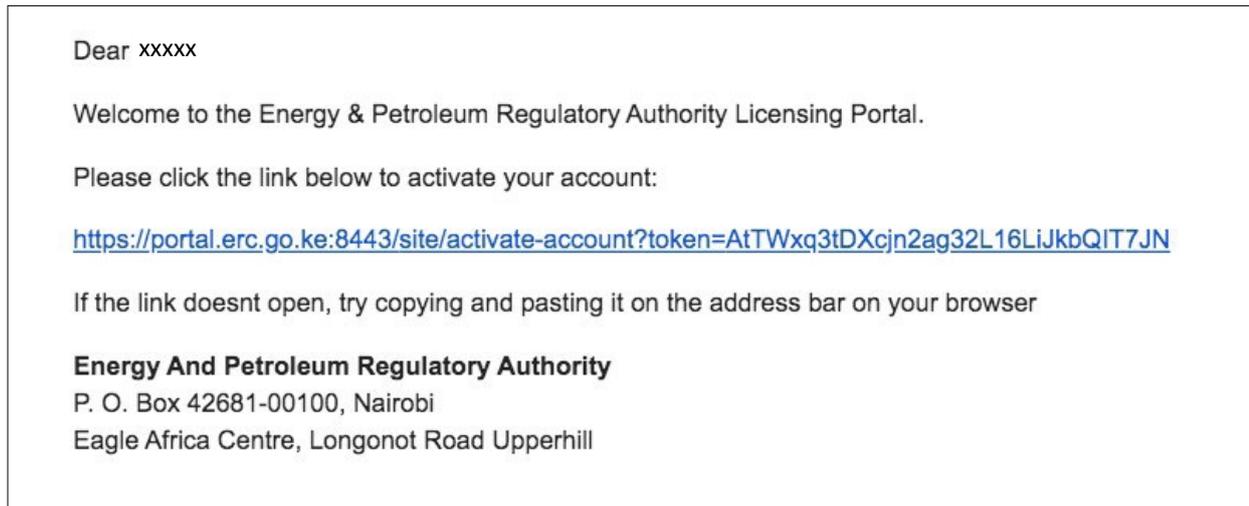


Figure 5: Account activation link/email

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

1.8 Login to your individual account created in step 1.5 using your username and password (see Figure 6).

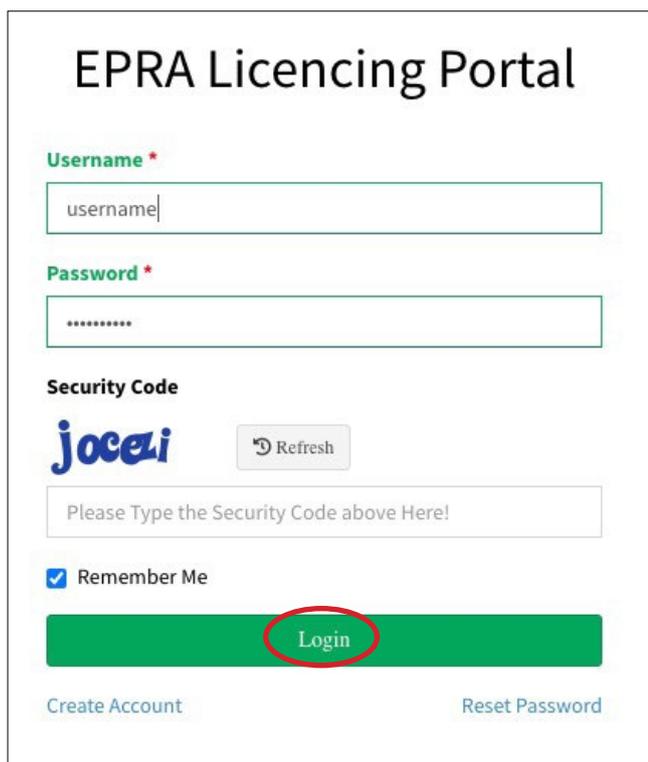


Figure 6: Login form

1.9 Select the Electrician license type then click continue with registration (see Figure 7).

**New Licence Application**

Select the License you want to apply for

**Electricity Sector**

- Electrician

**Renewable Energy Sector**

- Energy Auditors
- Solar PV Technician

**Petroleum Sector**

**Driver Certification**

- Driver Certification

**Electrician**

License Details

This kind of license is issued to a/an **Individual**. We'll require you to create your Individual profile before proceeding with the application.

In addition, you will be required to provide the following documents:

1. National Identification
2. Copies of Original Certificate
3. Professional Registration Certificate if any

Press the button below to continue.

**Continue with Registration >>>**

Figure 7: Selection of license type

1.10 Complete registration by filling bio data section, then click next (see Figure 8).

**Licence Application: Electrician**

Bio Data | Licence Class | Minimum Qualifications | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | 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 \***

**Next >>**

<< Previous

Figure 8: Bio data form

1.11 Select the class of the license you are applying, then click next (see Figure 9).

Licence Application: Electrician

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

### Licence Class

Class A-1

<< Previous Next >>

<< Previous

Figure 9: License Class

1.12 Indicate whether you have the minimum academic and technical qualification shown, then click next. Choose I do not have any of these qualifications if you don't have. The system will allow you to start the process again or log out (see Figure 10).

Licence Application: Electrician Class A-1

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

### Minimum Qualifications for Class A-1

Please Indicate your Qualifications

**Academic Qualification** **Technical Qualifications**

KCSE  BSC in Electrical Engineering and Registered as Electrical Engineer by ERB

<< Previous Next >> I do not Have any of these Qualifications

<< Previous

Figure 10: Minimum academic and technical qualifications

1.13 Fill in your work experience section, then click next (see Figure 11).

Licence Application: Electrician Class A-1

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

### Work Experience (Describe Activities Relevant to Licence Applied for)

+ Add Experience

Institution	BusinessType	Starting Date	Ending Date	Position	
KPLC	Public Limited Company	1978	2021	Electrical Engineer	Edit

<< Previous Next >>

<< Previous

Figure 11: Electrician work experience

1.14 Fill in your academic qualification section, then click next (see Figure 12).

The screenshot shows the 'Academic Qualification' section of the 'Licence Application: Electrician Class A-1' form. The navigation tabs include Bio Data, Licence Class, Minimum Qualifications, Work Experience, Academic Qualifications (selected), Knowledge of Rules, Other Licences, Referees, and Documents. Below the tabs are links for Passport Upload, Payment, and Submit Application. The main heading is 'Academic Qualification' with a '+ Add Qualifications' button. A table lists one qualification:

Institution	Location	Academic Level	Summary of Qualification	Date Awarded	
Electrical and Electronics Engineering	Eldoret	Degree		1967-01-01	<a href="#">Edit Record</a>

At the bottom, there are navigation buttons: '<< Previous', 'Next >>' (highlighted with a red circle), and '<< Previous'.

Fig.12. Academic qualifications

1.15 Select the rules you are familiar with, then click next (see Figure 13)

The screenshot shows the 'Knowledge of Rules' section of the 'Licence Application: Electrician Class A-1' form. The navigation tabs include Bio Data, Licence Class, Minimum Qualifications, Work Experience, Academic Qualifications, Knowledge of Rules (selected), Other Licences, Referees, and Documents. Below the tabs are links for Passport Upload, Payment, and Submit Application. The main heading is 'Knowledge of Rules' with the instruction 'Select the Rules you are familiar with'. There are four checked checkboxes:

- The regulations for the electrical equipment of buildings by the Institution of Electrical Engineers, Great Britain.
- Occupational Health and Safety Act (2007) OHSA.
- Rules made under section 115 of the Electric Power Act, No 11 of 1997.
- Local Supply System Tariffs.

At the bottom, there are navigation buttons: '<< Previous', 'Next >>' (highlighted with a red circle), and '<< Previous'.

Figure 13: Knowledge of rules

1.16 If you have any other EPRA license, click add licenses and fill in the details of the license, then click next (see Figure 14).

Note: You can fill the license details of your license as follows: EPRA/EW/01234 or 001234 for the licenses that are in the format of C1 001234.

The screenshot shows the 'Other Licences Held' section of the 'Licence Application: Electrician Class A-1' form. The navigation tabs include Bio Data, Licence Class, Minimum Qualifications, Work Experience, Academic Qualifications, Knowledge of Rules, Other Licences (selected), Referees, and Documents. Below the tabs are links for Passport Upload, Payment, and Submit Application. The main heading is 'Other Licences Held' with a '+ Add Licences' button. A table lists other licenses held:

Licence	Licence Number	Issued By	Date Issued
---------	----------------	-----------	-------------

At the bottom, there are navigation buttons: '<< Previous', 'Next >>' (highlighted with a red circle), and '<< Previous'.

Figure 14: Other licenses held by applicant

1.17 Fill in the details of at least two referees by clicking add referees, then click next (see Figure 15).

Note: Your referee should have the same class of license as the class of license you are applying. You can fill the details of your reference license as follows: EPRA/EW/01234 or 001234 for the licenses that are in the format of C1 001234.

Licence Application: Electrician Class A-1

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

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

Licence No.	Name	Occupation	Job Title	Email	Telephone Number	
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	<a href="#">Edit Record</a>
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	<a href="#">Edit Record</a>

Next >>

Figure 15: Adding referees

1.18 Attach your national ID, academic documents and any other professional registration certificate that you have, then click upload files (see Figure 16).

Licence Application: Electrician Class A-1

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

Documents (Ensure all your files have different names).  
For large file(s) compress using PDF COMPRESSOR

Current Document

1) National Identification (Mandatory) Choose Files ID.pdf

2) Copies of Original Certificate (Mandatory) Choose Files Cert-1.pdf

3) Professional Registration Certificate if any Choose Files No file chosen

Upload Files

<< Previous

Figure 16: Uploading individual documents

1.19 Proceed to pay application fee by choosing either M-PESA or Bank deposit payment option. Pay application fee as guided, then click save payment (see Figures 17(a) and 17(b)).

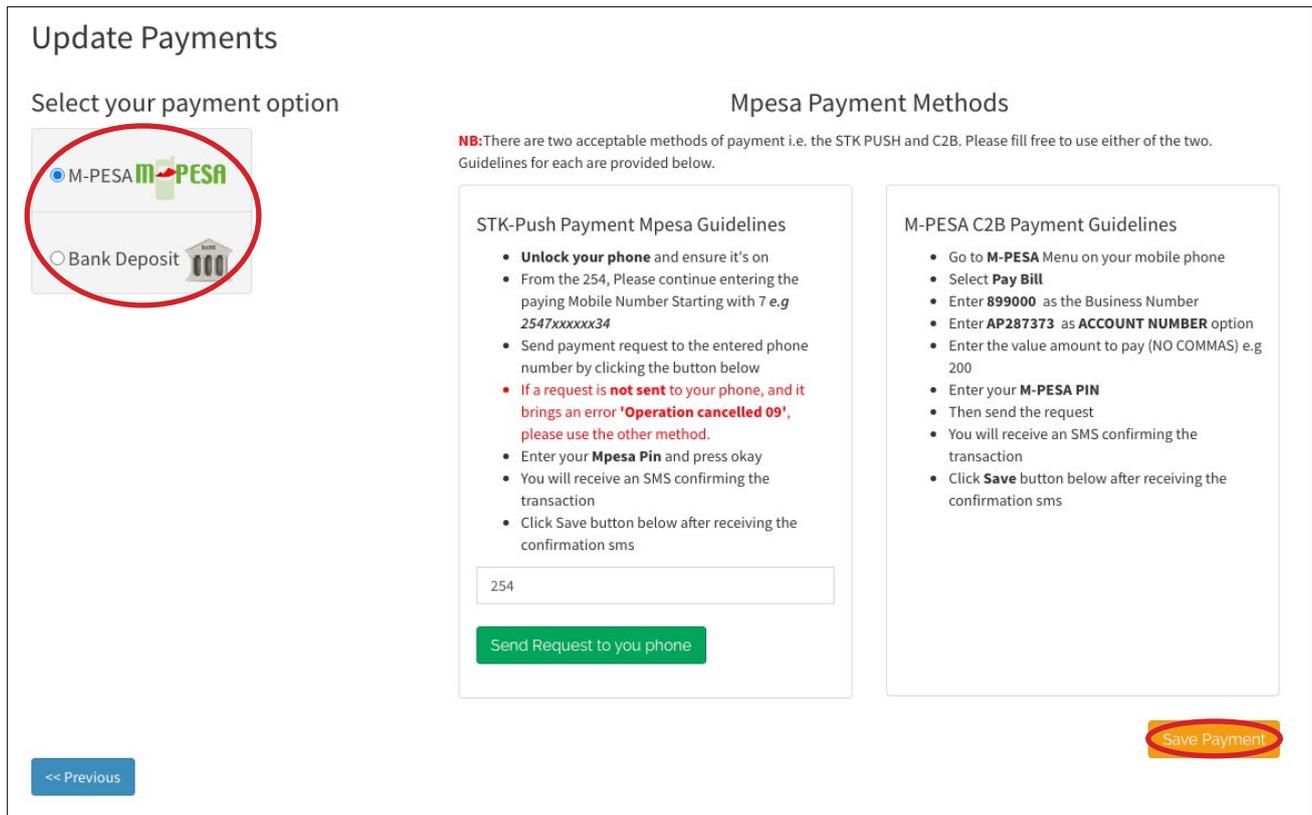


Figure 17(a): M-PESA payment method

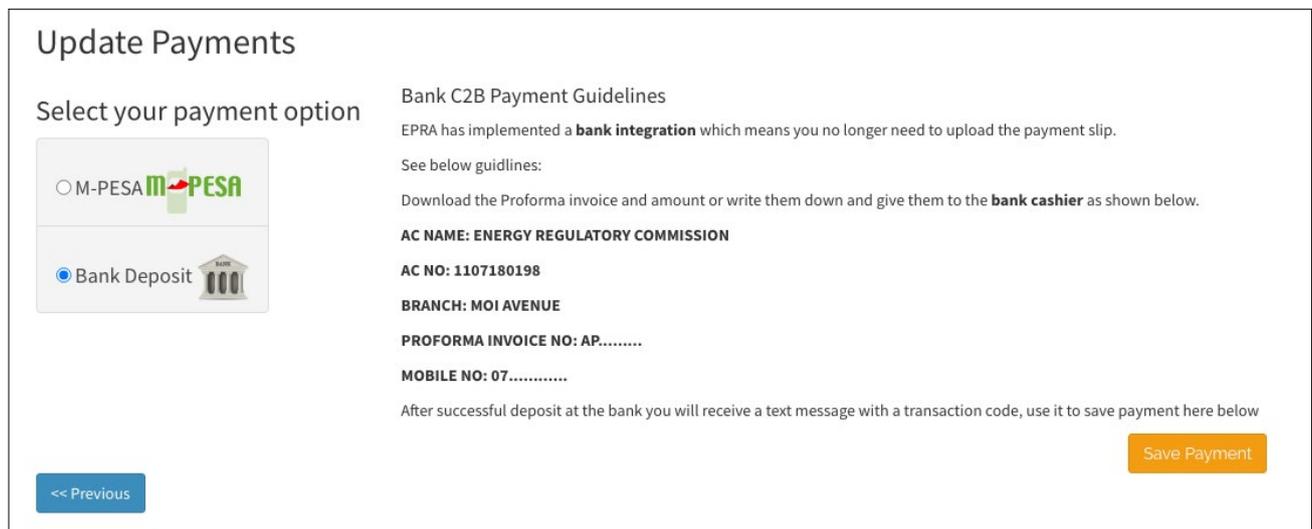
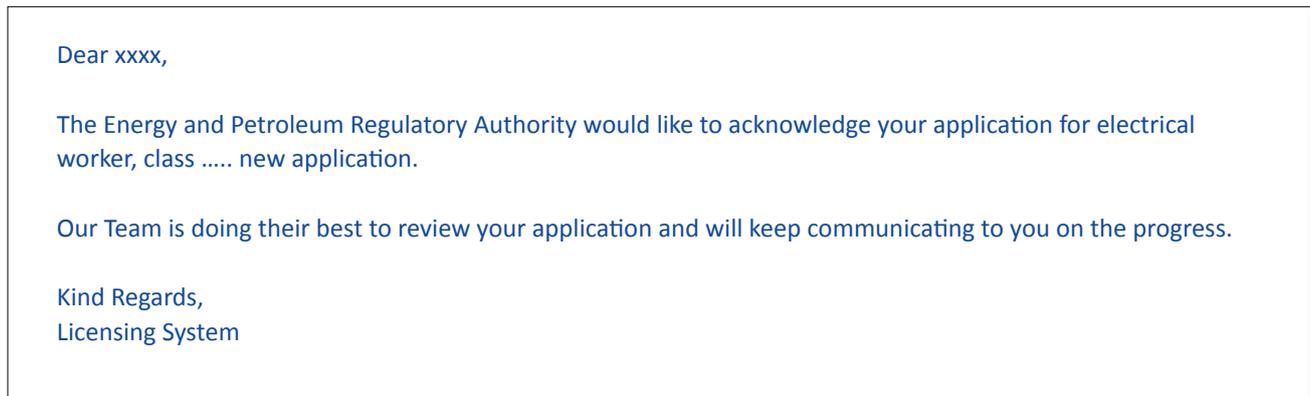


Figure 17(b): Bank payment method

1.20 Submit your application for review.

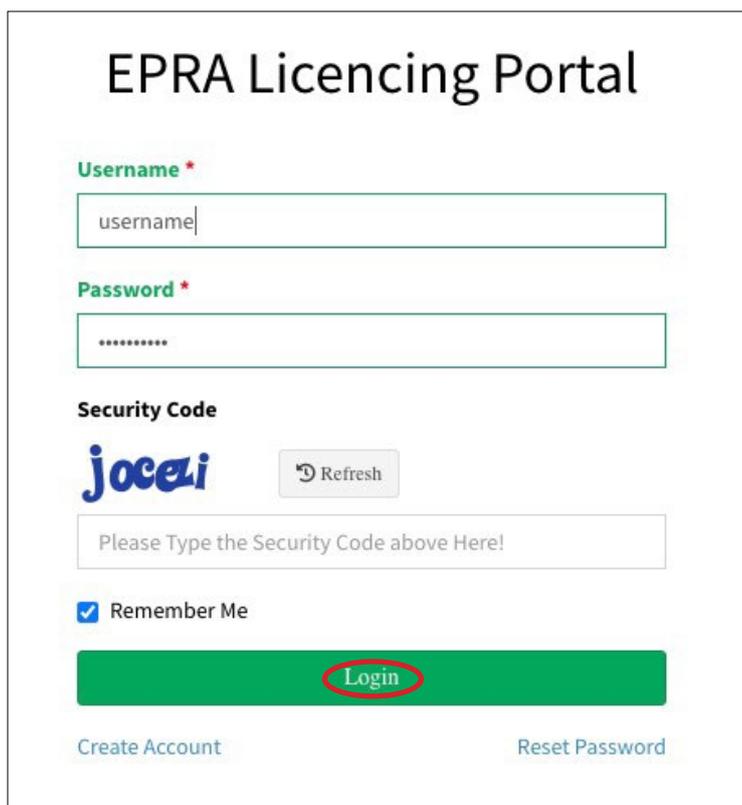
1.21 Once you submit your new application, you will receive the message below (see Figure 18).



**Figure 18: Message received after submission of new application**

## B) FOR APPLICANTS WITH EXISTING ACCOUNT

1.1 Login to your individual account created using your username and password (see Figure 1).



The image shows the login form for the EPRA Licencing Portal. The form includes the following elements:

- EPRA Licencing Portal** (Title)
- Username \*** (Label) with a text input field containing "username".
- Password \*** (Label) with a password input field containing "\*\*\*\*\*".
- Security Code** (Label) with the **jocci** logo and a **Refresh** button.
- A text input field for the security code with the placeholder text "Please Type the Security Code above Here!".
- Remember Me** (Checkbox).
- A green **Login** button (highlighted with a red circle).
- [Create Account](#) (Link) and [Reset Password](#) (Link) at the bottom.

**Figure 1: Login form**

1.2 Attach your national ID, academic documents and any other professional registration certificate that you have, then click upload files (see Figure 2).

Figure 2: Uploading individual documents

1.3 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click save payment (see Figure 3(a) and 3(b)).

Figure 3(a): M-PESA payment method

## Update Payments

Select your payment option

M-PESA 

Bank Deposit 

**Bank C2B Payment Guidelines**

EPRA has implemented a **bank integration** which means you no longer need to upload the payment slip.

See below guidelines:

Download the Proforma invoice and amount or write them down and give them to the **bank cashier** as shown below.

**AC NAME: ENERGY REGULATORY COMMISSION**

**AC NO: 1107180198**

**BRANCH: MOI AVENUE**

**PROFORMA INVOICE NO: AP.....**

**MOBILE NO: 07.....**

After successful deposit at the bank you will receive a text message with a transaction code, use it to save payment here below

<< Previous
Save Payment

**Figure 3(b): Bank payment method**

1.4 Submit your application for review.

1.5 Once you submit your new application, you will receive the message below (see Figure 4).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for electrical worker, class ..... new application.

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

Kind Regards,  
Licensing System

**Figure 4: Message received after submission of new application**

# LICENSE RENEWAL GUIDE FOR ELECTRICAL WORKER

In the application for renewal of electrical worker licence, you will be required to have scanned copies of your National ID and pay the applicable renewal fees.

## REQUIREMENT FOR RENEWAL OF ELECTRICAL WORKER APPLICATION

1. Copy of national id/Passport
2. Annual renewal fee as follows

- Class A1- ksh. 2000
- Class A2- ksh. 2000
- Class B – ksh. 1000
- Class C1 – ksh. 750
- Class C2 – ksh. 500

Note: Any renewal done later than 31st of March of every year attracts penalty charges equivalent to 50% of renewal amount.

## 2. How to renew electrical worker licence?

2.1. Visit our website: [www.epra.go.ke](http://www.epra.go.ke)

2.2. Click on the online services portal (see Figure 1).

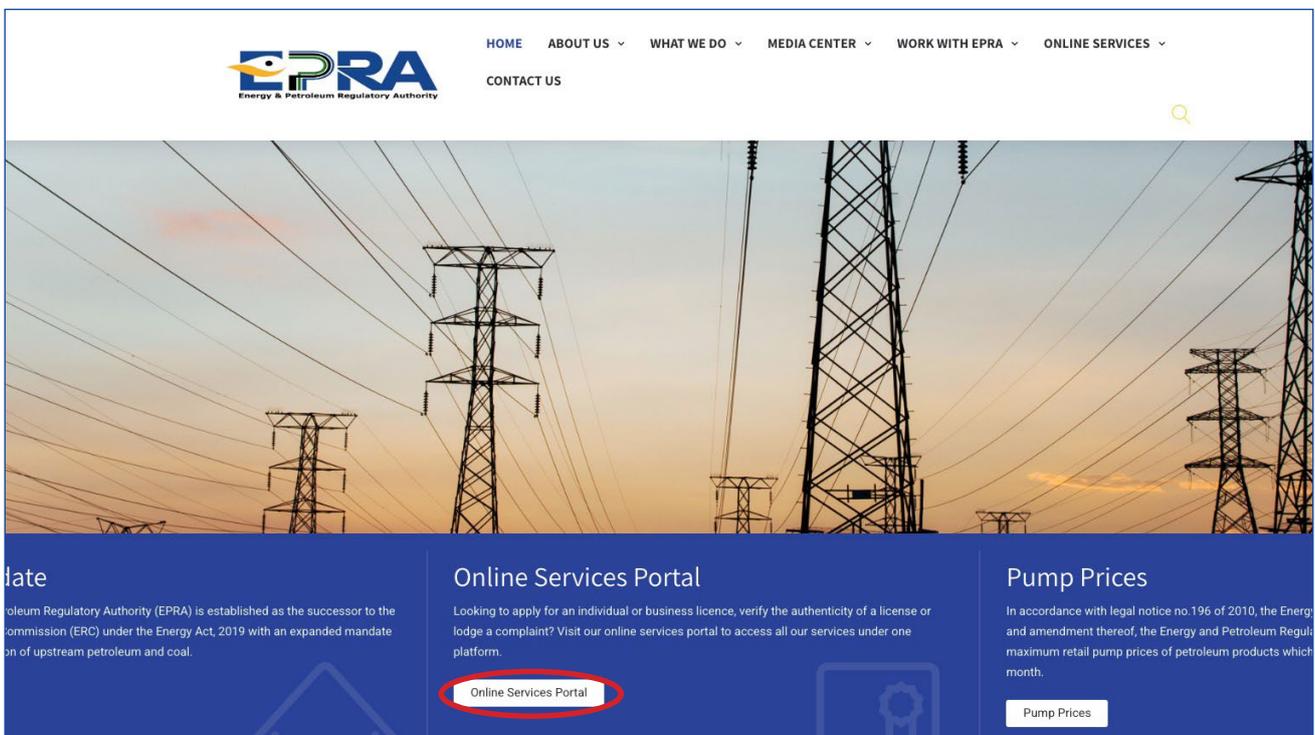
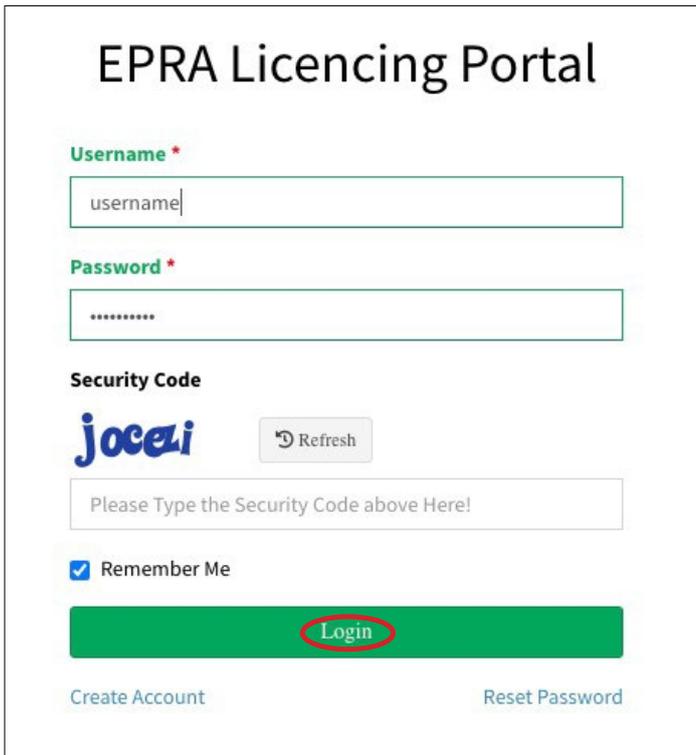


Figure 1: Online services tab/link

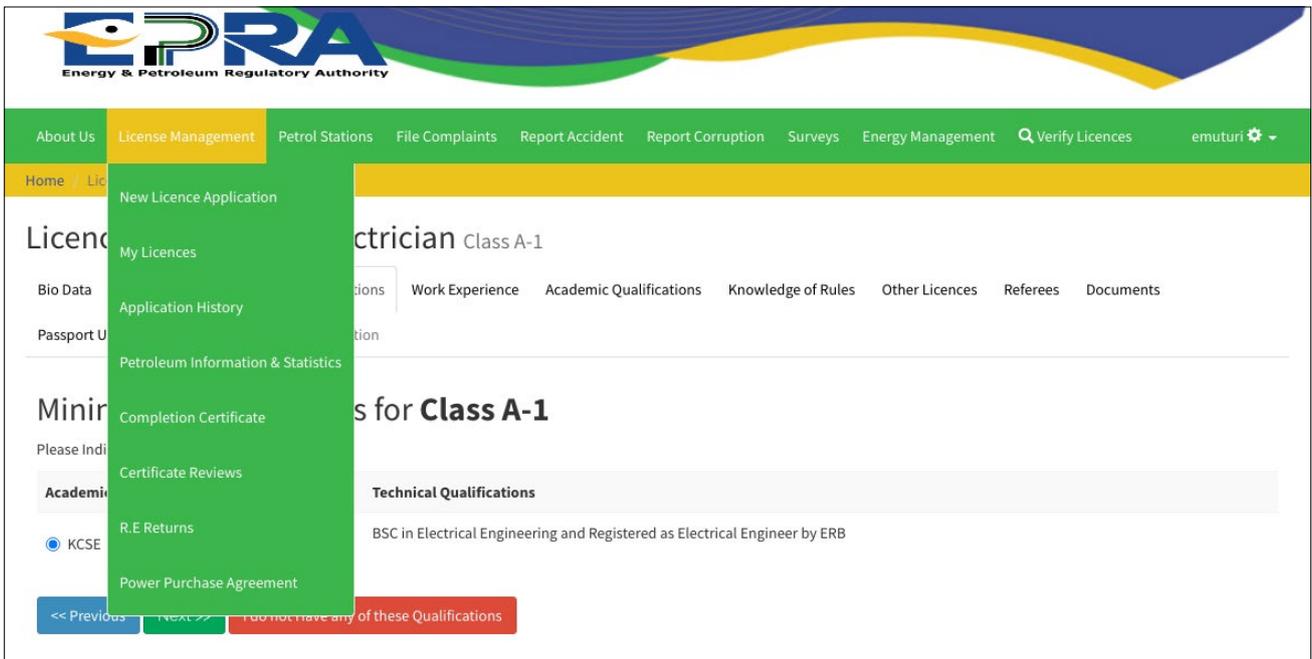
2.3 Login to your individual account using your username and password (see Figure 2).



The screenshot shows the EPRA Licencing Portal login interface. At the top, the title "EPRA Licencing Portal" is displayed. Below it, there are three input fields: "Username \*" with the placeholder "username", "Password \*" with masked characters "\*\*\*\*\*", and "Security Code". The security code section includes the "joceli" logo, a "Refresh" button, and a text box with the instruction "Please Type the Security Code above Here!". A "Remember Me" checkbox is checked. A prominent green "Login" button is centered at the bottom, with the word "Login" circled in red. Below the login button are links for "Create Account" and "Reset Password".

Figure 2: Login form

2.4 Go to **license management** (see Figure 3).



The screenshot displays the EPRA website's navigation menu. The EPRA logo (Energy & Petroleum Regulatory Authority) is at the top left. The main navigation bar includes: "About Us", "License Management" (highlighted in yellow), "Petrol Stations", "File Complaints", "Report Accident", "Report Corruption", "Surveys", "Energy Management", "Verify Licences" (with a search icon), and "emuturi" (with a gear icon). A dropdown menu is open under "License Management", listing: "New Licence Application", "My Licences", "Application History", "Petroleum Information & Statistics", "Completion Certificate", "Certificate Reviews", "R.E Returns", and "Power Purchase Agreement". The background shows a user profile for "Electrician Class A-1" with tabs for "My Licences", "Work Experience", "Academic Qualifications", "Knowledge of Rules", "Other Licences", "Referees", and "Documents". The "Academic Qualifications" section is visible, showing a "Technical Qualifications" table with one entry: "BSC in Electrical Engineering and Registered as Electrical Engineer by ERB". Navigation buttons for "<< Previous" and "Next >>" are at the bottom.

Figure 3: License management menu

2.5 Click My Licences (see Figure 4).

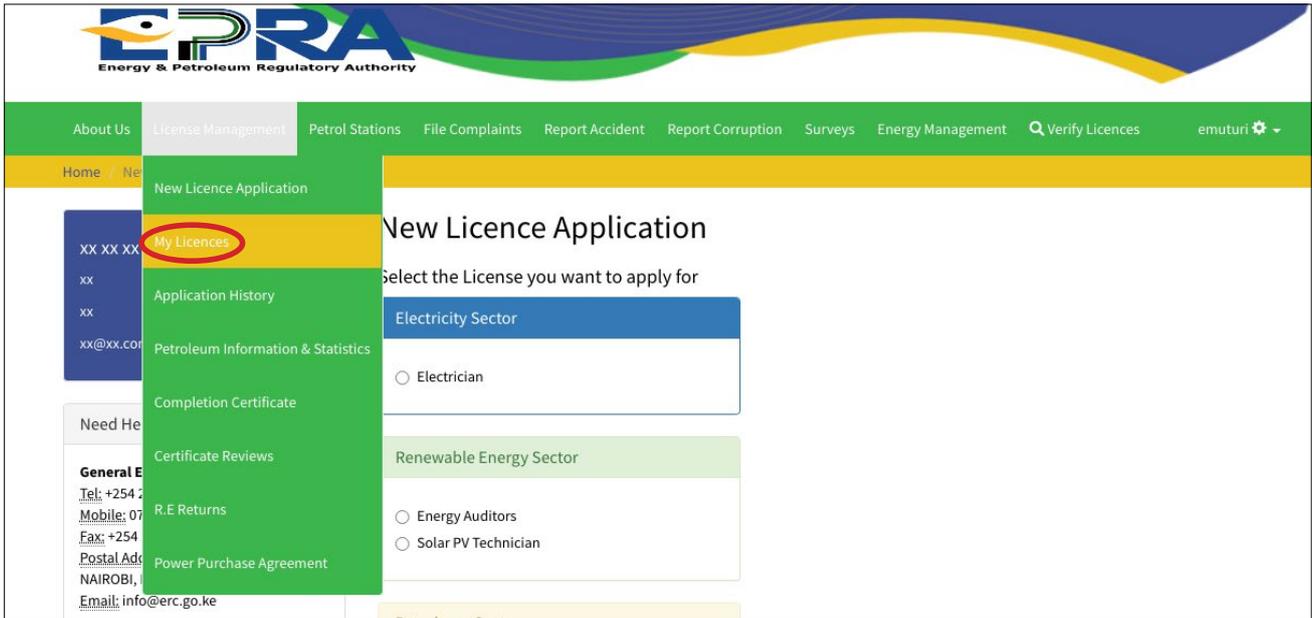


Figure 4: My licenses link

2.6 View the licence you want to renew by clicking view licence (see Figure 5).



Figure 5: View licence option

2.7 Proceed to apply for renewal of your licence by clicking Resume Renewal (see Figure 6).

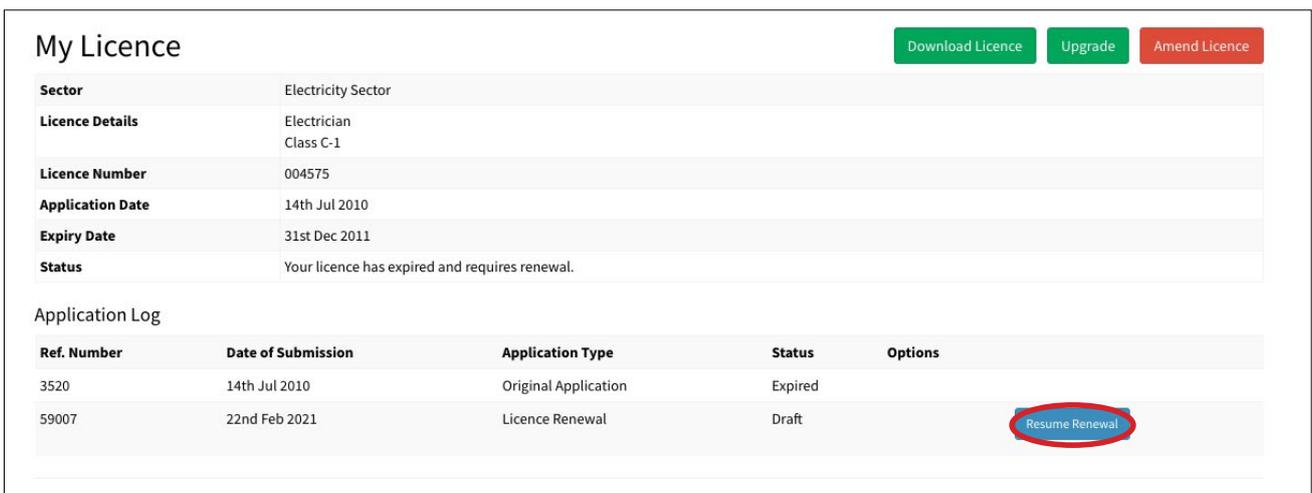


Figure 6: Resume renewal option

2.8 Complete your profile if there is any missing data, then click next (see Figure 7).

**Licence Application: Electrician**

Bio Data | Licence Class | Minimum Qualifications | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | 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 \***

**Next >>** **<< Previous**

Figure 7: Bio data form

2.9 Attach your national ID, then click upload files (see Figure 8).

**Licence Renewal: Electrician (#)**

Bio Data | Documents | Passport Upload | Payment | Submit Application

**Documents (Ensure all your files have different names). For large file(s) compress using PDF COMPRESSOR**

1) National Identification (**Mandatory**)  ID.pdf

Current Document
Electricity/3520_g6DRi1613983309_31.pdf

Figure 8: Uploading National ID

2.10 Proceed to pay renewal fee by choosing either Mpesa or Bank deposit payment option. Pay renewal fee as guided, then click save the payment (see Figures 9(a) and 9(b)).

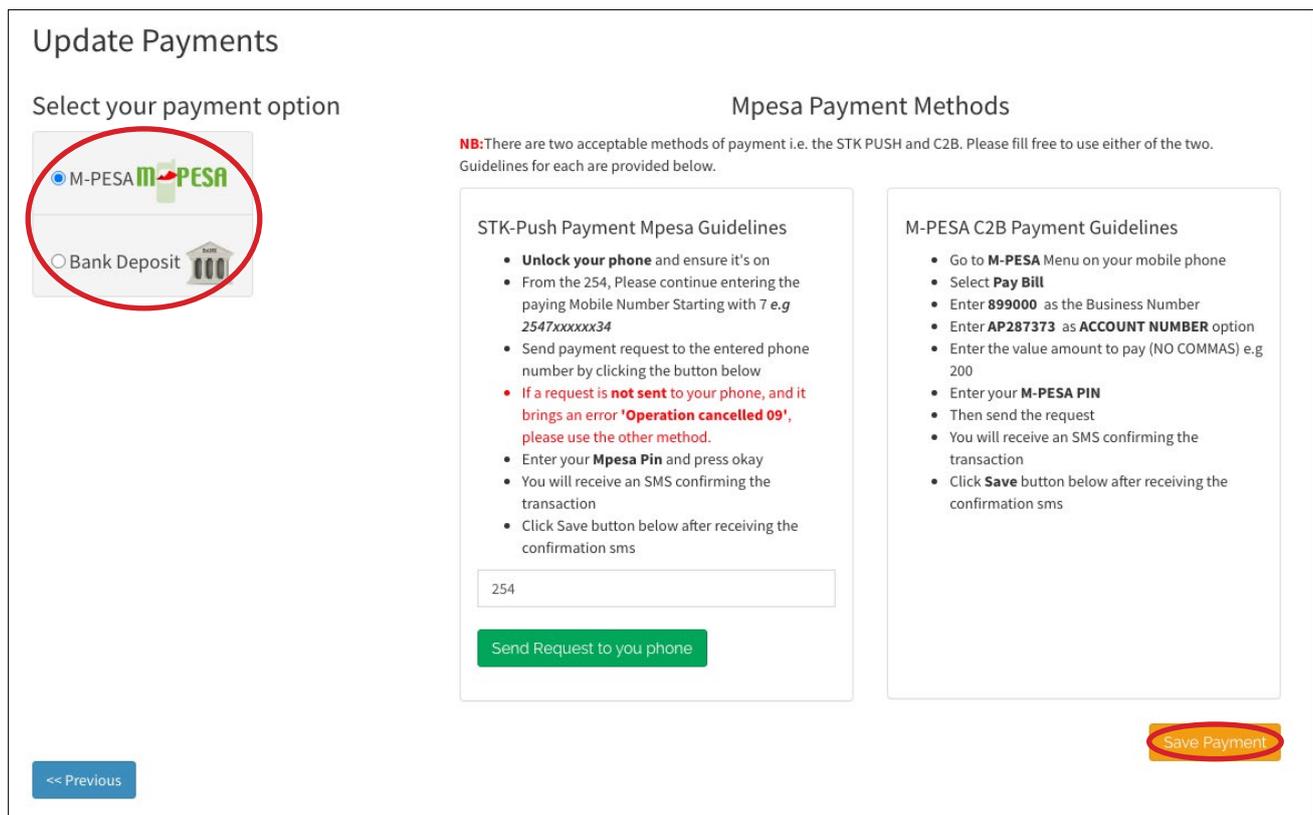


Figure 3(a): M-PESA payment method

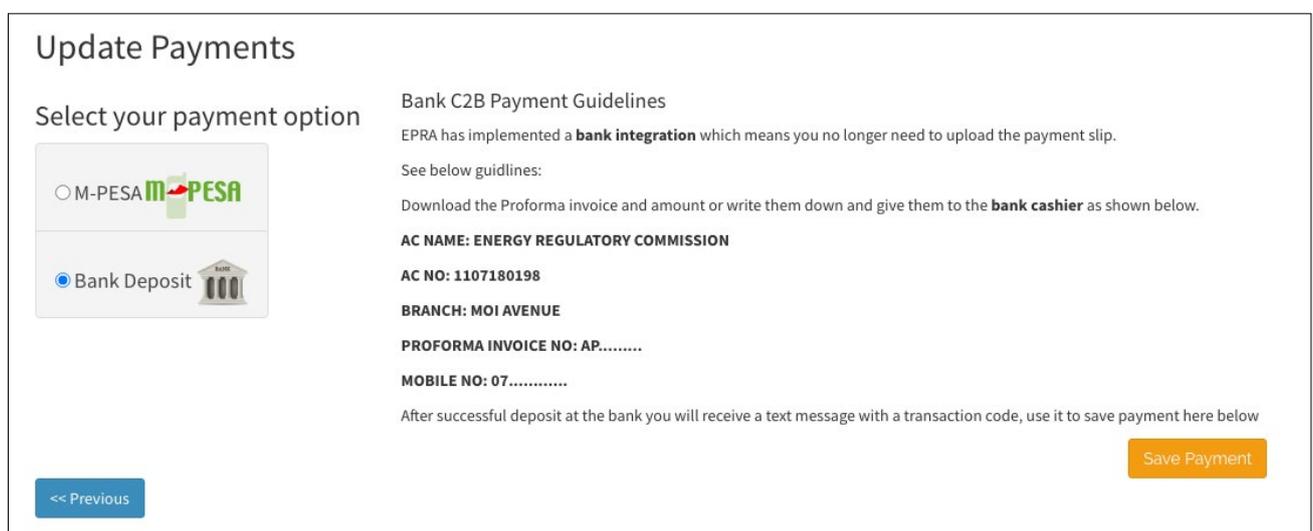


Figure 3(b): Bank payment method

2.11 Submit your renewal application for review.

2.12 Once you submit your renewal application, you will receive the message (see Figure 10).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for electrical worker, class ..... renewal application.

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

Kind Regards,  
Licensing System

**Figure 10: Message received after submission of new application**

# LICENSING GUIDE FOR NEW ELECTRICAL CONTRACTOR

In the application of a new electrical contractor licence, 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 licensing process is carried out within thirty (30) days of application.

## REQUIREMENTS FOR LICENSING AS ELECTRICAL CONTRACTOR

### DOCUMENTATION:

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

- Certified Certificate of incorporation/ Business registration certificate. In cases of change of name, both the first and change of name certificate should be provided.
- Certified Valid trading license/ Single Business permit.
- Proof of ownership of a permanent office i.e title deed, certificate of lease, lease agreement, succession documents.
- Certified KRA PIN Certificates.
- Valid KRA Tax Compliance Certificate.
- Certified CR12 not older than 1 year.
- Certified Copies of national ID for all Kenyan directors that appear on the CR12 and/or copies of passports and work permits for all foreign directors.
- Copy of electrician license that is in good standing. The license class of the electrical worker should not exceed the class the contractor is applying for.
- Signed and notarised electrical worker consent letter provided in Annex I.
- List of tools and equipment.

### INSTRUMENTS and TOOLS:

The following mandatory instruments are to be provided during inspection.

- Phase rotation/sequence meter - (Mandatory for class A1, A2, B and C1)
- Earth loop impedance tester - (Mandatory for class A1, B and C1)
- Insulation resistance tester - (Mandatory for all classes)
- Earth resistance tester - (Mandatory for all classes)
- Clamp meter/ Multimeter - (Mandatory for all classes)

In addition to the mandatory tools, the contractor should have:

- Electrician tool box
- Safety gear and equipment (Overalls, reflectors, harness etc)
- Appropriate climbing equipment
- Drilling machines
- Spanners, screwdrivers, pipe wrenches and torque wrench.
- Office accessories( Computer, Printers etc)

### APPLICATION FEE:

The following payments are applicable for each license application:

- Class A1: KES. 1000.00
- Class A2: KES. 1000.00
- Class B: KES. 750.00
- Class C1: KES. 500.00
- Class C2: KES. 250.00

### 3 How to Apply for Electrical Contractor Licence?

3.1 Visit our website: [www.epra.go.ke](http://www.epra.go.ke)

3.2 Click on the online services portal (see figure 1).

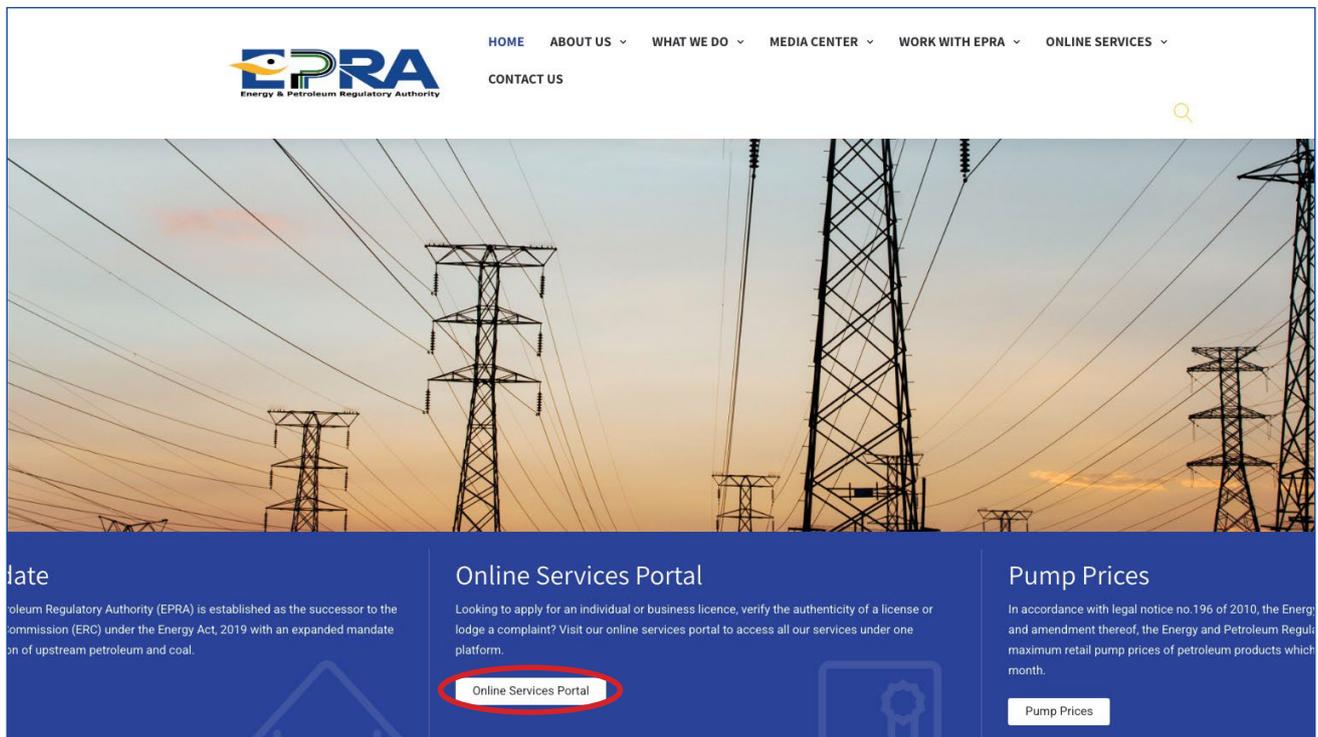


Figure 1: Online services tab/link

### C) FOR NEW APPLICANTS

3.3 Click on create account to create new account (see Figure 2).

The image shows the EPRA Licencing Portal login form. At the top is the title 'EPRA Licencing Portal'. Below it are three input fields: 'Username \*', 'Password \*', and 'Security Code'. The 'Security Code' field includes a 'deosy' logo and a 'Refresh' button. Below the input fields is a checkbox labeled 'Remember Me' which is checked. At the bottom of the form is a large green 'Login' button. Below the 'Login' button is a link labeled 'Create Account' which is circled in red, and a link labeled 'Reset Password'.

Figure 2: Creating new account

3.4 Choose create business account option (see Figure 3).

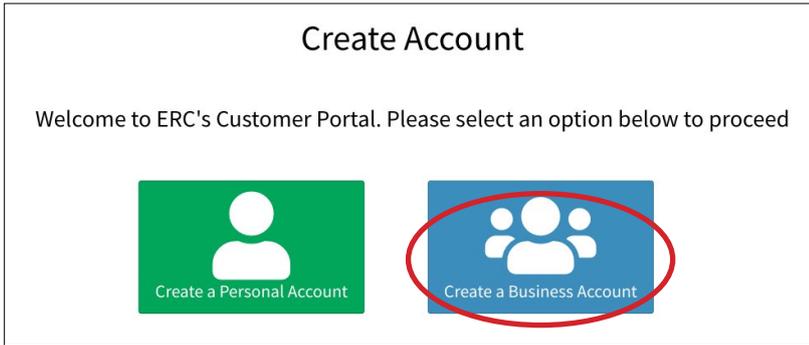
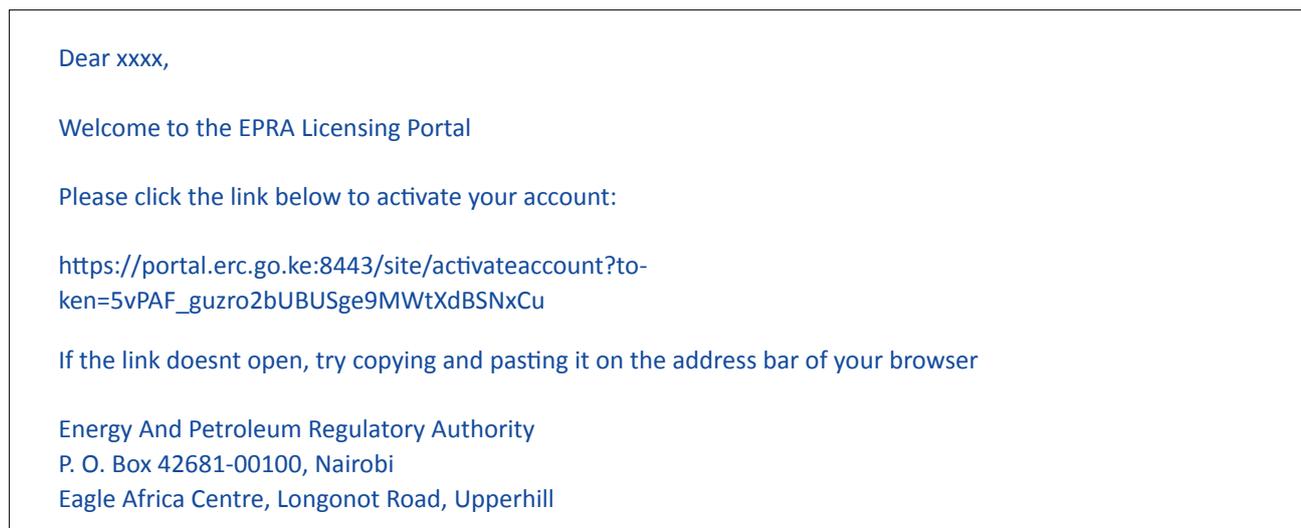


Figure 3: Creating a business account

The image shows a 'Signup' form. At the top, it says 'Signup'. Below that, it says 'Please fill in the following information to signup:'. The form has several sections: 'Business Name \*' with a text input field; 'Email \*' and 'Krapin \*' with text input fields; 'Login Details' section with 'UserName \*' and 'Password \*' (and 'Confirm Password \*') text input fields; 'Contact Person' section with 'First Name \*', 'Last Name \*', 'Other Names', and 'Mobile Number \*' text input fields; and 'Security Code \*' section with the 'uixc' logo, a 'Refresh' button, and a text input field with the placeholder 'Please Type the Security Code above Here!'. A blue 'Signup' button is at the bottom.

Figure 4: Signing up a business account

3.6 Once you have sign up, you will receive the message below in your email registered in the system (see Figure 5).



**Figure 5: Account activation link/email**

3.7 Click on the link sent to your email to activate your created account

3.8 Login to your business account created in step 1.5 using your username and password (see Figure 6).

The image shows the login page of the EPRA Licensing Portal. The title is 'EPRA Licencing Portal'. There are three input fields: 'Username \*' with 'username' entered, 'Password \*' with '\*\*\*\*\*' entered, and 'Security Code' with a placeholder 'Please Type the Security Code above Here!'. To the left of the security code field is the 'joczi' logo and a 'Refresh' button. Below the security code field is a checked 'Remember Me' checkbox. A large green 'Login' button is at the bottom, with the word 'Login' circled in red. At the very bottom, there are links for 'Create Account' and 'Reset Password'.

**Figure 6: Login form**

3.9 Select the "Electrical Contractor license type" then click continue with registration (see Figure 7).

**New Licence Application**

Select the License you want to apply for

**Electricity Sector**

- Electrical Contractor
- Electric Power Undertaking Business Licence

**Renewable Energy Sector**

- Energy Audit Firms
- Solar PV Contractor/Vendor
- Solar PV Manufacturer/Importer
- Appliances Labels

**Electrical Contractor**

License Details

This kind of license is issued to a/an **Business/Company**. We'll require you to create your Business/Company profile before proceeding with the application.

In addition, you will be required to provide the following documents:

1. Copies of Original Certificate

Press the button below to continue.

**Continue with Registration >>>**

Figure 7: Selection of license type

3.10 Complete registration by filling bio data section, then click next (see Figure 8).

**Licence Application: Electrical Contractor**

Bio Data | Licence Class | Minimum Qualifications | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | 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 \***

**Next >>**

<< Previous

Figure 8: Bio data form

3.11 Select the class of the license you are applying, then click next (see Figure 9).

Note: Note that the selected class of electrical contractor licence should be equivalent to that of your licensed electrical worker or lower.

Licence Application: Electrical Contractor

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Financial Institutions Testing Tools Referees

Documents Payment Submit Application

Licence Class

Class A-1

<< Previous Next >>

Figure 9: License class

3.12 Fill in the details of the company directors, then click next (see Figure 10).

Licence Application: Electrical Contractor Class A-1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Financial Institutions Testing Tools Referees

Documents Payment Submit Application

Directors + Add Directors

Director Name	Nationality	ID/Passport No.	Director/Partner Type	
XXXXX	XXXXX	XXXXX	XXXXX	Edit

<< Previous Next >>

Figure 10: Company Directors

3.13 Fill in the location of your office, then click save & continue (see Figure 11).

Licence Application: Electrical Contractor Class A-1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Financial Institutions Testing Tools Referees

Documents Payment Submit Application

Business Premises

Building Name	Premises Type	Town/District	Physical Address	
XXXXX	XXXXX	XXXXX	XXXXX	Edit

<< Previous Save & Continue

Figure 11: Description of premises

3.14 Fill in the licence number of your licensed staff, click Add staff then click next (see Fig. 12).

Note: You can fill the license details of your licensed staff as follows: EPRA/EW/01234 or 001234 for the licenses that are in the format of C1 001234.

Licence Application: Electrical Contractor Class A-1

Bio Data Licence Class Directors Description of Premises **Licensed Staff** Areas of Operation Work Experience Financial Institutions Testing Tools Referees

Documents Payment Submit Application

### Licenced Staff

Licence Number

EPRA/E... **Add Staff**

Staff Name	Licence Number	Expiry Date
------------	----------------	-------------

<< Previous **Next >>**

Figure 12: Adding licensed staff

3.15 Fill in the details of the area of operation then click next (see Figure 13)

Licence Application: Electrical Contractor Class C-1

Bio Data Licence Class Directors Description of Premises Licensed Staff **Areas of Operation** Work Experience Financial Institutions Testing Tools Referees

Documents Payment Submit Application

### Regions of Operation

#	Operation Area	Description	
1	XXXXX	XXXXX	Delete

Specify your Region of Operation

**Region**

**Details**

**Add Operation Areas**

<< Previous **Next >>**

3.16 Fill in details of your work experience that is relevant to the class of licence you are applying, then click next (see Figure 14).

Note: Work experience should be for the licensed staff attached to your company.

Licence Application: Electrical Contractor Class C-1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation **Work Experience** Financial Institutions Testing Tools Referees

Documents Payment Submit Application

### Work Experience (Describe Activities Relevant to Licence Applied for)

**+ Add Experience**

Institution	BusinessType	Starting Date	Ending Date	Position	
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	Edit

<< Previous **Next >>**

Figure 14: Work experience for the licensed staff

3.17 Fill in the details of your financial institution/Bankers then, click next (see Figure 15).

Licence Application: Electrical Contractor Class C-1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience **Financial Institutions** Testing Tools Referees

Documents Payment Submit Application

### Bankers/Financial Institutions

#	Institution Name	Branch	
1	XXXXX	XXXXX	<a href="#">Delete</a>

Specify your Banker / Financial Institution

**Institution Name**

**Branch**

**Tel** **Email**

**Add Institution**

<< Previous **Next >>**

Figure 15: Details of financial institution

3.18 Fill in the details of at least two referees, then click next (see Figure 16).

Note: The referees should be licensed electrician of the same or higher class of license as the class of license applied.

You can fill the license details of your referee as follows: EPRA/EW/01234 or 001234 for the licenses that are in the format of C1 001234.

Licence Application: Electrical Contractor Class C-1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Financial Institutions Testing Tools **Referees**

Documents Payment Submit Application

### Referees (Minimum two referees, with at least one ERC licenced individual)

**+ Add Referees**

Licence No.	Name	Occupation	Job Title	Email	Telephone Number	
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	<a href="#">Edit Record</a>
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	<a href="#">Edit Record</a>

<< Previous **Next >>**

Figure 16: Referees

3.19 Attach all the company documents listed, then click upload files (see Figure 17).

### Licence Application: Electrical Contractor Class C-1

Bio Data   Licence Class   Directors   Description of Premises   Licensed Staff   Areas of Operation   Work Experience   Financial Institutions   Testing Tools   Referees

Documents   Payment   Submit Application

**Documents (Ensure all your files have different names).  
For large file(s) compress using PDF COMPRESSOR**

	Current Document
1) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
2) Copies of Other Academic Certificates ( Wireman Grade I&II, Final Craft certificate, Electrical Technician part II &III, Diploma, Higher Diploma and Degree in Electrical Engineering). <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
3) Certified copy of PIN registration certificate <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
4) Copy of Electrician Licence <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
5) Business Registration Certificate <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
6) Single-business permit from the municipality <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
7) Lease Agreement/Ownership <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
8) List of Tools <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
9) Scanned copy of bank slip	<input type="button" value="Choose Files"/> No file chosen
10) Valid Tax Compliance Certificate from Kenya Revenue Authority <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
11) Signed Electrician Consent Letter <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
12) 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) <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen

Figure 17: Uploading company documents

3.20 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click save payment (see Figures 18(a) and 18(b)).

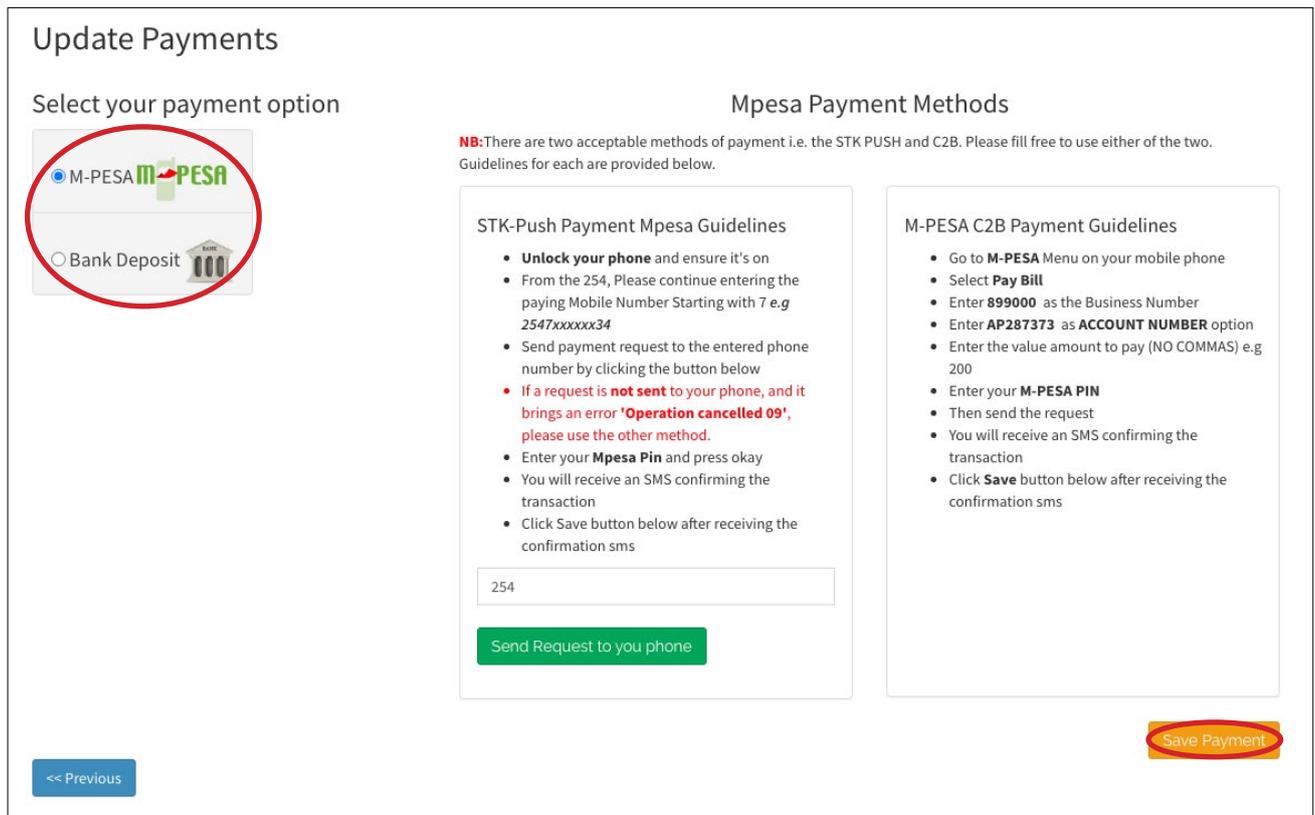


Figure 3(a): M-PESA payment method

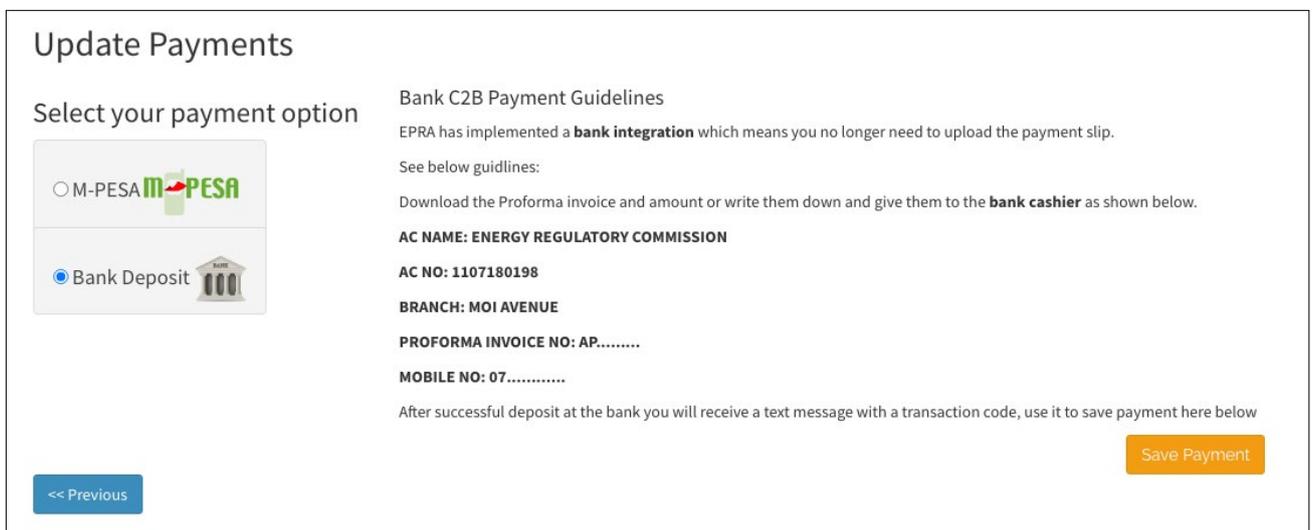


Figure 3(b): Bank payment method

3.21 Submit your application for review.

3.22 Once you submit your application, you will receive the message below (see Figure 19).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for electrical contractor, class C1 new application.

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

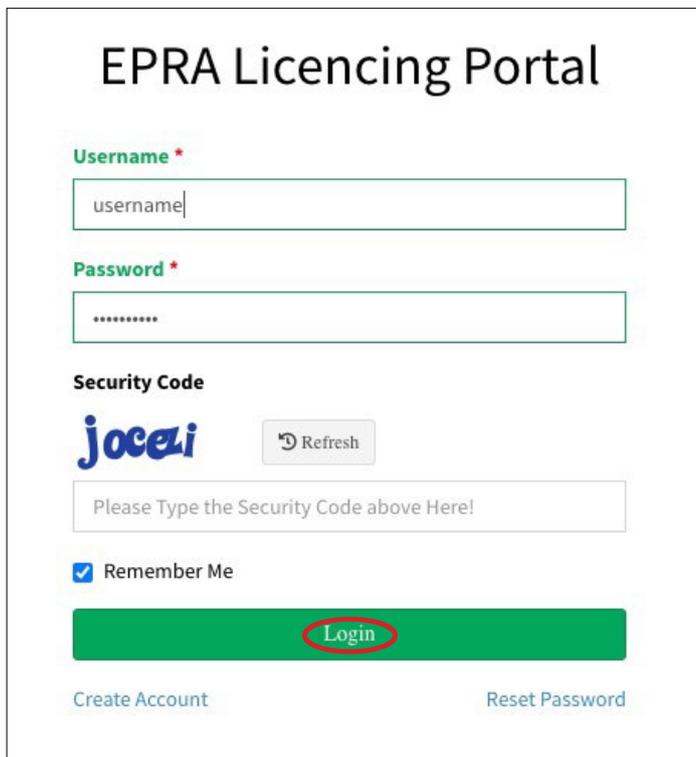
Kind Regards,

Licensing System

Figure 19: Message received after submitting the application

## D) FOR APPLICANTS WITH EXISTING ACCOUNT

1.1 Login to your business account using your username and password (see Figure 1).



The image shows the login form for the EPRA Licencing Portal. The form is titled "EPRA Licencing Portal" and contains the following elements:

- Username \***: A text input field containing the text "username".
- Password \***: A password input field with masked characters "\*\*\*\*\*".
- Security Code**: A section featuring the "joceli" logo, a "Refresh" button, and a text input field with the placeholder "Please Type the Security Code above Here!".
- Remember Me**: A checked checkbox.
- Login**: A prominent green button with the word "Login" in white text, which is circled in red.
- [Create Account](#): A link at the bottom left.
- [Reset Password](#): A link at the bottom right.

Figure 6: Login form

1.2 Attach all the company documents listed, then click upload files (see Fig. 2).

## Licence Application: Electrical Contractor Class C-1

Bio Data   Licence Class   Directors   Description of Premises   Licensed Staff   Areas of Operation   Work Experience   Financial Institutions   Testing Tools   Referees

Documents   Payment   Submit Application

### Documents **(Ensure all your files have different names).** **For large file(s) compress using PDF COMPRESSOR**

	Current Document
1) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
2) Copies of Other Academic Certificates ( Wireman Grade I&II, Final Craft certificate, Electrical Technician part II &III, Diploma, Higher Diploma and Degree in Electrical Engineering). <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
3) Certified copy of PIN registration certificate <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
4) Copy of Electrician Licence <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
5) Business Registration Certificate <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
6) Single-business permit from the municipality <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
7) Lease Agreement/Ownership <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
8) List of Tools <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
9) Scanned copy of bank slip	<input type="button" value="Choose Files"/> No file chosen
10) Valid Tax Compliance Certificate from Kenya Revenue Authority <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
11) Signed Electrician Consent Letter <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen
12) 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) <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen

Figure 2: Uploading company documents

1.3 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click save payment (see Figures 3(a) and 3(b)).

## Update Payments

Select your payment option

M-PESA

Bank Deposit

### Mpesa Payment Methods

**NB:** There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

#### STK-Push Payment Mpesa Guidelines

- Unlock your phone and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

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Send Request to you phone

#### M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous

Save Payment

Figure 3(a): M-PESA payment method

## Update Payments

Select your payment option

M-PESA

Bank Deposit

### Bank C2B Payment Guidelines

EPRA has implemented a **bank integration** which means you no longer need to upload the payment slip. See below guidelines:

Download the Proforma invoice and amount or write them down and give them to the **bank cashier** as shown below.

**AC NAME: ENERGY REGULATORY COMMISSION**

**AC NO: 1107180198**

**BRANCH: MOI AVENUE**

**PROFORMA INVOICE NO: AP.....**

**MOBILE NO: 07.....**

After successful deposit at the bank you will receive a text message with a transaction code, use it to save payment here below

<< Previous

Save Payment

Figure 3(b): Bank payment method

1.4 Submit your application for review.

1.5 Once you submit your application, you will receive the message below (see Figure 4).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for electrical contractor, class C1 new application.

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

Kind Regards,

Licensing System

**Figure 4: Message received after submitting the application**

# ANNEX 1: ELECTRICIAN’S/ TECHNICIAN’S CONSENT AND DECLARATION LETTER

To: The Chairman

Electricity and Renewable Energy Licensing Committee  
Energy and Petroleum Regulatory Authority  
P. O. Box 42681 – 00100 Nairobi, Kenya  
Tel: +254202847000/+254722200947  
Email : info@erc.go.ke

## (i) Consent

I (*Licensed Electrician/Solar PV technician*) .....  
of National ID No ....., holding Electrician/Technician Licence No ..... valid till (insert Date)  
..... issued by the Energy and Petroleum Regulatory Authority, do hereby affirm that I am work-  
ing for/engaged to (*Electrical/SolarContractor*).....  
as their full-time licensed electrician/technician from (insert date) .....

## (ii) Declaration

I declare that based on my electrician/technician licence;

- (i) I have not obtained any electrical contractor/ solar PV contractor licence,
- (ii) My licence is presently not engaged to another licensed electrical contractor,
- (iii) There will be no conflict of interest in the discharge of my duties when my electrician licence is engaged to this electrical contractor, and
- (iv) By engaging my licence to this electrical contractor, I shall not be in contravention of any law.

I further **assure** that;

- (i) I will report to the Authority any malpractice related to electrical installation works involving the electrical contractor to whom I am engaged,
- (ii) When I intend to leave the present electrical contractor/solar PV contractor, I will report the same to the Energy and Petroleum Regulatory Authority thirty days prior to leaving, and
- (iii) I shall abide by the provisions of the Energy Act, 2006 and regulations made thereunder; and instructions issued by the Authority from time to time.

I attach herewith copies of my National ID Card and Electrician Licence for your verification and record.

**Signed**

**Licensed Electrician / Licensed Solar PV Technician**

Signature \_\_\_\_\_ ID No \_\_\_\_\_ Date \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Electrical Contractor/Solar PV Contractor (Director)**

Signature \_\_\_\_\_ ID No \_\_\_\_\_ Date \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Contractor's Stamp/Seal	Attested by Commissioner for Oaths/Notary
-------------------------	---

# LICENSE RENEWAL GUIDE FOR ELECTRICAL CONTRACTOR

In the application for renewal of electrical contractor licence, you will be required to have scanned copies of the listed documents and pay the applicable renewal fees.

REQUIREMENTS FOR RENEWAL OF ELECTRICAL CONTRACTOR APPLICATION	
A.	<p><b>DOCUMENTATION:</b></p> <p>The following documents should be attached in your electrical contractor renewal application: -</p> <ul style="list-style-type: none"><li>• Certificate of incorporation/ Business registration certificate.</li><li>• Valid trading license/ Single Business permit.</li><li>• Proof of ownership of a permanent office i.e title deed, certificate of lease, lease agreement, succession documents.</li><li>• Valid KRA Tax Compliance Certificate.</li><li>• CR12 not older than 1 year.</li><li>• Copies of national ID for all Kenyan directors that appear on the CR12 and/or copies of passports and work permits for all foreign directors.</li><li>• Copy of electrician license</li><li>• Signed and notarised electrical worker consent letter in the form provided in our website. <b>See Annex 1.</b></li><li>• Copy of expired contractor license</li></ul>
B.	<p><b>ANNUAL RENEWAL FEE:</b></p> <p>The following annual renewal payments are applicable for each license renewal application:</p> <ul style="list-style-type: none"><li>• Class A1: KES. 5000.00</li><li>• Class A2: KES. 5000.00</li><li>• Class B: KES. 3000.00</li><li>• Class C1: KES. 2000.00</li><li>• Class C2: KES. 1000.00</li></ul> <p><b>Note: Any renewal done later than 31<sup>st</sup> of March of every year attracts penalty charges equivalent to 50% of renewal amount.</b></p>

## 1.1 How to renew electrical contractor licence?

1.2 Visit our website: [www.epra.go.ke](http://www.epra.go.ke)

Click on the online services portal (see Fig.1)

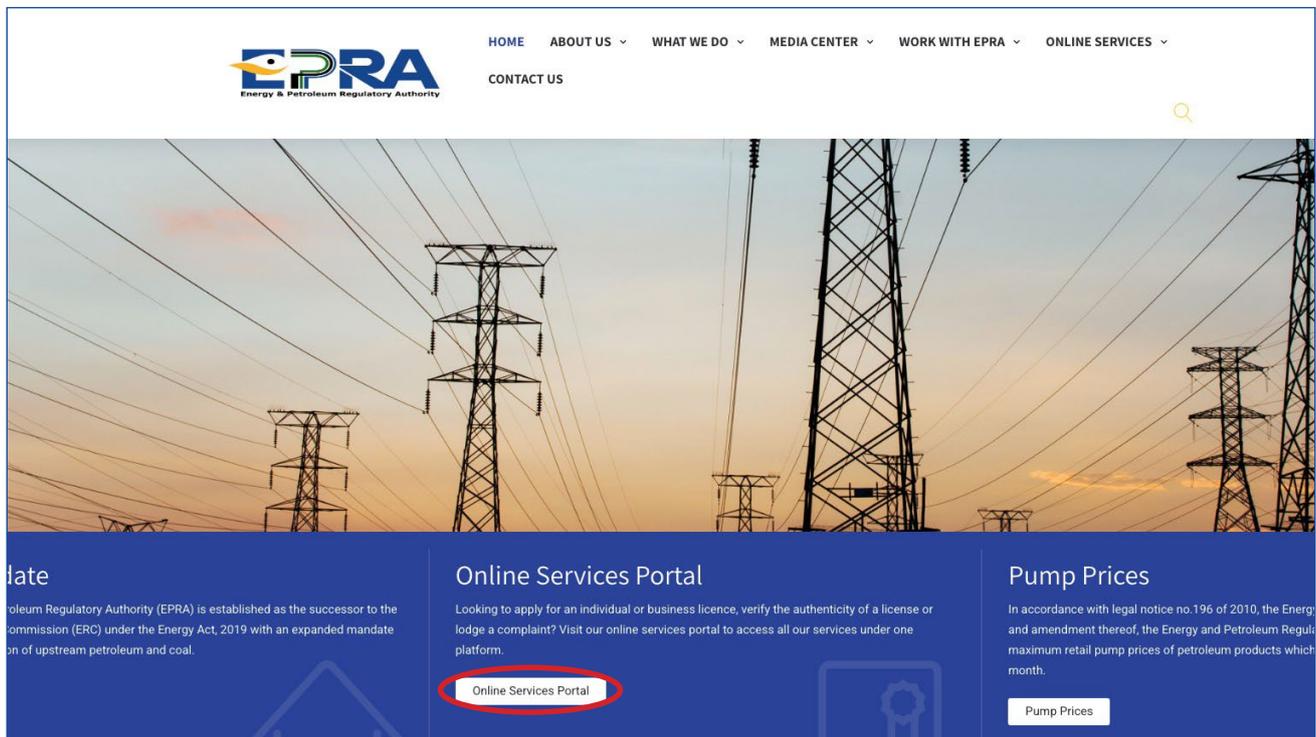


Figure 1: Online services tab/link

1.3 Login to your business account using your username and password (see Fig.2).

The image shows the login form for the EPRA Licencing Portal. The form has a white background with a blue header. The title 'EPRA Licencing Portal' is at the top. Below the title are three input fields: 'Username \*' with the text 'username', 'Password \*' with a masked password '\*\*\*\*\*', and 'Security Code' with a 'joceli' logo and a 'Refresh' button. Below the security code field is a text box with the placeholder 'Please Type the Security Code above Here!'. There is a checked checkbox for 'Remember Me'. At the bottom, there is a large green 'Login' button circled in red, and two links: 'Create Account' and 'Reset Password'.

Figure 2: Login form

1.4 Go to license management (see Figure 3).

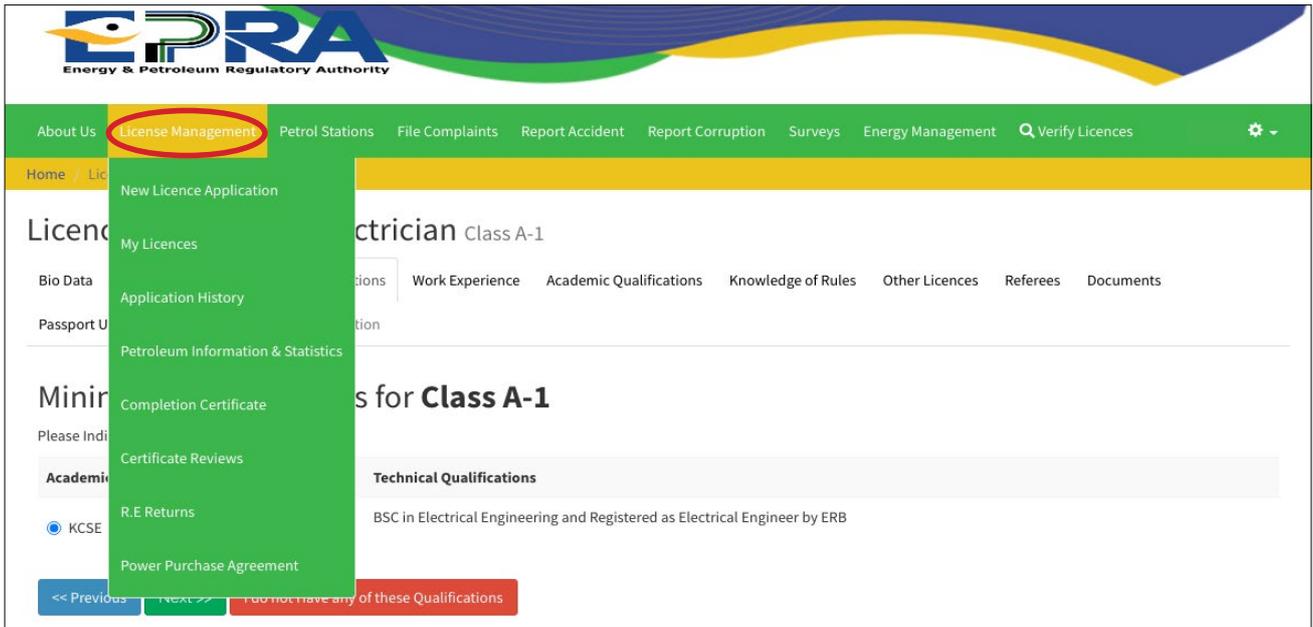


Figure 3: License management menu

1.5 Click My Licences (see Figure 4).

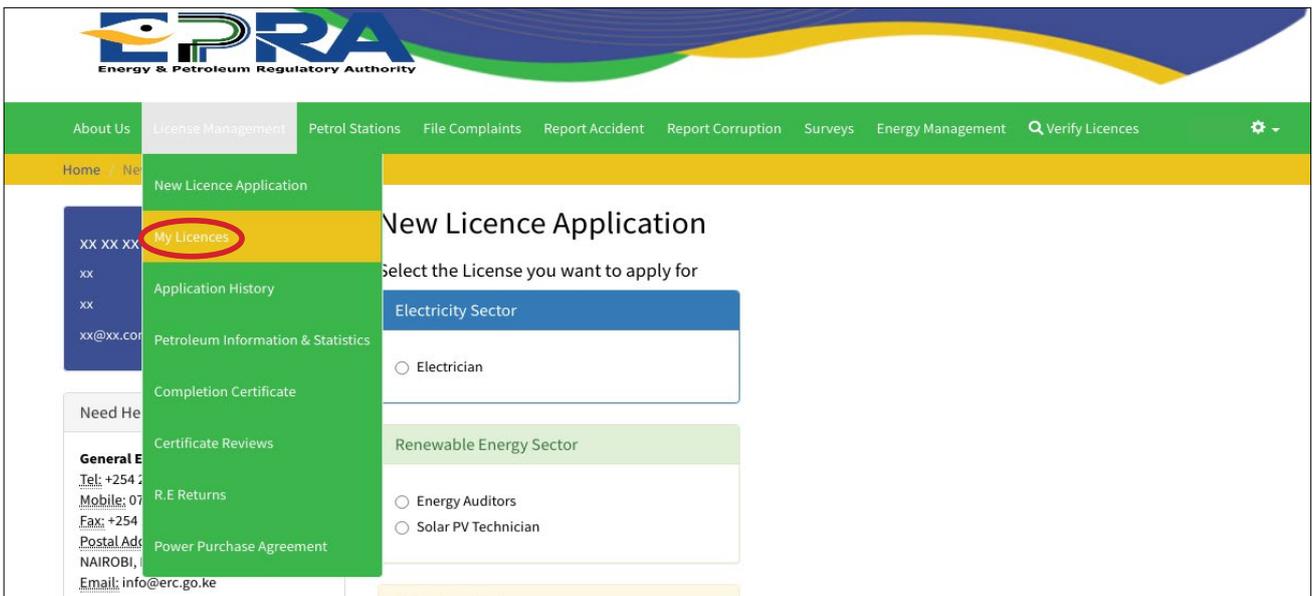


Figure 4: My licenses link

1.6 View the licence you want to renew by clicking **view licence** (see Figure 5).

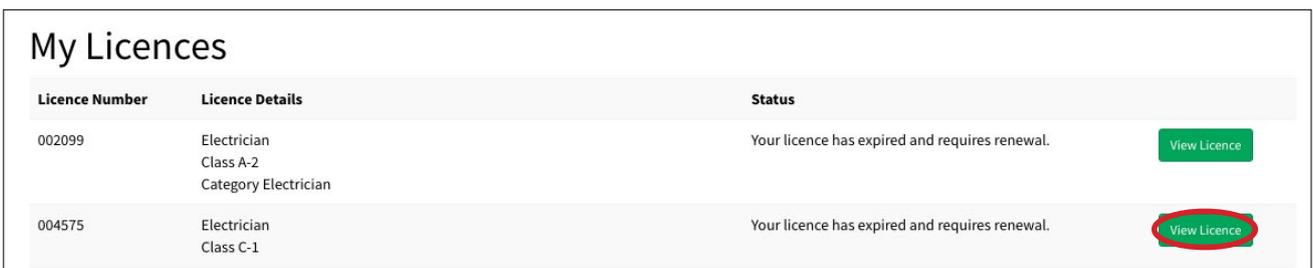


Figure 5: View licence option

1.7 Proceed to apply for renewal of your licence by clicking **Resume Renewal** (see Figure 6).

**My Licence** Download Licence Upgrade Amend Licence

<b>Sector</b>	Electricity Sector
<b>Licence Details</b>	Electrician Class C-1
<b>Licence Number</b>	004575
<b>Application Date</b>	14th Jul 2010
<b>Expiry Date</b>	31st Dec 2011
<b>Status</b>	Your licence has expired and requires renewal.

Application Log

Ref. Number	Date of Submission	Application Type	Status	Options
3520	14th Jul 2010	Original Application	Expired	
59007	22nd Feb 2021	Licence Renewal	Draft	<a href="#">Resume Renewal</a>

Figure 6: Resume renewal option

1.8 Complete your profile if there is any missing data, then click next (see Figure 7).

**Licence Application: Electrician**

Bio Data | Licence Class | Minimum Qualifications | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | 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 \***

[Next >>](#) [<< Previous](#)

Figure 7: Bio data form

1.9 Attach all the company documents requested in the system, then click upload files (see Figure 8).

**Licence Application: Electrician Class C-1**

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

**Documents (Ensure all your files have different names).  
For large file(s) compress using PDF COMPRESSOR**

	Current Document
1) National Identification (Mandatory)	Choose Files Attachment.pdf Electricity/287373_MqBYL1613977217_31.pdf Delete
2) Copies of Other Academic Certificates ( Wireman Grade I&II, Final Craft certificate, Electrical Technician part II &III, Diploma, Higher Diploma and Degree in Electrical Engineering). (Mandatory)	Choose Files Attachment copy.pdf Electricity/287373_g0Yua1613977217_32.pdf Delete
3) Professional Registration Certificate if any	Choose Files Attachment copy 2.pdf
4) Kenya Certificate of Secondary Education (KCSE) (Mandatory)	Choose Files Attachment copy 3.pdf
5) Kenya Certificate of Primary Education (KCPE) (Mandatory)	Choose Files Attachment copy 4.pdf

<< Previous Upload Files

Figure 8: Uploading Company Documents

1.3 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click **save payment** (see Figures 3(a) and 3(b)).

**Update Payments**

Select your payment option

M-PESA  Bank Deposit

**Mpesa Payment Methods**

**NB:** There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

**STK-Push Payment Mpesa Guidelines**

- **Unlock your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

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Send Request to you phone

**M-PESA C2B Payment Guidelines**

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous Save Payment

Figure 3(a): M-PESA payment method

## Update Payments

Select your payment option

M-PESA 

Bank Deposit 

**Bank C2B Payment Guidelines**

EPRA has implemented a **bank integration** which means you no longer need to upload the payment slip.

See below guidelines:

Download the Proforma invoice and amount or write them down and give them to the **bank cashier** as shown below.

**AC NAME: ENERGY REGULATORY COMMISSION**

**AC NO: 1107180198**

**BRANCH: MOI AVENUE**

**PROFORMA INVOICE NO: AP.....**

**MOBILE NO: 07.....**

After successful deposit at the bank you will receive a text message with a transaction code, use it to save payment here below

<< Previous
Save Payment

**Figure 3(b): Bank payment method**

1.11 Submit your renewal application for review.

1.12 Once you submit your renewal application, you will receive the message below (see Figure 10).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for electrical worker, class C1 renewal application.

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

Kind Regards,  
Licensing System

**Figure 4: Message received after submitting the application**

# ANNEX 1: ELECTRICIAN’S/ TECHNICIAN’S CONSENT AND DECLARATION LETTER

**To: The Chairman**

Electricity and Renewable Energy Licensing Committee  
Energy and Petroleum Regulatory Authority  
P. O. Box 42681 – 00100 Nairobi, Kenya  
Tel: +254202847000/+254722200947  
Email : info@erc.go.ke

## **(ii) Consent**

I (*Licensed Electrician/Solar PV technician*) .....  
of National ID No ....., holding Electrician/Technician Licence No .....valid till (*insert Date*)  
..... issued by the Energy and Petroleum Regulatory Authority, do hereby affirm that I am work-  
ing for/engaged to (*Electrical/SolarContractor*).....  
as their full-time licensed electrician/technician from (*insertdate*).....

## **(iii) Declaration**

I declare that based on my electrician/technician licence;

- (i) I have not obtained any electrical contractor/ solar PV contractor licence,
- (ii) My licence is presently not engaged to another licensed electrical contractor,
- (iii) There will be no conflict of interest in the discharge of my duties when my electrician licence is engaged to this electrical contractor, and
- (iv) By engaging my licence to this electrical contractor, I shall not be in contravention of any law.

I further **assure** that;

- (i) I will report to the Authority any malpractice related to electrical installation works involving the electrical contractor to whom I am engaged,
- (ii) When I intend to leave the present electrical contractor/solar PV contractor, I will report the same to the Energy and Petroleum Regulatory Authority thirty days prior to leaving, and
- (iii) I shall abide by the provisions of the Energy Act, 2006 and regulations made thereunder; and instructions issued by the Authority from time to time.

I attach herewith copies of my National ID Card and Electrician Licence for your verification and record.

**Signed**

**Licensed Electrician / Licensed Solar PV Technician**

Signature \_\_\_\_\_ ID No \_\_\_\_\_ Date \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Electrical Contractor/Solar PV Contractor (Director)**

Signature \_\_\_\_\_ ID No \_\_\_\_\_ Date \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Contractor's Stamp/Seal	Attested by Commissioner for Oaths/Notary
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# LICENSING APPLICATION GUIDE FOR NEW SOLAR PHOTOVOLTAIC (PV) WORKER

## LICENSING REQUIREMENTS

An applicant for a solar photovoltaic worker's license needs to meet one of the following academic and professional requirements

S. No	Category	Education (Academic)	Professional (Job Experience)
1	Basic T1	KCPE, Electrical Govt. trade test 2 and Basic Solar Training	Verifiable two years solar installation experience
2	Intermediate T2	KCSE, Certificate in Electrical or Electronic and Intermediate Solar Training	Verifiable four years solar installation experience
		KCSE, Diploma in Electrical or Electronic and Intermediate Solar Training	Verifiable two years solar installation experience
		BSc. Electrical Engineering or relevant degree Or Higher National diploma	one year solar installation experience
3	Advanced T3	KCSE, Diploma in Electrical or Electronics and Intermediate Solar Training	Verifiable Four years solar installation experience
		BSc. Electrical Engineering or relevant degree Or Higher National diploma	Two years solar installation experience

The related licensing fees are;

Class	Application fee	Grant Fee	Annual Renewal Fee
T1	250	1,000	500
T2	500	2,000	750
T3	750	3,000	1,000

## 1. How to Apply for Solar PV Worker Licence?

1.1 Visit our website: [www.epra.go.ke](http://www.epra.go.ke)

1.2 Click on the online services portal

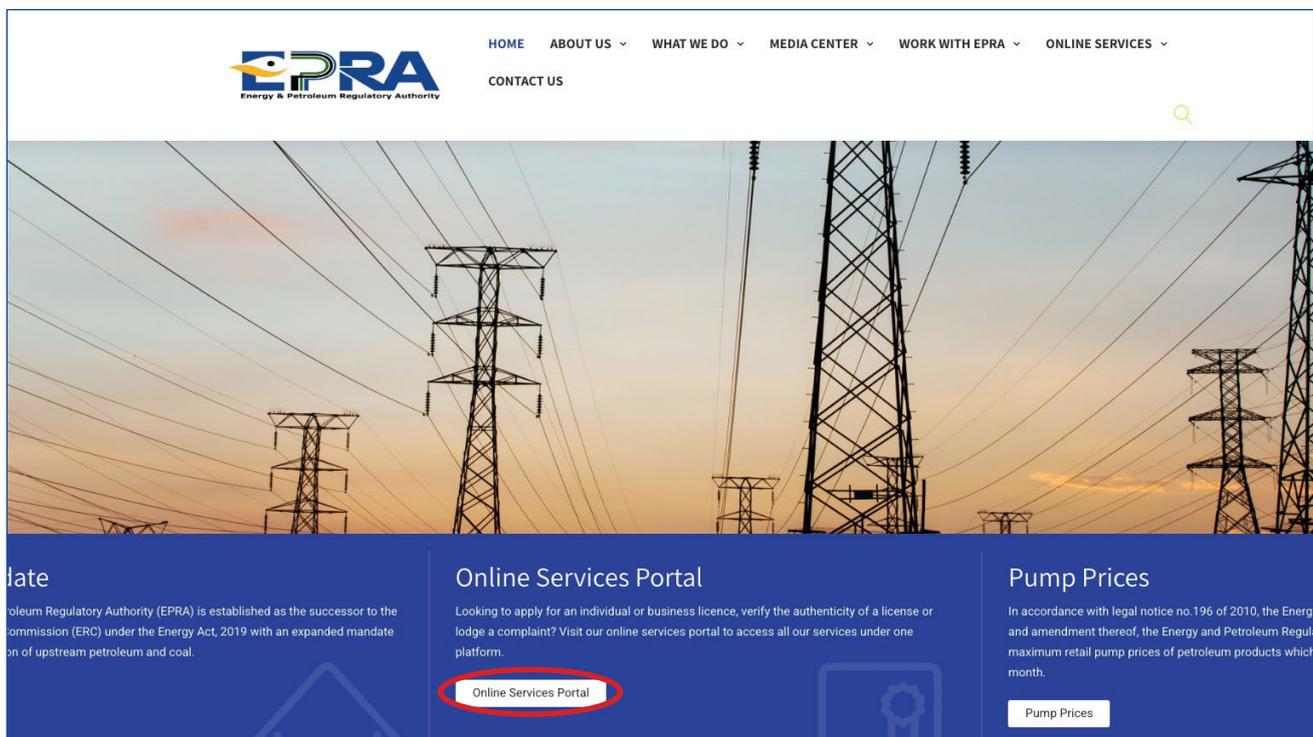


Figure 1: Online services tab/link

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

The image shows the EPRA Licencing Portal login and registration form. It features the following fields and elements:

- Username \***: A text input field.
- Password \***: A text input field.
- Security Code**: A section with the 'deosy' logo, a 'Refresh' button, and a text input field with the placeholder 'Please Type the Security Code above Here!'.
- Remember Me**: A checked checkbox.
- Login**: A large green button.
- Create Account**: A blue link, circled in red.
- Reset Password**: A blue link.

Figure 2: Creating new account

## Create Account

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



1.5 Fill in your individual details, then click sign up

## Signup

Please fill in the following information to signup:

### Personal Details

**First Name \***

**Last Name \***

**Other Names**

**National Id \***

### Login Details

**UserName \***

**Email \***

**Phone Number \***

**Password \***

**Confirm Password \***

### Security Verification

**Security Code \***

**deOosy**

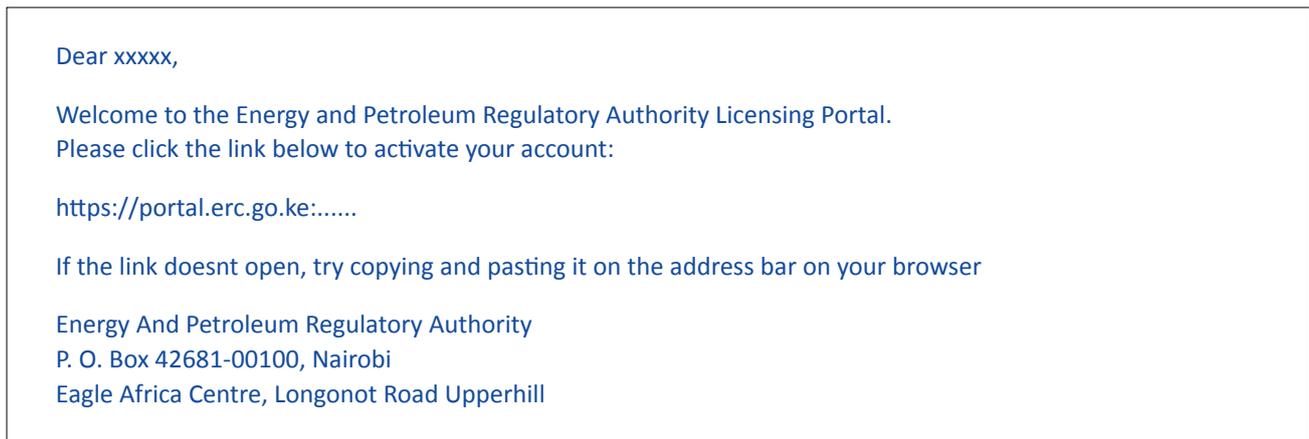
Refresh

Please Type the Security Code above Here!

Signup



You will receive the message below:



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

1.6 Login to your created individual account using your username and password

**EPRA Licencing Portal**

**Username \***

**Password \***

**Security Code**

**jocezi**

Remember Me

[Create Account](#) [Reset Password](#)

Figure 2: Login form

1.7 Select the type of license you are applying then click continue with registration

**New Licence Application**

Select the License you want to apply for

**Electricity Sector**

Electrician

**Renewable Energy Sector**

Energy Auditors

**Solar PV Technician**

**Petroleum Sector**

Driver Certification

**Solar PV Technician**

License Details

This kind of license is issued to a/an **Individual**. We'll require you to create your Individual profile before proceeding with the application.

In addition, you will be required to provide the following documents:

1. National Identification
2. Copies of Original Certificate
3. Copies of Professional Certificates
4. Detailed Summary Of Systems You have participated in Installation(Project,Location,Capacity)
5. Proof of years of experience (Recommendation Letter by current or previous employers/clients)

Press the button below to continue.

**Continue with Registration >>>**

**Need Help?**

**General Enquiry**  
Tel: +254 20 2847000/197/198/200  
Mobile: 0722 200 947 / 0734414333  
Fax: +254 20 2717603  
Postal Address: P.O Box 42681 - 00100  
NAIROBI, KENYA  
Email: info@erc.go.ke

**Interactive Voice Response**  
Tel:+254 20 2847200

**Enforcement Hotline**  
Tel: 0708 444 000

**Anti-Corruption Hotline**  
Tel: 0700 629 873

1.8 Complete registration by filling bio data section, then click next

**Licence Application: Solar PV Technician**

Bio Data | Licence Class | Minimum Qualifications | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | 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 \***

**Next >>**

**<< Previous**

Figure 8: Bio data form

1.9 Select the class of the license you are applying, then click next

Licence Application: Solar PV Technician

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Referees Documents Passport Upload Payment Submit Application

Licence Class

--SELECT--

<< Previous Next >>

1.10 Confirm that you meet the minimum academic and technical qualification as applicable, then click next. Choose I do not have any of these qualifications if you don't have. The system will allow you to start the process again or log out.

Licence Application: Solar PV Technician Class T2

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Referees Documents Passport Upload Payment Submit Application

Minimum Qualifications for **Class T2**

Please Indicate your Qualifications

Academic Qualification	Technical Qualifications
<input type="radio"/> KCSE +Certificate in Electrical and/ or Electronic + Intermediate Solar Training	Verifiable 4 years solar installation experience
<input type="radio"/> KCSE +Diploma in Electrical and/ or Electronic + Intermediate Solar Training	Verifiable 2 years solar installation experience
<input checked="" type="radio"/> BSc Electrical Engineering or relevant degree Or Higher National diploma	1year of solar installation experience

<< Previous Next >> I do not Have any of these Qualifications

1.11 Fill in your work experience section, then click next

Licence Application: Solar PV Technician Class T2

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Referees Documents Passport Upload Payment Submit Application

Work Experience (Describe Activities Relevant to Licence Applied for)

+ Add Experience

Institution	BusinessType	Starting Date	Ending Date	Position	
KPLC	Public Limited Company	1978	2021	Electrical Engineer	Edit

<< Previous Next >>

1.12 Fill in your academic qualification section, then click next

Licence Application: Solar PV Technician Class T2

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Referees Documents Passport Upload Payment Submit Application

### Academic Qualification

[+ Add Qualifications](#)

Institution	Location	Academic Level	Summary of Qualification	Date Awarded	
Electrical and Electronics Engineering	Eldoret	Degree		1967-01-01	<a href="#">Edit Record</a>

<< Previous [Next >>](#)

1.13 Fill in the details of at least two referees, then click next

Licence Application: Solar PV Technician Class T2

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

### Referees (Minimum two referees, with at least one ERC licenced individual)

[+ Add Referees](#)

Licence No.	Name	Occupation	Job Title	Email	Telephone Number	
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	<a href="#">Edit Record</a>
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	<a href="#">Edit Record</a>

<< Previous [Next >>](#)

1.14 Attach all the application requirements, then click upload files

Licence Application: Solar PV Technician Class T2

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Referees Documents Payment Submit Application

### Documents (Ensure all your files have different names). For large file(s) compress using PDF COMPRESSOR

	Current Document
1) National Identification (Mandatory)115	<a href="#">Choose Files</a> No file chosen
2) Copies of Original Certificate (Mandatory)116	<a href="#">Choose Files</a> No file chosen
3) Copies of Professional Certificates 117	<a href="#">Choose Files</a> No file chosen
4) Detailed Summary Of Systems You have participated in Installation(Project,Location,Capacity) (Mandatory)305	<a href="#">Choose Files</a> No file chosen
5) Proof of years of experience (Recommendation Letter by current or previous employers/clients) (Mandatory)430	<a href="#">Choose Files</a> No file chosen

<< Previous [Upload Files](#)

1.15 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click save the payment

## Update Payments

Select your payment option

M-PESA

Bank Deposit

### Mpesa Payment Methods

**NB:** There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

#### STK-Push Payment Mpesa Guidelines

- Unlock your phone and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

254

Send Request to you phone

#### M-PESA C2B Payment Guidelines

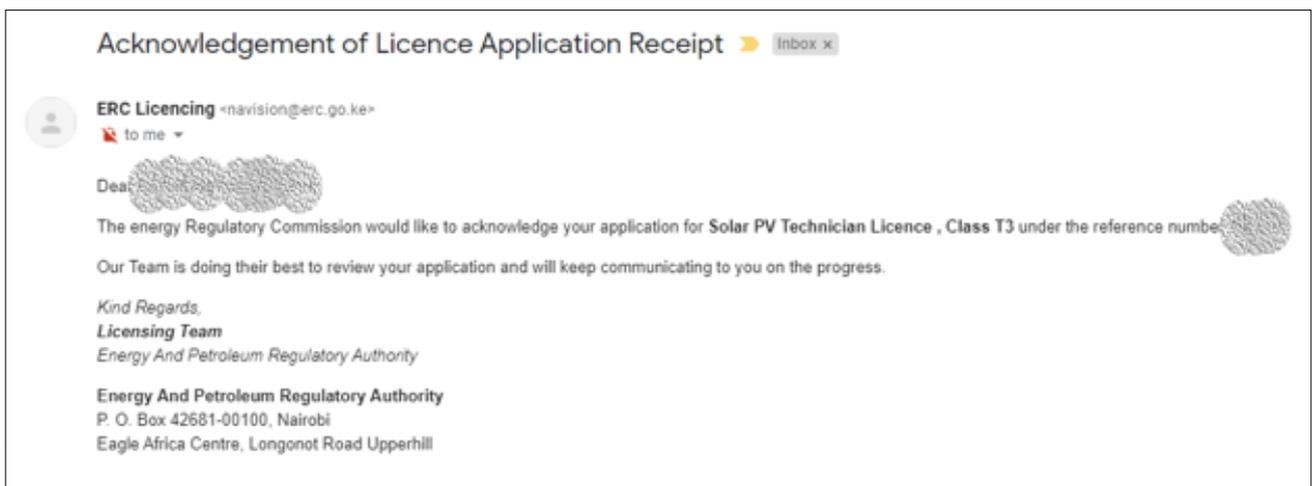
- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous

Save Payment

1.16 Submit your application for review.

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

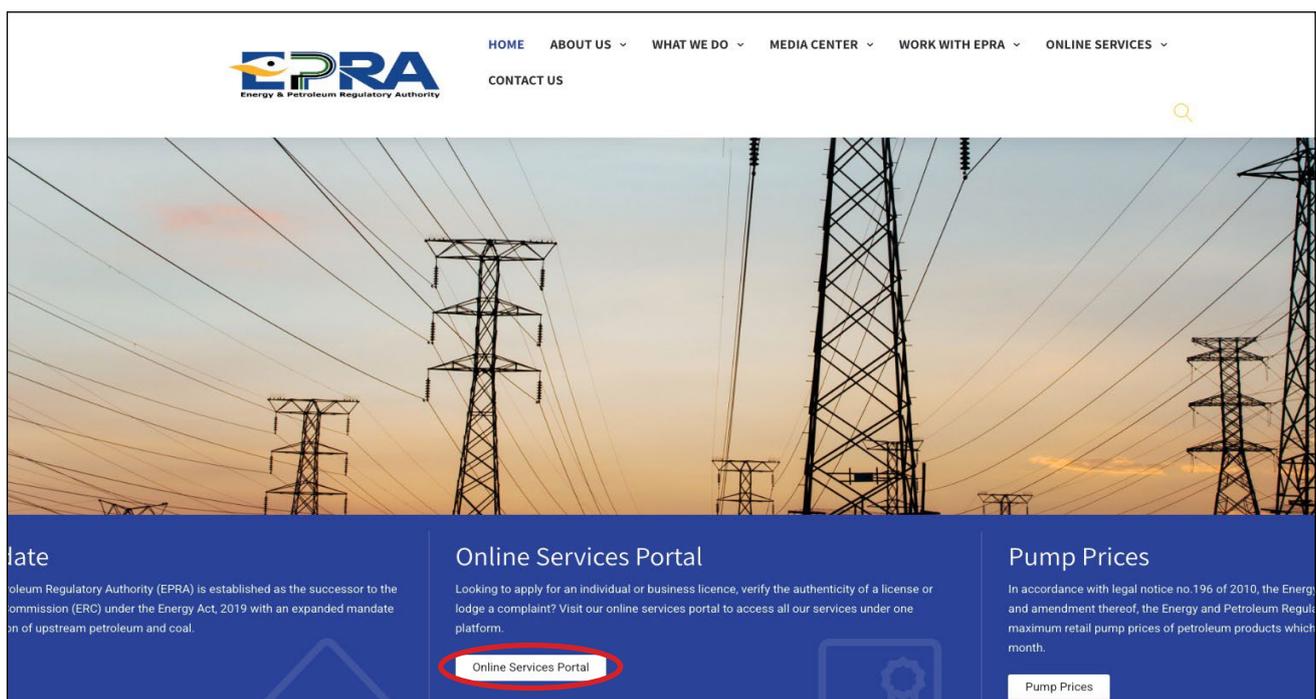


# SOLAR PHOTOVOLTAIC WORKER LICENSE RENEWAL GUIDE

## How to renew solar PV worker licence?

Visit our website: [www.epra.go.ke](http://www.epra.go.ke)

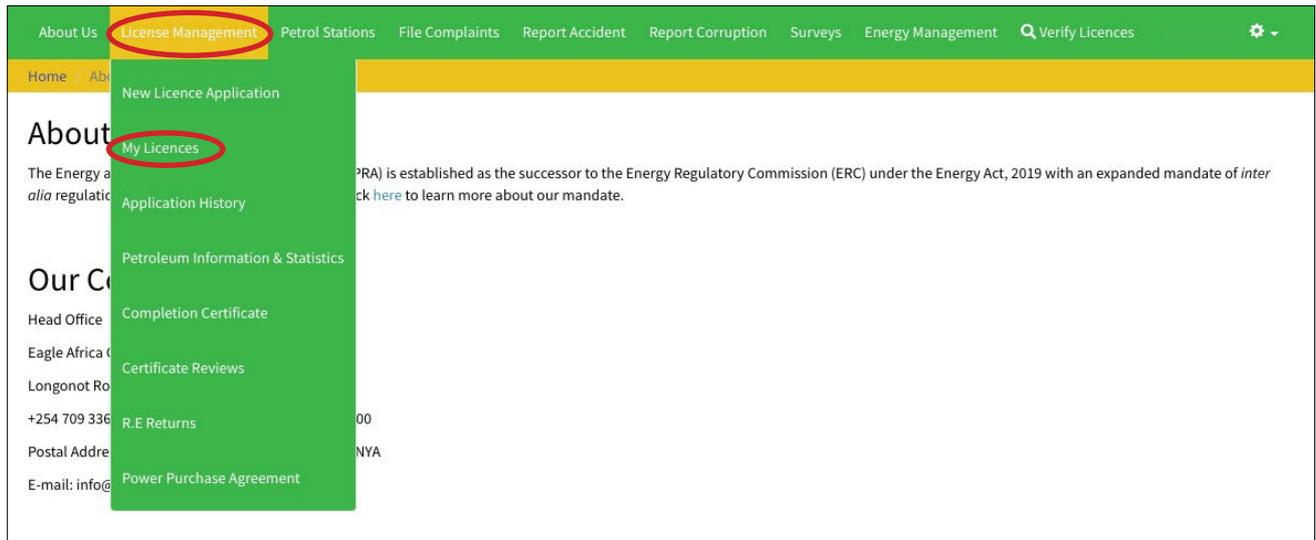
Click on the online services portal



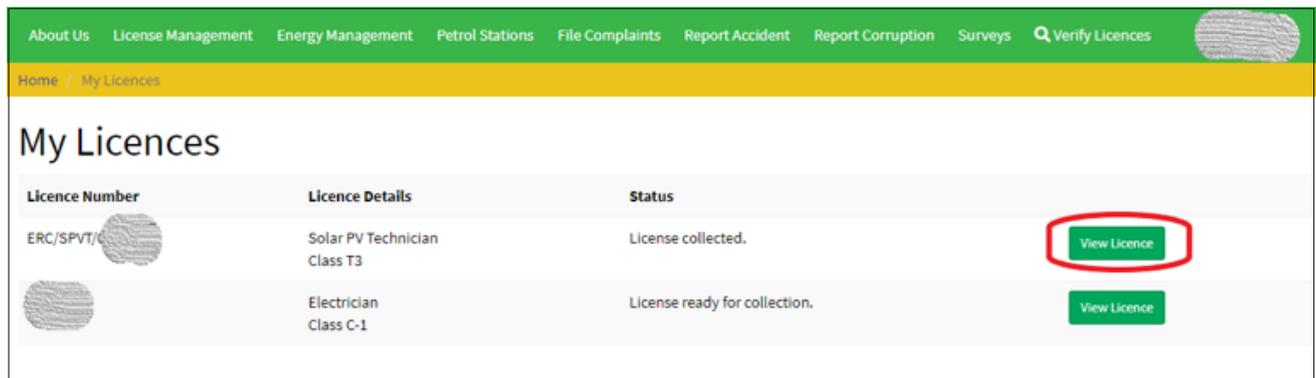
1.1 Login to your individual account using your username and password. If you no longer remember your password, click on Reset Password and provide an email address to which you have access.

The screenshot shows the EPRA Licencing Portal login form. The form includes fields for Username, Password, and Security Code. The Security Code field is a CAPTCHA image showing the word 'joceli'. There is a 'Remember Me' checkbox and a 'Login' button circled in red. Links for 'Create Account' and 'Reset Password' are at the bottom.

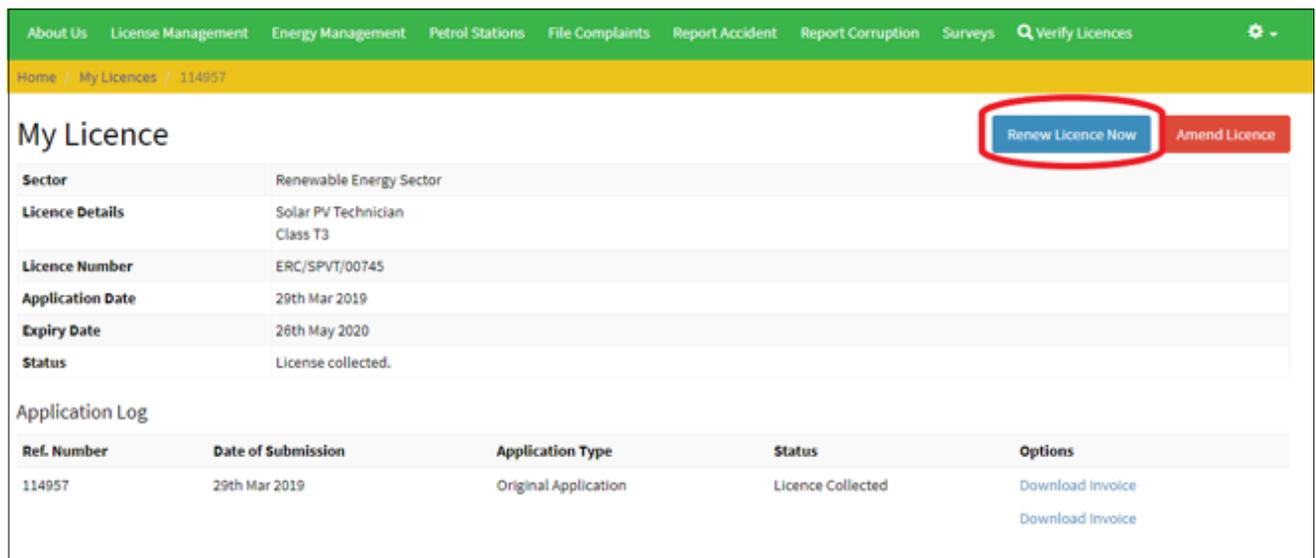
## 1.2 Go to Licence Management and click My Licenses



## 1.3 Select the licence you want to renew by clicking view licence



## 1.4 Proceed to apply for renewal of your licence by clicking Renew Licence Now



1.5 File returns for work done in the previous year. If returns for work done have been filed proceed to step 1.6.

About Us License Management Energy Management Petrol Stations File Complaints Report Accident Report Corruption Surveys Verify Licences

**Info!** Kindly submit returns on work done for the year (2019/2020) before proceeding with renewal. File NIL(0) if you have not done any work.

Click [HERE](#) to submit returns.

### Renewable Returns

[+ Add New Returns](#)

Returns Category	Amount	Action
Unsubmitted Returns	0	<a href="#">View</a>
Submitted Returns	0	<a href="#">View</a>
Rejected Returns	0	<a href="#">View</a>
Approved Returns	0	<a href="#">View</a>
Tagged Returns	0	<a href="#">View</a>

### Systems Installed Returns

Category: **Solar Photovoltaic Contractors/Technicians** Close x

Year:

System Description	Unit	Capacity (Ltrs)	County Installed	System Location Address	Site Contact	Site Coordinates	View/Add Participants
<input type="text" value="1"/>	<input type="text" value="W"/>	<input type="text" value="1"/>	<input type="text" value="Nairobi"/>	<input type="text" value="Nairobi"/>	<input type="text" value="+254719403099"/>	<input type="text" value="0"/> <input type="text" value="0"/>	<a href="#">Participants</a>

[Update Data & Submit Later](#) [Save & Submit Data Now](#)

1.6 Select Renew Licence Now Complete your profile if there is any missing data, then click next

Home / License Application

### Licence Renewal: Solar PV Technician (#)

Bio Data | Payment | 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 \***

**Next >>**

1.7 Proceed to pay renewal fee by choosing either Mpesa or Bank deposit payment option. Pay renewal fee as guided, then click save the payment

### Update Payments

Select your payment option

M-PESA

Bank Deposit

#### Mpesa Payment Methods

**NB:** There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

##### STK-Push Payment Mpesa Guidelines

- **Unlock your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- **If a request is not sent to your phone, and it brings an error 'Operation cancelled 09', please use the other method.**
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

**Send Request to you phone**

##### M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

**Save Payment**

<< Previous

1.8 Submit your renewal application for review.

# SOLAR PHOTOVOLTAIC SYSTEMS CONTRACTOR/VENDOR/MANUFACTURER/ IMPORTER NEW APPLICATION GUIDE

## LICENSE REQUIREMENTS

In the application of a new solar photovoltaic systems contractor/ vendor/ manufacturer/ importer, 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.

1. Certificate of incorporation/ business registration certificate
2. Certified copy of VAT certificate/ PIN certificate
3. Valid tax compliance certificate from the Kenya Revenue Authority
4. Certified Copies of CR12 from the registrar of companies (Not older than 1 year) for limited companies
5. Legible copies of identification documents i.e. IDs/Passports for all company directors.
6. Work permits class "G" for foreign directors as per CR12. In the event that these directors neither live nor work in Kenya, a letter stating this and notarised in the country of residence should be provided. The template of the letter is provided in Annex I and should be notarised by a public notary in the country of residence
7. Certified Copies of Valid Business permit from the relevant County Government
8. Proof of occupancy of office premises (Title deed or Valid Lease Agreement)
9. Licensed technician's consent letter template provided in Annex II
10. Copy of technician's license
11. Template for completion certificates and warranties
12. Details of Solar PV design tools

## INSTRUMENTS, TOOLS and SAFETY GEARS:

The following mandatory instruments are to be provided during inspection.

- Earth loop impedance tester - (Mandatory for class V1, V2 and C1)
- Insulation resistance tester - (Mandatory for class V1, V2 and C1)
- Earth resistance tester - (Mandatory for class V1, V2 and C1)
- Clamp meter/ Multimeter - (Mandatory for class V1, V2 and C1)

In addition to the mandatory tools, the contractor should have:

- Electrician tool box
- Safety gear and equipment (Overalls, reflectors, harness etc.)
- Appropriate climbing equipment
- Drilling machines
- Spanners, screwdrivers, pipe wrenches and torque wrench.
- Office accessories (Computer, Printers etc.)

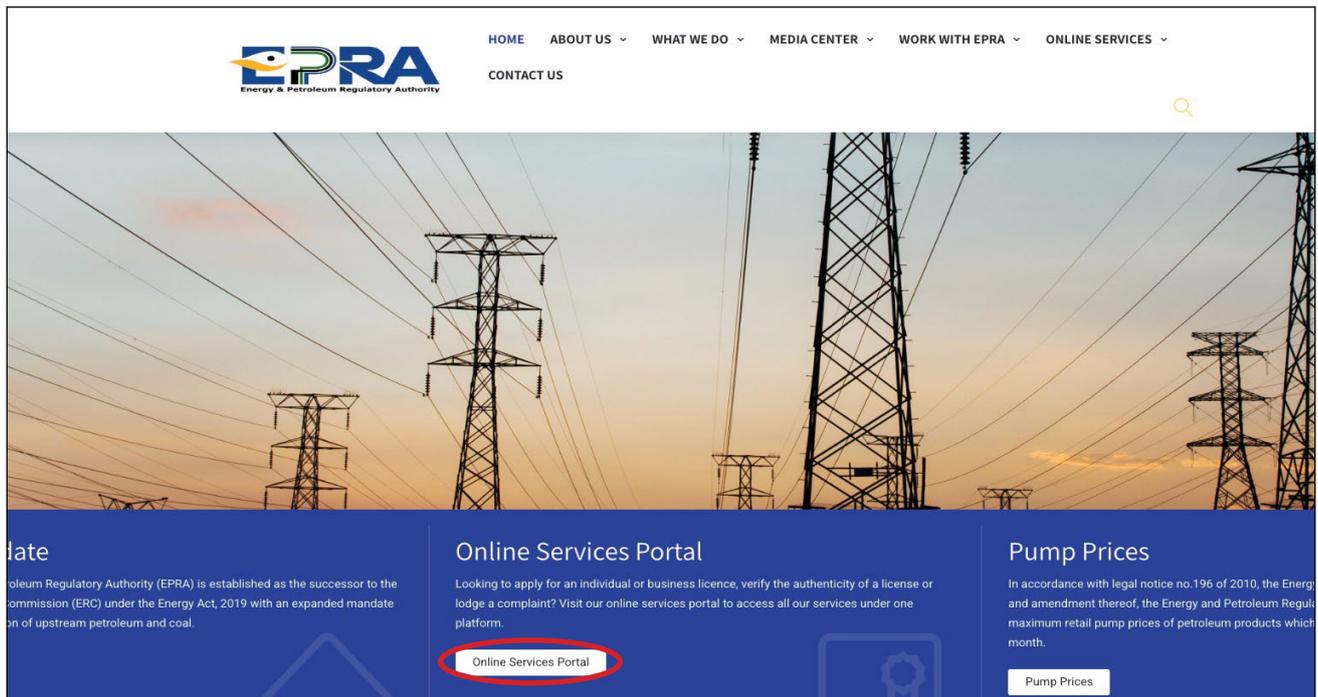
## The related licensing fees

Class	Application fee	Grant Fee	Annual Renewal Fee
C1	500	1,000	1,000
V1	1,000	2,500	1,000
V2	2,000	5,000	2,500

## How to Apply for New Contractor Licence?

1.1 Visit our website: [www.epra.go.ke](http://www.epra.go.ke)

1.2 Click on the online services portal



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

The screenshot shows the EPRA Licencing Portal login form. It includes fields for Username, Password, and Security Code. The Security Code field is accompanied by a 'deosy' logo and a 'Refresh' button. Below the Security Code field is a checkbox for 'Remember Me' and a green 'Login' button. At the bottom, there is a 'Create Account' button circled in red and a 'Reset Password' link.

## Create Account

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



1.4 Fill in your business account details, then click sign up

## Signup

Please fill in the following information to signup:

**Business Name \***

**Email \***

**Krapin \***

### Login Details

**UserName \***

**Password \***

**Confirm Password \***

### Contact Person

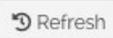
**First Name \***

**Last Name \***

**Other Names**

**Mobile Number \***

**Security Code \***

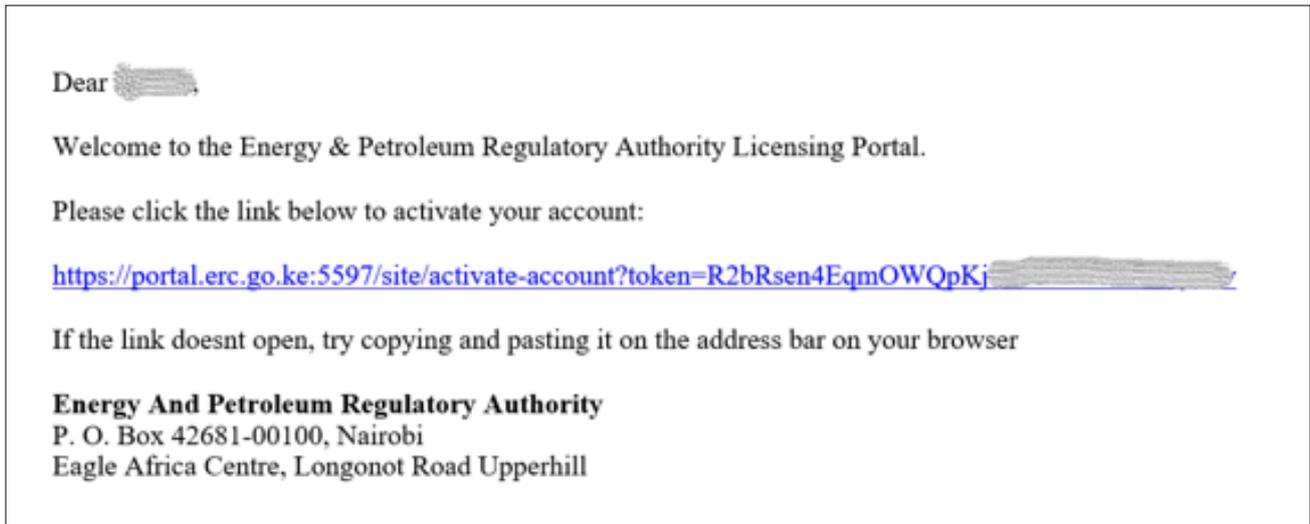


Please Type the Security Code above Here!

Signup



You will receive the message below



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

1.6 Login to your created business account using your username and password

EPRA Licencing Portal

**Username \***

**Password \***

**Security Code**

**joczi**

Remember Me

[Create Account](#) [Reset Password](#)

1.7 Select Solar PV Contractor/Vendor for Class C1 and V1 application and Solar PV Manufacturer/Importer for class V2 then click on **Continue with Registration**

## New Licence Application

Select the License you want to apply for

**Electricity Sector**

Electrical Contractor

Electric Power Undertaking Business Licence

**Renewable Energy Sector**

Energy Audit Firms

Solar PV Contractor/Vendor

**Solar PV Manufacturer/Importer**

Appliances Labels

**Petroleum Sector**

**Petroleum Business Licence (Except LPG)**

Import, Export and Wholesale of Petroleum Products (Except LPG)

Import, Export and Wholesale of Fuel Oil

Import, Export and Wholesale of Bitumen

### Solar PV Manufacturer/Importer

License Details

This kind of license is issued to a/an **Business/Company**. We'll require you to create your Business/Company profile before proceeding with the application.

In addition, you will be required to provide the following documents:

1. Certificate of Incorporation / Business Registration Certificate
2. Valid Tax Compliance Certificate from Kenya Revenue Authority
3. Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors
4. Certified copy of VAT certificate
5. Technician Consent Letter
6. 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)
7. Work Permits Class "G" for foreign directors as per CR12
8. Title Deed or Valid Lease Agreement of the office
9. Copy of Technician's Licence
10. Completion Certificate Template
11. Single Business Permit to operate business from the respective County Government

Press the button below to continue.

**Continue with Registration >>>**

Need Help?

**General Enquiry**  
Tel: +254 20 2847000/197/198/200  
Mobile: 0722 200 947 / 0734414333  
Fax: +254 20 2717603  
Postal Address: P.O Box 42681 - 00100  
NAIROBI, KENYA  
Email: info@erc.go.ke

**Interactive Voice Response**  
Tel: +254 20 2847200

**Enforcement Hotline**  
Tel: 0708 444 000

**Anti-Corruption Hotline**  
Tel: 0700 629 873

1.8 Complete registration by filling **bio data** section, then click on **Next**

## Licence Application: Solar PV Manufacturer/Importer Class C1

Bio Data | Licence Class | Directors | Description of Premises | Licensed Staff | Work Experience | Areas of Operation | Financial Institutions | Referees | Documents

Payment | Submit Application

**Company Name**

**Email \***  **Telephone \***  **KRA PIN \***

**Postal Address**  **Postal Code**  **Town**

**Physical Address \***

**Registration Date**  **Business Permit No**  **VAT Number**

**Business Type**  **Business Registration No**  **Designation**

**Mobile Number \***  **Country**  **County \***

**Next >>**

1.9 Select the class of the license you are applying, then click next

Note: You need a class T3 solar photovoltaic technician to apply for C1. Class T2 solar PV Technician can only allow you to apply for Class V1 and V2 licence.

T3 is applicable to all the classes

Licence Application: Solar PV Contractor/Vendor Class V2

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

Licence Class

Class C1

<< Previous Next >>

1.10 Fill in the details of the company directors with the “+Add Directors” tab, then click “next”

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

Directors

Director Name	Nationality	ID/Passport No.	Director/Partner Type
XXXXX	XXXXX	XXXXX	XXXXX

+ Add Directors

Edit

<< Previous Next >>

1.11 Fill in the location of your office, then click “Save & Continue”

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

Business Premises

Building Name	Premises Type	Town/District	Physical Address
XXXXX	XXXXX	XXXXX	XXXXX

Save & Continue

1.12 Fill in the licence number of your solar PV technician, then click "next"

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises **Licensed Staff** Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

### Licensed Staff

Licence Number

Add Staff

Staff Name	Licence Number	Expiry Date	
XXXXX	XXXXX	2018-10-06	<a href="#">Remove Staff</a>

<< Previous **Next >>**

1.13 Fill in the details of the area of operation then click next

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff **Areas of Operation** Work Experience Testing Tools Referees Documents Payment

Submit Application

### Regions of Operation

#	Operation Area	Description	
1	Nairobi	NA	<a href="#">Delete</a>

Specify your Region of Operation

**Region**

**Details**

**Add Operation Areas**

<< Previous **Next >>**

1.14 Fill in details of your work experience that is relevant to the class of licence you are applying, then click next

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation **Work Experience** Testing Tools Referees Documents Payment

Submit Application

### Work Experience (Describe Activities Relevant to Licence Applied for)

**+ Add Experience**

Institution	BusinessType	Starting Date	Ending Date	Position	
KU	Public Limited Company	2019	2019	MD	<a href="#">Edit</a>

<< Previous **Next >>**

1.15 Fill in the details of all the mandatory **testing tools/meters** in your possession, then click **next**

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

### Tools

#	Tool	Make	Serial No.	Quantity	
1	Earth Loop Impedance Tester	Megger	SN: 123456789	2	<a href="#">Delete</a>
2	Clamp Meter	TNL	SN: 123456789	1	<a href="#">Delete</a>

Name of the Tool

Make

Serial Number

Quantity

[Save](#)

1.16 Fill in the details of at least two referees on of which is a licensed individual, then click **next**

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

### Referees (Minimum two referees, with at least one ERC licenced individual)

[+ Add Referees](#)

Licence No.	Name	Occupation	Job Title	Email	Telephone Number	
xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	<a href="#">Edit Record</a>
xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	<a href="#">Edit Record</a>

<< Previous [Next >>](#)

1.17 Attach all the company documents listed, then click upload files

### Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data   Licence Class   Directors   Description of Premises   Licensed Staff   Areas of Operation   Work Experience   Testing Tools   Referees   **Documents**   Payment

Submit Application

**Documents (Ensure all your files have different names).  
For large file(s) compress using PDF COMPRESSOR**

		Current Document	
1) Certificate of Incorporation / Business Registration Certificate <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<a href="#">petroleum/116667_fnlms1562672677_2.pdf</a>	<input type="button" value="Delete"/>
2) Valid Tax Compliance Certificate from Kenya Revenue Authority <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<a href="#">petroleum/116667_AyQBx1562672677_5.pdf</a>	<input type="button" value="Delete"/>
3) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<a href="#">petroleum/116667_luEp1562672677_6.pdf</a>	<input type="button" value="Delete"/>
4) Certified copy of VAT certificate	<input type="button" value="Choose Files"/> No file chosen	<a href="#">petroleum/116667_QGN-k1562672677_48.pdf</a>	<input type="button" value="Delete"/>
5) Technician Consent Letter <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<a href="#">petroleum/116667_M5PbC1562672677_57.pdf</a>	<input type="button" value="Delete"/>
6) 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) <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<a href="#">petroleum/116667_oPAGO1562672677_1.pdf</a>	<input type="button" value="Delete"/>
7) Copy of Technician's Licence <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<a href="#">petroleum/116667_hCpXg1562672677_94.pdf</a>	<input type="button" value="Delete"/>
8) Business Permit from the County Government <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<a href="#">petroleum/116667_Klf641562672677_95.pdf</a>	<input type="button" value="Delete"/>
9) Work Permits Class "G" for foreign directors as per CR12	<input type="button" value="Choose Files"/> No file chosen		
10) Title Deed or Valid Lease Agreement of the office <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<a href="#">petroleum/116667_Xxr5P1562672677_96.pdf</a>	<input type="button" value="Delete"/>
11) Completion Certificate Template <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<a href="#">petroleum/116667_9rLwB1562672677_99.pdf</a>	<input type="button" value="Delete"/>

1.18 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click save payment

### Update Payments

Select your payment option

M-PESA 

Bank Deposit 

### Mpesa Payment Methods

**NB:** There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

#### STK-Push Payment Mpesa Guidelines

- **Unlock your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent to your phone, and it brings an error 'Operation cancelled 09', please use the other method.**
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

#### M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous Save Payment

1.19 Submit your application for review.

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

Dear 

The energy Regulatory Commission would like to acknowledge your application for **Solar PV Contractor/Vendor Licence , Class C1** 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**  
*Energy And Petroleum Regulatory Authority*

**Energy And Petroleum Regulatory Authority**  
P. O. Box 42681-00100, Nairobi  
Eagle Africa Centre, Longonot Road Upperhill

# SOLAR PHOTOVOLTAIC SYSTEMS CONTRACTOR/VENDOR/MANUFACTURER/ IMPORTER RENEWAL GUIDE

## License Requirements

In the application for renewal of a solar photovoltaic systems contractor/ vendor/ manufacturer/ importer, you will be required to have scanned copies of the listed documents and pay the applicable renewal fees.

1. Certificate of incorporation/ business registration certificate
2. Certified copy of VAT certificate/ PIN certificate
3. Valid tax compliance certificate from the Kenya Revenue Authority
4. Certified Copies of CR12 from the registrar of companies (Not older than 1 year) for limited companies
5. Legible copies of identification documents i.e. IDs/Passports for all company directors.
6. Work permits class “G” for foreign directors as per CR12. In the event that these directors neither live nor work in Kenya, a letter stating this and notarised in the country of residence should be provided. The template of the letter is provided in Annex I and should be notarised by a public notary in the country of residence
7. Certified Copies of Valid Business permit from the relevant County Government
8. Proof of occupancy of office premises (Title deed or Valid Lease Agreement)
9. Licensed technician’s consent letter template provided in Annex II
10. Copy of technician’s license

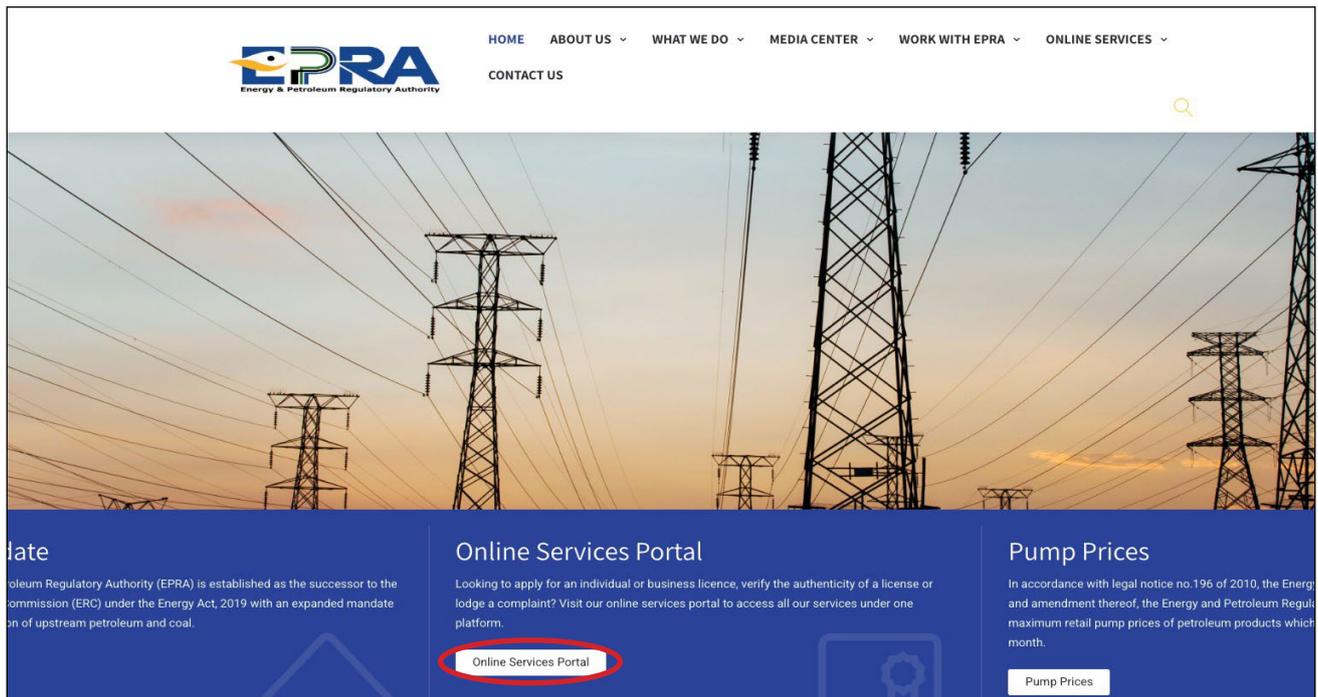
The fees charged for renewal are as below;

Class	Annual Renewal Fee
C1	1,000
V1	1,000
V2	2,500

## How to renew contractor licence

Visit our website: [www.epra.go.ke](http://www.epra.go.ke)

Click on the online services portal



1.0 Login to your business account using your **username** and **password**. If you no longer remember your password, click on **Reset Password** and provide an email address to which you have access.

The screenshot shows the EPRA Licencing Portal login form. It includes fields for Username, Password, and Security Code. The Security Code field is accompanied by the JOCEZI logo and a Refresh button. Below the Security Code field is a checkbox for 'Remember Me' and a green 'Login' button circled in red. At the bottom, there are links for 'Create Account' and 'Reset Password'.

## 2.0 Go to license management

The screenshot shows the top navigation bar of the website. The 'License Management' menu item is circled in red. Below it, a dropdown menu is visible with several options: 'New Licence Application', 'My Licences', 'Application History', 'Petroleum Information & Statistics', 'Completion Certificate', 'Certificate Reviews', 'R.E Returns', and 'Power Purchase Agreement'. The 'My Licences' option is highlighted in yellow.

## 3.0 Click My Licences

The screenshot shows the same navigation menu as in step 2.0. The 'My Licences' option in the dropdown menu is now circled in red and highlighted in yellow.

## 4.0 Click My Licences

The screenshot shows the 'My Licences' page. A table lists a licence with the following details:

Licence Number	Licence Details	Status
XXXXX	Solar PV Contractor/ Vendor Class V-1	Your licence has expired and requires renewal.

A 'View Licence' button is circled in red in the bottom right corner of the table row.

## 5.0 Proceed to apply for renewal of your licence by clicking Renew Licence Now.

The screenshot shows the 'My Licence' page. At the top right, there are three buttons: 'Renew Licence Now' (circled in red), 'Download Licence', and 'Amend Licence'. Below the buttons is a table with the following details:

<b>Sector</b>	Renewable Energy Sector
<b>Licence Details</b>	Solar PV Manufacturer/ Importer Class V2
<b>Licence Number</b>	
<b>Application Date</b>	23rd Oct 2019
<b>Expiry Date</b>	11th Jun 2019
<b>Status</b>	Your licence has expired and requires renewal.

Below the table is an 'Application Log' section with the following table:

Ref. Number	Date of Submission	Application Type	Status	Options
133680	23rd Oct 2019	Original Application	Expired	

6.0 File returns for activities done in the previous year.

Info! Kindly submit returns on work done for the year (2019/2020) before proceeding with renewal. File NIL(0) if you have not done any work.

Click [HERE](#) to submit returns.

### Renewable Returns

[+ Add New Returns](#)

Returns Category	Amount	Action
Unsubmitted Returns	0	<a href="#">View</a>
Submitted Returns	0	<a href="#">View</a>
Rejected Returns	0	<a href="#">View</a>
Approved Returns	0	<a href="#">View</a>
Tagged Returns	0	<a href="#">View</a>

7.0 Fill in the details of projects done and click Save and Submit Data Now

### Systems Installed Returns

Category: Solar Photovoltaic Contractors/Technicians Close x

Year: 2019/2020

System Description	Unit	Capacity (Ltrs)	County Installed	System Location Address	Site Contact	Site Coordinates	View/Add Participants
1	W	1	Nairobi	Nairobi		0 0	<a href="#">Participants</a>

[Update Data & Submit Later](#) [Save & Submit Data Now](#)

8.0 Select Renew License Now

Home / My Licences / 133680

### My Licence

[Renew Licence Now](#) [Download Licence](#) [Amend Licence](#)

<b>Sector</b>	Renewable Energy Sector
<b>Licence Details</b>	Solar PV Manufacturer/ Importer Class V2
<b>Licence Number</b>	
<b>Application Date</b>	23rd Oct 2019
<b>Expiry Date</b>	11th Jun 2019
<b>Status</b>	Your licence has expired and requires renewal.

Application Log

Ref. Number	Date of Submission	Application Type	Status	Options
133680	23rd Oct 2019	Original Application	Expired	

9.0 Complete your profile by providing missing data or updating information that may have changed, then click **next**

### Licence Application: Solar PV Contractor/ Vendor Class C1

Bio Data | Licence Class | Directors | Description of Premises | Licensed Staff | Work Experience | Areas of Operation | Financial Institutions | Referees | Documents

Payment | Submit Application

**Company Name**

**Email \***  **Telephone \***  **KRA PIN \***

**Postal Address**  **Postal Code**  **Town**

**Physical Address \***

**Registration Date**  **Business Permit No**  **VAT Number**

**Business Type**  **Business Registration No**  **Designation**

**Mobile Number \***  **Country**  **County \***

**Next >>**

10.0 Attach all the company documents requested, then click upload files.

Ensure that all the documents provided are valid and current.

### Licence Renewal: Solar PV Manufacturer/Importer (#)

Bio Data | Documents | Payment | Submit Application

**Documents (Ensure all your files have different names).  
For large file(s) compress using PDF COMPRESSOR**

**Current Document**

- 1) Valid Tax Compliance Certificate from Kenya Revenue Authority **(Mandatory)**  No file chosen
- 2) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors **(Mandatory)**  No file chosen
- 3) Technician Consent Letter **(Mandatory)**  No file chosen
- 4) CR12 from the Registrar of companies (Not older than one (1) year) for limited companies **(Mandatory)**  No file chosen
- 5) Work Permits Class "G" for foreign directors as per CR12  No file chosen
- 6) Title Deed or Valid Lease Agreement of the office **(Mandatory)**  No file chosen
- 7) Copy of Technician's Licence **(Mandatory)**  No file chosen
- 8) Single Business Permit to operate business from the respective County Government **(Mandatory)**  No file chosen

**Upload Files**

11.0 Proceed to pay renewal fee by choosing either **M-PESA** or **Bank deposit** payment option. Pay renewal fee as guided, then click **save payment**

## Update Payments

Select your payment option

M-PESA 

Bank Deposit 

### Mpesa Payment Methods

**NB:** There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

#### STK-Push Payment Mpesa Guidelines

- **Unlock your phone** and ensure it's on
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- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent to your phone, and it brings an error 'Operation cancelled 09', please use the other method.**
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

#### M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

12.0 Submit your renewal application for review.

13.0 You will receive a confirmation on the email you used to create the account indicating that the application has been submitted successfully.

# Registration of Electric Appliances under the Standards and Labelling (Household Refrigerators, Three Phase Cage Induction Motors, Non Ducted Air Conditioners, Self-Ballasted Lamps, Double Capped Fluorescent Lamps and Ballasts for Fluorescent Lamp)

To register the Electric Appliances, you are required to have the following documents in soft copy

## (1) Test Report and Test Certificates

The appliances are to be tested against the respective standards

SN	Appliance	Test Standard
a.	Household Refrigerating Appliances	KS IEC 62552-1: 2015, KS IEC 62552-2: 2015, KS IEC 62552-3: 2015, KS 2464 - 1/2 : 2020
b.	Non Ducted Air Conditioners	KS 2463: 2019
c.	Three Phase Cage Induction Motors	KS 2449 - 1/2 : 2013 or IEC-600034-2-1
c.	Self-Ballasted Lamps	KS 2446 - 1/2 : 2013
d.	Double Capped Fluorescent Lamps	KS 2448- 1 : 2013
e.	Ballasts for Fluorescent Lamp	KS 2447 - 1/2 : 2013

(2) Testing Laboratory Accreditation for the respective test

(3) Registration Fees (you can pay directly from your MPESA during application. You will need an invoice generated during application to pay through the bank)

SNO	Appliance	Registration fee per model
a.	Household Refrigerating Appliances	5,000
b.	Non Ducted Air Conditioners	10,000
c.	Three Phase Cage Induction Motors	10,000
d.	Self-Ballasted Lamps	3,000
e.	Double Capped Fluorescent Lamps	3,000
f.	Ballasts for Fluorescent Lamp	3,000

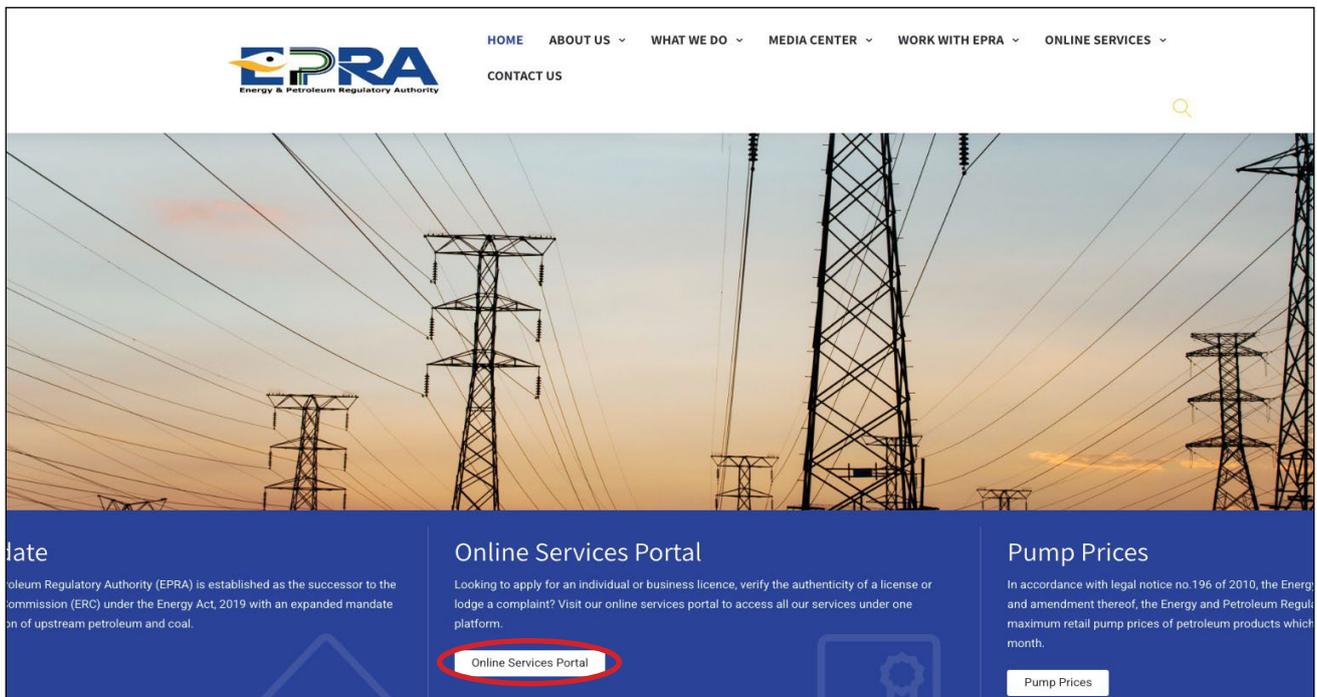
#### (4) Other Documents

- a. Certificate of incorporation/ business registration certificate
- b. Certified copy of VAT certificate/ PIN certificate
- c. Valid tax compliance certificate from the Kenya Revenue Authority
- d. Certified Copies of CR12 from the registrar of companies (Not older than 1 year) for limited companies
- e. Legible copies of identification documents i.e. IDs/Passports for all company directors.
- f. Work permits class “G” for foreign directors as per CR12. In the event that these directors neither live nor work in Kenya, a letter stating this and notarised in the country of residence should be provided. The template of the letter is provided in Annex I and should be notarised by a public notary in the country of residence
- g. Certified Copies of Valid Business permit from the relevant County Government
- h. Proof of occupancy of office premises (Title deed or Valid Lease Agreement)

#### 1.1 How to Apply for registration

1.2 Visit our website: [www.epra.go.ke](http://www.epra.go.ke)

1.3 Click on the online services portal



The screenshot shows the EPRA (Energy & Petroleum Regulatory Authority) website. The header includes the EPRA logo and navigation links: HOME, ABOUT US, WHAT WE DO, MEDIA CENTER, WORK WITH EPRA, ONLINE SERVICES, and CONTACT US. Below the header is a large image of power lines against a sunset sky. The main content area is divided into three columns. The first column is partially visible with the word 'ate' and text about EPRA's establishment. The second column is titled 'Online Services Portal' and contains a button labeled 'Online Services Portal' which is circled in red. The third column is titled 'Pump Prices' and contains text about legal notice no.196 of 2010 and a button labeled 'Pump Prices'.

Click on "Create Account" in case you do not have an account with us otherwise login to your profile and skip to step 1.6 for the next steps on how to submit your application.

## EPRA Licencing Portal

**Username \***

**Password \***

**Security Code**



Remember Me

[Create Account](#) [Reset Password](#)

1.4 Choose **create business account** option.

### Create Account

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

1.5 Fill in your business account details, then click **sign up**

# 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 \***



You will receive the message below

Dear 

Welcome to the Energy & Petroleum Regulatory Authority Licensing Portal.

Please click the link below to activate your account:

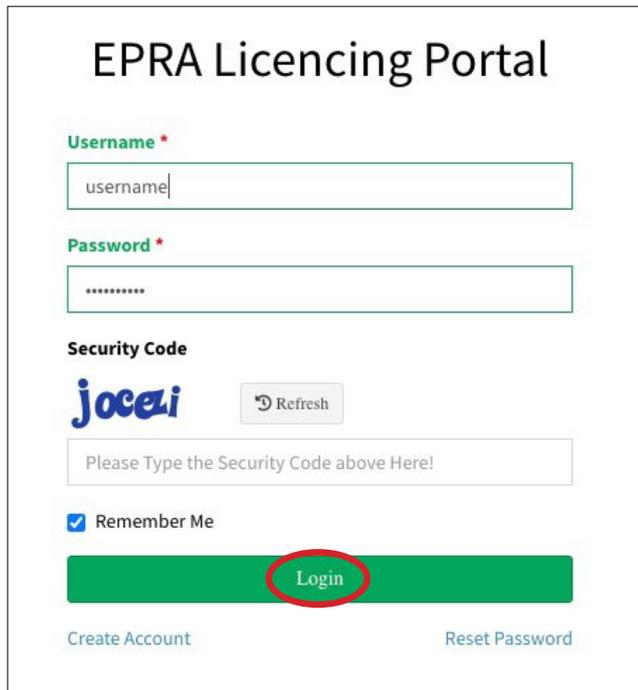
<https://portal.erc.go.ke:5597/site/activate-account?token=R2bRsen4EqmOWQpKj> 

If the link doesnt open, try copying and pasting it on the address bar on your browser

**Energy And Petroleum Regulatory Authority**  
P. O. Box 42681-00100, Nairobi  
Eagle Africa Centre, Longonot Road Upperhill

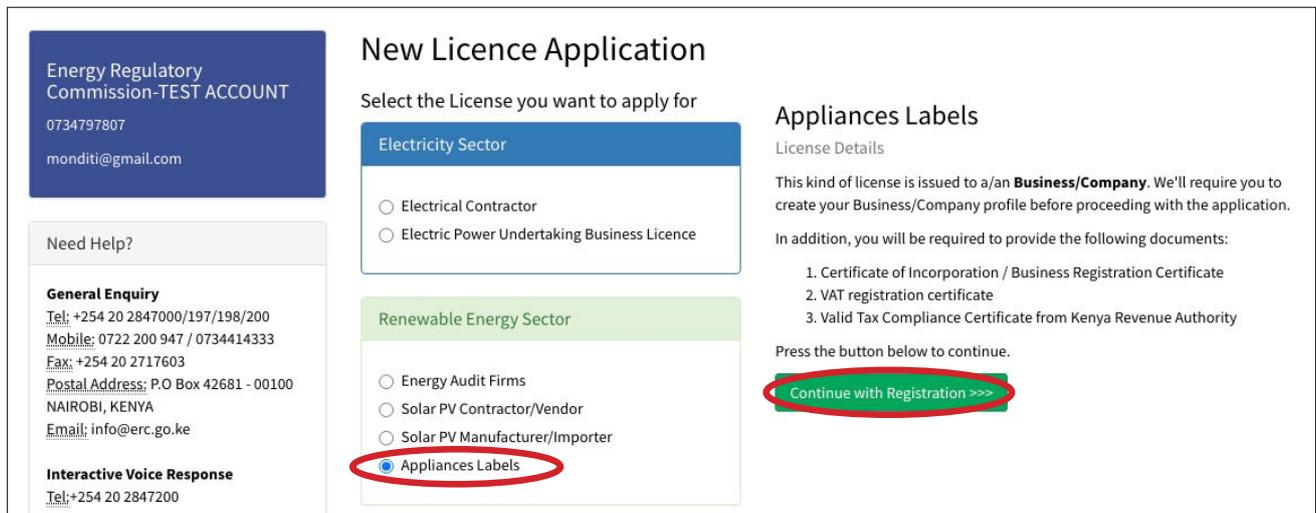
1.6 Activate your account by clicking on the link sent to the email entered in 1.4 above

1.7 Login to your created business account using your **username** and **password**



The image shows the EPRA Licencing Portal login page. It features a header with the title "EPRA Licencing Portal". Below the header are three input fields: "Username" with a red asterisk, "Password" with a red asterisk, and "Security Code". The "Security Code" field is accompanied by the JOCELI logo and a "Refresh" button. Below these fields is a checkbox labeled "Remember Me" which is checked. At the bottom of the form is a green "Login" button, which is circled in red. There are also links for "Create Account" and "Reset Password" at the bottom of the page.

1.8 Select "Appliance Labels" then click **Continue with Registration**



The image shows the "New Licence Application" page. On the left, there is a contact information box for the Energy Regulatory Commission-TEST ACCOUNT, including a phone number, email, and a "Need Help?" section with contact details for general enquiry and interactive voice response. The main content area is titled "New Licence Application" and asks the user to "Select the License you want to apply for". There are two main categories: "Electricity Sector" and "Renewable Energy Sector". Under "Electricity Sector", there are two radio button options: "Electrical Contractor" and "Electric Power Undertaking Business Licence". Under "Renewable Energy Sector", there are three radio button options: "Energy Audit Firms", "Solar PV Contractor/Vendor", and "Solar PV Manufacturer/Importer". The "Appliances Labels" option is selected and circled in red. On the right side, there is a section titled "Appliances Labels" with "License Details" and a list of required documents: 1. Certificate of Incorporation / Business Registration Certificate, 2. VAT registration certificate, and 3. Valid Tax Compliance Certificate from Kenya Revenue Authority. Below this list is a green "Continue with Registration >>>" button, which is circled in red.

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

**Note:** The fields with an \*asterisk are mandatory

### Licence Application: Appliances Labels

Bio Data Licence Class Directors **Appliance Details** Documents Payment Submit Application

**Company Name**

**Email \*** **Telephone \*** **KRA PIN \***

**Postal Address** **Postal Code** **Town**

**Physical Address \***

**Registration Date** **Business Permit No** **VAT Number**

**Business Type** **Business Registration No** **Designation**

**Mobile Number \*** **Country** **County \***

KENYA Nairobi

**Next >>**

1.10 Select the **type of electric appliance** you are applying, then click **next**

### Licence Application: Appliances Labels Non-ballasted lamps

Bio Data Licence Class **Directors** Appliance Details Documents Payment Submit Application

**Licence Class**

Non-Ducted Air Conditioners

<< Previous **Next >>**

1.11 Fill in the details of the company directors, then click next

### Licence Application: Appliances Labels Non-Ducted Air Conditioners

Bio Data Licence Class **Directors** Appliance Details Documents Payment Submit Application

**Directors** [+ Add Directors](#)

Director Name	Nationality	ID/Passport No.	Director/Partner Type	
XXXXX	XXXXX	XXXXX	Director	<a href="#">Edit</a>

<< Previous **Next >>**

## 1.12 Fill in the Appliance Details

### Add Appliances ✕

<p><b>Appliance Name</b></p> <input style="width: 95%;" type="text"/>	<p><b>Manufacturer</b></p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--SELECT--</div>
<p><b>Manufacturer's Model Number</b></p> <input style="width: 95%;" type="text"/>	<p><b>Importer's Brand</b></p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--SELECT--</div>
<p><b>Importer's Model Number</b></p> <input style="width: 95%;" type="text"/>	<p><b>Testing Laboratory</b></p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--SELECT--</div>
<p><b>Country of Origin</b></p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--SELECT--</div>	

**Attach Test Reports for this model**

1) Accreditation Certificate of Testing Lab	<input type="button" value="Choose File"/> AC.pdf	
2) Appliance Test Report	<input type="button" value="Choose File"/> AC.pdf	
3) Appliance Test Certificate	<input type="button" value="Choose File"/> AC.pdf	

## 1.13 Attach all the company documents listed, then click upload files

### Licence Application: Appliances Labels Non-Ducted Air Conditioners

[Bio Data](#) | [Licence Class](#) | [Directors](#) | [Appliance Details](#) | **Documents** | [Payment](#) | [Submit Application](#)

**Documents (Ensure all your files have different names).  
For large file(s) compress using PDF COMPRESSOR**

	Current Document	
1) Certificate of Incorporation / Business Registration Certificate <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<div style="border: 1px solid #ccc; padding: 2px; font-size: small;">petroleum/115128_Gux4o1582091569_2.pdf</div> <input style="background-color: #dc3545; color: white; font-size: x-small; padding: 2px 5px;" type="button" value="Delete"/>
2) VAT registration certificate <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<div style="border: 1px solid #ccc; padding: 2px; font-size: small;">petroleum/115128_cmyoL1582091570_4.pdf</div> <input style="background-color: #dc3545; color: white; font-size: x-small; padding: 2px 5px;" type="button" value="Delete"/>
3) Valid Tax Compliance Certificate from Kenya Revenue Authority <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	<div style="border: 1px solid #ccc; padding: 2px; font-size: small;">petroleum/115128_tkYwc1582091570_5.pdf</div> <input style="background-color: #dc3545; color: white; font-size: x-small; padding: 2px 5px;" type="button" value="Delete"/>
4) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	
5) 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) <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	
6) Business Permit from the County Government <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	
7) Work Permits Class "G" for foreign directors as per CR12	<input type="button" value="Choose Files"/> No file chosen	
8) Title Deed or Valid Lease Agreement of the office <b>(Mandatory)</b>	<input type="button" value="Choose Files"/> No file chosen	
9) Product Identity Document (PID)	<input type="button" value="Choose Files"/> No file chosen	

1.14 Proceed to pay application fee by choosing either **M-PESA** or **Bank deposit** payment option. Pay application fee as guided, then click **save payment**

## Update Payments

### Select your payment option

M-PESA

Bank Deposit

### Mpesa Payment Methods

**NB:** There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

#### STK-Push Payment Mpesa Guidelines

- Unlock your phone and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

254

Send Request to you phone

#### M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous

Save Payment

1.15 Enter **Payment Confirmation Code**, click **Check** and then **Submit** your application.

### Confirm Transaction Was Successful

Enter Confirmation Mpesa Code

e.g NEUMATEC20

Check

Okay

1.16 You will receive a confirmation on the email you used to create the account indicating that the application has been submitted successfully.

## Applicants with already registered models

1.17 Click on **License Management** and go to **My Licences** in the drop down Menu.

Home / New License Application

Energy Regulatory Commission-TEST ACCOUNT  
0734797807  
monditi@gmail.com

Need Help?

**General Enquiry**  
Tel: +254 20 2847000/197/198/200  
Mobile: 0722 200 947 / 0734414333  
Fax: +254 20 2717603  
Postal Address: P.O Box 42681 - 00100  
NAIROBI, KENYA  
Email: info@erc.go.ke

1.18 Click on **View Licence**

Home / My Licences

### My Licences

Licence Number	Licence Details	Status
	Appliances Labels Refrigerators Category Appliance Labels	License collected.

View Licence

1.19 Click on **Register More Appliances**

Home / My Licences / 113493

### My Licence

Download Licence Register More Appliances

<b>Sector</b>	Renewable Energy Sector
<b>Licence Details</b>	Appliances Labels Refrigerators Category Appliance Labels
<b>Licence Number</b>	
<b>Application Date</b>	19th Dec 2018
<b>Expiry Date</b>	01st Jan 1970
<b>Status</b>	License collected.

Application Log

Ref. Number	Date of Submission	Application Type	Status	Options
113493	19th Dec 2018	Original Application	Licence Collected	Download Invoice

About Us License Management Petrol Stations File Complaints Report Accident Report Corruption Surveys Energy Management Verify Licences ERCTESTBIZ

Home License Application

## Ammendment Request: Appliances Labels (#)

Appliance Details Documents Payment Submit Application

### Appliance Details

+ New

#	Appliance Name	Model	Origin	Edit Model	Documents for each model
---	----------------	-------	--------	------------	--------------------------

Next >>

1.20 Go to **+New**

1.21 Add appliance details as shown below and click on **Save & Upload reports**

### Add Appliances

Appliance Name

Manufacturer --SELECT--

Manufacturer's Model Number

Importer's Brand --SELECT--

Importer's Model Number

Testing Laboratory --SELECT--

Country of Origin --SELECT--

**Attach Test Reports for this model**

1)	Accreditation Certificate of Testing Lab	Choose File	AC.pdf
2)	Appliance Test Report	Choose File	AC.pdf
3)	Appliance Test Certificate	Choose File	AC.pdf

Save & Upload Reports

1.22 Go to **+New** if you have more than one model to register and fill in the details as guided in section 1.8. If not click **Next**

### Amendment Request: Appliances Labels (#)

Appliance Details
Documents
Payment
Submit Application

#### Appliance Details + New

#	Appliance Name	Model	Origin	Edit Model	Documents for each model
1	xxxxx	xxxxx	xxxxx	<a href="#">Edit Record</a> <span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block; width: 60px; margin: 2px auto;">Delete Record</span>	<div style="border-bottom: 1px solid #ccc; padding: 2px 5px;"> <a href="#">Accreditation Certificate of Testing Lab</a> <span style="float: right; color: #007bff; font-size: 0.8em;">✕</span> </div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;"> <a href="#">Appliance Test Report</a> <span style="float: right; color: #007bff; font-size: 0.8em;">✕</span> </div> <div style="padding: 2px 5px;"> <a href="#">Appliance Test Certificate</a> <span style="float: right; color: #007bff; font-size: 0.8em;">✕</span> </div>

Next >>

1.23 Upload the company documents as guided and click on **Upload Files**

### Amendment Request: Appliances Labels (#)

Appliance Details
Documents
Payment
Submit Application

**Documents (Ensure all your files have different names).  
For large file(s) compress using PDF COMPRESSOR**

	Current Document
1) Certificate of Incorporation / Business Registration Certificate <b>(Mandatory)</b>	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Choose Files</div> No file chosen <span style="float: right; color: #007bff; font-size: 0.8em;">petroleum/113493_VaGXW1560433982_2.pdf</span>
2) VAT registration certificate <b>(Mandatory)</b>	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Choose Files</div> No file chosen <span style="float: right; color: #007bff; font-size: 0.8em;">petroleum/113493_qatYg1560433982_4.pdf</span>
3) Valid Tax Compliance Certificate from Kenya Revenue Authority <b>(Mandatory)</b>	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Choose Files</div> No file chosen <span style="float: right; color: #007bff; font-size: 0.8em;">petroleum/113493__2QnH1560433982_5.pdf</span>
4) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors <b>(Mandatory)</b>	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Choose Files</div> No file chosen
5) 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) <b>(Mandatory)</b>	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Choose Files</div> No file chosen
6) Business Permit from the County Government <b>(Mandatory)</b>	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Choose Files</div> No file chosen
7) Work Permits Class "G" for foreign directors as per CR12	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Choose Files</div> No file chosen
8) Title Deed or Valid Lease Agreement of the office <b>(Mandatory)</b>	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Choose Files</div> No file chosen
9) Product Identity Document (PID)	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Choose Files</div> No file chosen

Upload Files

1.24 Proceed to pay application fee by choosing either **M-PESA** or **Bank deposit** payment option. Pay application fee as guided, then click **save payment**

## Update Payments

### Select your payment option

M-PESA

Bank Deposit

### Mpesa Payment Methods

**NB:** There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

#### STK-Push Payment Mpesa Guidelines

- Unlock your phone and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

254

Send Request to you phone

#### M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous

Save Payment

1.25 Enter **Payment Confirmation Code**, click **Check** and then **Submit** your application.

### Update Payments

M-PESA

Bank Deposit

### Confirm Transaction Was Successful

Enter Confirmation Mpesa Code

Check

Okay

Success. Request accepted for processing

**NB:** There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

#### STK-Push Payment Mpesa Guidelines

- Unlock your phone and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

254721127730

Send Request to you phone

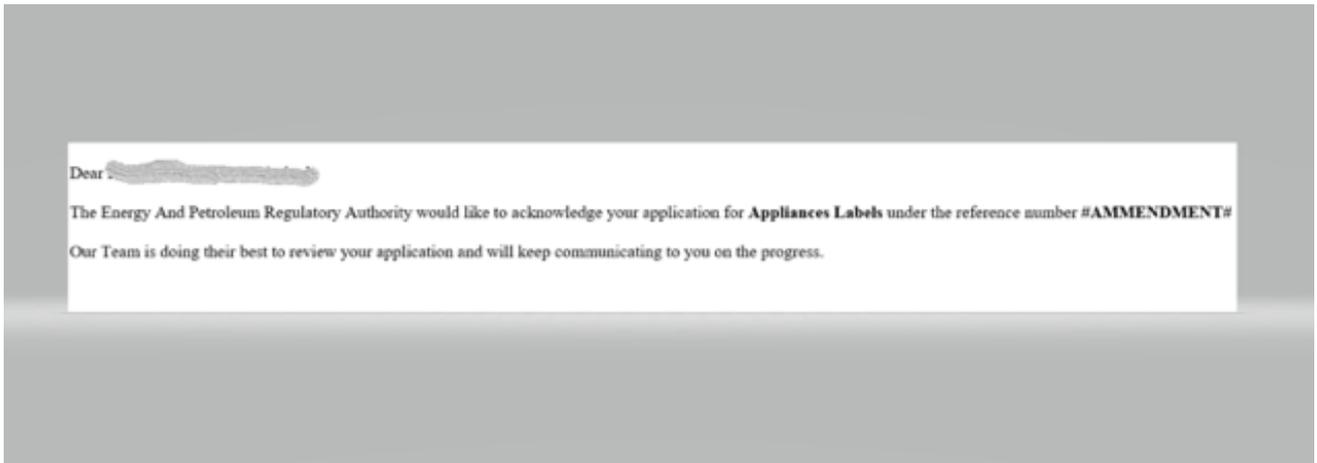
#### M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP115128** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous

Save Payment

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



Energy and Petroleum Regulatory Authority,  
Eagle Africa Center, Longonot Rd, Upperhill  
P.O Box 42681-00100 GPO, Nairobi – Kenya  
Tel: +254-20-2847000/200/2717675  
Cell: +254-722 200947/734414333  
Hotline: +254 709 336 000/708 444 000  
Fax: +254 20 2717603  
Email: [info@epra.go.ke](mailto:info@epra.go.ke)  
Website: [www.epra.go.ke](http://www.epra.go.ke)