



## **Licence Application Guide**

### **Storage and Wholesale of LPG in Cylinders**

#### **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 at least 5,000 cylinders of either 0.5,1,3,6 or 13kg or a written authority for distributorship of a particular brand from a licensed LPG cylinder brand owner;
8. Proof of registration of the LPG cylinder brand by the body responsible for brand registration in Kenya;
9. Proof of ownership or lease of a yard or warehouse as premises of operation;
10. A valid Fire Clearance Certificate for the premises from the respective County Government;
11. A valid certificate of registration of the premises as a work place from the Directorate of Occupational Safety and Health Services; and
12. A valid certificate of weighing scale calibration from the Department of Weights and Measures.

#### **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 Wholesale of LPG in Cylinders*;



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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*);
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 at least 5,000 cylinders of either 0.5,1,3,6 or 13kg or a written authority for distributorship of a particular brand from a licensed LPG cylinder brand owner;
7. Proof of registration of the LPG cylinder brand by the body responsible for brand registration in Kenya;
8. Proof of ownership or lease of a yard or warehouse as premises of operation;
9. A valid Fire Clearance Certificate for the premises from the respective County Government;
10. A valid certificate of registration of the premises as a work place from the Directorate of Occupational Safety and Health Services; and
11. A valid certificate of weighing scale calibration from the Department of Weights and Measures.



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### **Licence processing period, validity 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.