



## Licence Application Guide Storage and Filling of LPG in cylinders

### New Licence Application Requirements

1. Certificate of Incorporation / Business Registration Certificate;
2. CR12 from the Registrar of companies (*should not be older than 1 year at the time of submission of the application. Further, if a Limited company appears as part of the shareholders, provide the company's CR12 plus all the Directors' IDs*);
3. Legible Copies of Identification Documents (*IDs/Passports for all the directors*);
4. Valid Work Permits Class "G" for all foreign directors working in Kenya (*Foreign directors not resident in Kenya should provide a notarized declaration. Further, any employee given Powers of Attorney by a foreign director should provide a copy of their identification document*);
5. A valid Tax Compliance Certificate for the applicant from the Kenya Revenue Authority;
6. A valid Single Business Permit for the premises of operation from the respective County Government;
7. Proof of ownership of the storage facility (*title deed or a registered lease in the name of applicant*);
8. Proof of ownership of at least 5,000 cylinders of either 0.5,1,3,6 or 13kg or a written authority for filling of a particular brand from a licensed LPG cylinder brand owner;
9. Proof of registration of the LPG cylinder brand by the body responsible for brand registration in Kenya;
10. A valid Environmental Impact Assessment licence from NEMA for the project;
11. A valid Fire Clearance Certificate for the facility from the respective County Government;
12. A letter from the Kenya Bureau of Standards as proof of conformity assessment of the facility against the applicable Kenya Standard;
13. Certificate of Compliance with the Physical Planning Act 2019 (*PPA5 or PPA2*);
14. A valid certificate of registration of the facility as a work place from the Directorate of Occupational Safety and Health Services;
15. A valid certificate of weighing scale calibration from the Department of Weights and Measures;



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16. A valid certificate of report on examination for each LPG storage tank at the facility (*from an inspector certified by the Directorate of Occupational Safety and Health Services*);
17. A valid calibration certificate for each LPG Storage tank at the facility;
18. Proof of access to a calibrated weighbridge by submitting a scan of either:
  - a) Proof of ownership of a calibrated weighbridge; or
  - b) Long term agreement (*minimum 5 years*) for use of a calibrated weighbridge.
19. A summary Emergency Response Plan from the applicant;
20. Proof of training of a minimum of four employees in the safe handling of LPG from a National Industrial Training Authority approved personnel; and
21. Proof of installation of an ATEX rated non-obscured Closed-Circuit Television (CCTV) camera at the LPG cylinder filling area accessible to EPRA via a web-based portal.

### **Licence application procedure:**

To apply, visit the Online Services Portal on the EPRA website and follow the following steps:

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

### **Licence renewal requirements**

1. CR12 from the Registrar of companies (*should not be older than 1 year at the time of submission of the application. Further, if a Limited company appears as part of the shareholders, provide the company's CR12 plus all the Directors' IDs*);
2. Legible Copies of Identification Documents (*IDs/Passports for all the directors*);



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3. Valid Work Permits Class “G” for all foreign directors working in Kenya (*Foreign directors not resident in Kenya should provide a notarized declaration. Further, any employee given Powers of Attorney by a foreign director should provide a copy of their identification document*);
4. A valid Tax Compliance Certificate for the applicant from the Kenya Revenue Authority;
5. A valid Single Business Permit for the premises of operation from the respective County Government;
6. Proof of ownership of the storage facility (*title deed or a registered lease in the name of applicant*);
7. Proof of ownership of at least 5,000 cylinders of either 0.5,1,3,6 or 13kg or a written authority for filling of a particular brand from a licensed LPG cylinder brand owner;
8. An acknowledgement from NEMA of having submitted an annual Environmental Audit report for the facility (*the acknowledgement should not be older than 1 year at the time of submission of the application*);
9. A valid Fire Clearance Certificate for the facility from the respective County Government;
10. A valid certificate of registration of the facility as a work place from the Directorate of Occupational Safety and Health Services;
11. A valid certificate of weighing scale calibration from the Department of Weights and Measures;
12. A valid certificate of report on examination for each LPG storage tank at the facility (*from an inspector certified by the Directorate of Occupational Safety and Health Services*);
13. A valid calibration certificate for each LPG Storage tank at the facility;
14. Proof of training of a minimum of four employees in the safe handling of Petroleum from a National Industrial Training Authority approved personnel;
15. A summary Emergency Response Plan from the applicant; and
16. Proof of access to a calibrated weighbridge by submitting a scan of either:
  - c) Proof of ownership of a calibrated weighbridge; or



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- d) Long term agreement (*minimum 5 years*) for use of a calibrated weighbridge.

#### **Licence processing period, duration and charges:**

1. Licence applications are evaluated within 30 calendar days from date of receipt.
2. No fees are charged for Petroleum Business Licences issued by EPRA.
3. To track the status of a licence applications, dial the short code \*363# or send a short message with the word 'license' and the 'application reference number' to 40850 or log into the online licensing portal [www.epra.go.ke/portal](http://www.epra.go.ke/portal).