



**BIOFUEL GUIDELINES ISSUED BY THE ENERGY AND PETROLEUM  
REGULATORY AUTHORITY**

**AUGUST, 2022**

# GUIDELINES FOR REGULATION OF BIOFUELS

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## DEFINITION OF TERMS

In these Guidelines, unless the context otherwise requires, the following words shall have the meaning as defined:

**“Authority”** means The Energy and Petroleum Regulatory Authority as established under section 9 of the Energy Act No.1 of 2019.

**“B100”** means biodiesel to be used either as automotive fuel for diesel engines at 100% concentration or as an extender for automotive fuel for diesel engines.

**“Biofuels”** means solid, liquid or gaseous fuel, produced through biological, and/or chemical conversion of organic matter for industrial heating applications, cooking, transport and electricity generation. The biofuels include biomass, bioethanol, biodiesel and biogas.

**“Energy crop”** means a plant that is grown and harvested specifically for the production of energy. In other words, it is not a by-product of other processes like feed or food production.

**“Feedstock”** means the organic material suitable for anaerobic conversion such as energy crops, animal waste, human waste and aquatic waste..

**“Production”** means the conversion of organic matter into usable biofuels. This may include purification, denaturing and blending.

## **1 INTRODUCTION AND BACKGROUND**

There is growing interest in utilization of biofuels in Kenya as a means of providing access to clean fuels for cooking, transport, industrial heating and electricity generation. This seeks to address the problem of high financial and environmental costs associated with the use of fossil fuels and woody biomass. To optimize the adoption of these fuels, there is need for strategic interventions. Such interventions are envisaged in various policy documents, which include the Energy Act No. 1 of 2019, Sessional Paper No. 4 of 2004 and the Bioenergy Strategy (2020-2027).

The Energy and Petroleum Regulatory Authority (EPRA) undertakes technical and economic regulation of the renewable energy sub-sector. Biofuels fall under this category and it is therefore imperative for the Authority to develop guidelines that will assist in their promotion. The overall objective of these guidelines is to enhance the use of biofuels in Kenya; the specific objectives include:

- a) To provide approval requirements for biofuel business in Kenya;
- b) To enhance safe use of biofuels by promoting adoption of relevant Kenya Standards in the biofuel value chain; and
- c) To facilitate collection of energy data as provided for in Section 10 of the Energy Act, 2019.

This document provides a guideline for stakeholders in the production, transportation, storage, packaging, blending and sale of biodiesel, biogas and bioethanol.

## 2 SCOPE

These guidelines shall apply to production, transportation, importation, exportation, storage, packaging and sale of:

- bioethanol as a cooking fuel; and
- biogas and biodiesel for energy use.

The provisions of the Energy Act 2019, and the prevailing electricity licensing regulations shall guide the use of biofuels for electricity generation.

## 3 REQUIREMENTS FOR BIOGAS, BIODIESEL AND BIOETHANOL

### 3.1 BIOGAS

A person intending to install or construct a biogas plant that produce more than 12 m<sup>3</sup> per day or distribute or sell biogas shall meet the requirements provided in Table 1 and apply for an approval from the Authority using the form provided in Appendix 1.

*Table 1: Biogas Requirements*

<b>Nature of Business</b>	<b>Requirements</b>
Production	Feasibility study report
	Physical Planning Approval issued by the respective county government.
	Proof of proof of ownership of the proposed production site.
	A valid Environmental and Social Impact Assessment licence /approval from the National Environment Management Authority for the facility.
	A valid copy of certificate of registration of work place issued by Department of Occupational Safety and Health Services
	Approved Layout Drawings of the facility.
Distribution and Sale	Copy of a valid Calibration Certificate of the metering equipment
	Quality management plan for the biogas and equipment
	Template of a service contract between the applicant and the consumers

	An Emergency Response Plan
	Valid Fire Certificate issued by the County Government
	Copy of Applicant's customer complaint handling procedures
	Copy of certificate of compliance to the building code where applicable
Reporting Requirements	Successful applicants shall be required to provide the following information to the Authority on an annual basis; <ul style="list-style-type: none"> <li>i) Quantity of biogas delivered</li> <li>ii) Annual Biogas quality test reports</li> <li>iii) Complaints handling register</li> </ul>

### 3.1.1. Design and Construction.

- a. In determining the size of a bio-digester the designer shall take into account the available feedstock, the existing and any projected future biogas demand.
- b. The amount of biogas consumption for basic applications shall be as guided by KS 2566-1:2015.
- c. Site selection for domestic and commercial biogas plants shall be determined by the criteria specified in KS 2566-1:2015 and **KS 2951:2022** respectively.
- d. The materials used in the construction of biogas plants should withstand the chemical conditions of the feedstock and effluent, weather conditions, corrosion and the weight of the structures.
- e. The design of biogas plants shall consider cost optimization and safety consideration. The design considerations for domestic and commercial systems are specified in KS 2566-1:2015 and **KS 2951:2022** respectively.
- f. The project proponent shall undertake a risk assessment and an evaluation based on occupational health and technical aspects of the biogas project, as required by KS 2566-1:2015 and **KS 2951:2022**, prior to the construction of a biogas plant.
- g. A biogas plant supplier shall avail to the system owner documentation regarding:

- i) Overall description of the plant
  - ii) Applicable construction and technical drawings
  - iii) Operation manual for each component of the biogas plant
  - iv) Manual for whole plant operation including action for unplanned situations
  - v) Safety documents
  - vi) Operation guidelines
  - vii) Startup/normal operation/shut-down
- h. The sizing and layout of biogas plant components such as; inlet tank, piping, digester, gas chamber, outlet tank, fitting and accessories shall be as specified in KS 2566-1:2015, KS 2566-2:2015, KS 2566-3:2015 and **KS 2951:2022**.
- i. The design, construction and installation of biogas plants shall be undertaken by suitably qualified personnel as per the requirements provided in KS 2566-1:2015, KS 2566-2:2015, KS 2566-3:2015 and **KS 2951:2022**.
- j. At the end of the construction of domestic and commercial biogas plants, testing, commissioning, operation and maintenance shall be undertaken as per by KS 2566-1:2015 and KS 2951:2022 respectively.
- k. The biogas installer shall provide a workmanship guarantee of at least one (1) year and after sales services. The warranty for the biogas components shall be as per the manufacturers' specifications.

### **3.1.2. Reticulation**

- a. A biogas reticulation system shall conform to the provisions of the relevant Kenya Standards and be operated in accordance with these guidelines.
- b. The operator of a biogas reticulation system shall obtain, maintain and safeguard wayleaves or rights of way where the pipeline and incidental installation will be located.

- c. A design for a biogas reticulation system shall incorporate environmental, health and safety standards, and shall be certified by a Professional Mechanical Engineer.
- d. Each housing unit or consumer outlet shall have a separate and functional metering system approved by the Department of Weights and Measures.
- e. The unit of sale of biogas to consumers in a biogas reticulation system shall be in cubic metres.
- f. The biogas shall consist of at least 60% methane and at most 1% hydrogen sulphide by volume.
- g. The operator of a biogas reticulation system shall maintain an accidents and complaints register.
- h. A notification of an accident shall be submitted to the Authority within 48 hours of its occurrence. The respective investigation reports shall be submitted to the Authority within 14 days.
- i. The operator of a biogas reticulation system shall enter into a service contract with each biogas consumer. The service contract shall include the following details:-
  - (a) name, address and telephone number of the operator and the biogas consumer;
  - (b) rights and obligations of the parties;
  - (c) emergency response plan;
  - (d) billing period and the mode of payment;
  - (e) charge per cubic metre and the cost breakdown thereof; and
  - (f) dispute and complaints handling procedures.
- j. The operator of a biogas reticulation system shall maintain records of volume, in cubic metres, of all the biogas supplied.

### **3.1.3. Waste Management**

The management of waste and emissions from domestic and commercial biogas plants shall be carried out as specified in KS



2566-1:2015 and KS 2951:2022, respectively and as per NEMA requirements.

### 3.2 BIODIESEL

A person intending to produce, import, transport, store, export or sell biodiesel above 100 litres per month shall meet the requirements provided in Table 2 and apply for an approval from the Authority using the form provided in Appendix 2.

*Table 2: Biodiesel Requirements*

Nature of Business	Requirements
Production	Feasibility study report
	Physical Planning Approval issued by the respective county government
	Proof of proof of ownership of the proposed production sit
	A valid Environmental and Social Impact Assessment licence issued by the National Environment Management Authority for the facility
	Layout Drawings of the facility
	A letter from the Kenya Bureau of Standards as proof of conformity assessment of the product against the applicable Kenya Standard
Importation of B100 and Exportation of Biodiesel.	A letter from the Kenya Bureau of Standards as proof of conformity assessment of the product against the applicable Kenya Standard
	Proof of membership to Oil Spill Mutual Aid Group (OSMAG)
Transportation	A valid Motor Vehicle Inspection Certificate for each prime mover, trailer, tanker truck, and containerized truck where applicable

	The business owner shall be required to maintain a valid Motor Vehicle Inspection Certificate after the approval
	A copy of the Logbook for each prime mover and trailer (Attach a valid lease agreement/ proof of occupancy if vehicle not in the name of the applicant) where applicable
	A list of vehicles (plate number, make, model, type); paired prime movers and trailers where applicable
	A valid calibration certificate issued by the Department of Weights and Measures for the tank mounted on each trailer where applicable
	Proof of training of at least one (1) employee in the proper handling of flammable fuels from a National Industrial Training Authority approved institution
	An Emergency Response Plan
	Fire Clearance Certificate for the vehicle(s) issued by the respective County Fire Department
Storage	Fire Clearance Certificate for the facility issued by the respective County Fire Department
	A letter from the Kenya Bureau of Standards as proof of conformity assessment of the facility against the applicable Kenya Standard
	A valid copy of certificate of registration of work place issued by Department of Occupational Safety and Health Services
	A report by a Professional Mechanical Engineer on the designs and suitability of the material of the storage equipment, pipeline, metering system and dispensing equipment used
	Valid certificate(s) of calibration of the tank(s) and metering system issued by the Department of Weights and Measures
	An Emergency Response Plan
	Proof of training of at least one (1) employee in the safe handling of flammable fuels from a National Industrial Training Authority approved institution

	A valid Environmental Impact Assessment licence issued by the National Environment Management Authority for the facility
Sale	Fire Clearance Certificate for the facility from the respective County Fire Department
	A valid copy of certificate of registration of work place issued by the Department of Occupational Safety and Health Services
	A valid certificate of calibration for the storage tank(s) and metering equipment issued by the Department of Weights and Measures
	A pressure test report approved by the Department of Occupational Safety and Health Services for the biodiesel tanks and pipelines at the facility; (not older than 60 months)
	Proof of land ownership (copy of title deed/ proof of occupancy in the name of company/director(s))
	Physical Planning Approval issued by the respective county government
	Picture of the facility captioning the frontage, canopy, and pumps where applicable
	A valid certificate of calibration of the biodiesel dispensing units' meters from the Department of Weights and Measures
	A valid Environmental Impact Assessment licence from the National Environment Management Authority for the facility;

Reporting Requirements	<p>Successful applicants shall be required to provide the following information to the Authority on an annual basis;</p> <ol style="list-style-type: none"> <li>i. Quantities of biodiesel imported, exported and sold</li> <li>ii. List of biodiesel dispensing outlets where applicable</li> <li>iii. A letter from the Kenya Bureau of Standards as proof of conformity assessment of the product against the applicable Kenya Standard.</li> <li>iv. Details of product origin or destination</li> </ol>
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### **3.2.1. Packaging**

Except when transported in bulk, the biodiesel shall be packed in sound, clean, suitable container not affected by the biodiesel. The container shall be so closed that leakage and contamination of the biodiesel is prevented during normal handling and transport.

### **3.2.2. Blending requirements for biodiesel:**

Pure biodiesel to be blended into automotive gasoil fuel shall meet specifications provided in Kenya Standard KS 2227:2010.

The derivatives of the blended diesel shall have properties specified in the relevant Kenya Standards.

### **3.2.3. Branding and Labeling**

Pumps and dispensing equipment used for sale of biodiesel shall be clearly marked and labeled to distinguish them from pumps dispensing pure diesel.

For labeling purposes, the following information shall appear in prominent, legible and indelible marking:

- a. The manufacturers'/suppliers' name;
- b. Brand name of the product;
- c. A description of the product;
- d. Batch identification; and

e. Quantity of the contents

The aforementioned information shall be indicated on each drum. In the case of biodiesel filled in bulk storage tanks or bulk carriers, the information shall be indicated on the storage and consignment documents of each bulk carrier.

### 3.3 BIOETHANOL

A person intending to produce, import, transport, store, export or sell bioethanol for energy purposes shall meet the requirements provided in Table 3 and apply for an approval from the Authority using the form provided in Appendix 3.

*Table 3: Bioethanol Requirements*

<b>Nature of Business</b>	<b>Requirements</b>
Production	Feasibility study report
	Physical Planning Approval issued by the respective county government
	Proof of proof of ownership of the proposed production sit
	A valid Environmental and Social Impact Assessment licence issued by the National Environment Management Authority for the facility
	Approved Layout Drawings of the facility
	A letter from the Kenya Bureau of Standards as proof of conformity assessment of the product against the applicable Kenya Standard
Importation and Exportation of Bioethanol	A letter from the Kenya Bureau of Standards as proof of conformity assessment of the product against the applicable Kenya Standard
	Letter from the Kenya Revenue Authority on the authorized importation quotas

Transportation	A valid Motor Vehicle Inspection Certificate for each prime mover, trailer, tanker truck, and containerized truck where applicable. The business owner shall be required to maintain a valid Motor Vehicle Inspection Certificate after approval
	A copy of the Logbook for each prime mover and trailer (Attach a valid lease agreement if vehicle not in the name of the applicant) where applicable
	A list of vehicles (plate number, make, model, type); paired prime movers and trailers where applicable
	A valid calibration certificate issued by the Department of Weights and Measures for the tank mounted on each vehicle, where there is change of custody or sale upon transfer in/out of tank
	An Emergency Response Plan from the applicant
	Fire Clearance Certificate for the vehicle(s) issued by the respective County Fire Department
	Proof of training of at least one (1) employee in the proper handling of flammable fuels from a National Industrial Training Authority approved institution
Storage except for bottled denatured bioethanol	Fire Clearance Certificate for the facility from the respective County Fire Department
	A valid copy of certificate of registration of work place issued by Department of Occupational Safety and Health Services
	A report by a Professional Mechanical Engineer on the designs and suitability of the material of the storage equipment, pipeline, metering system and dispensing equipment used
	Valid certificate(s) of calibration of the tank(s) and metering system issued by the Department of Weights and Measures
	An Emergency Response Plan

	Proof of training of at least one (1) employee in the proper handling of flammable fuels from a National Industrial Training Authority approved institution
	A valid Environmental and Social Impact Assessment licence issued by the National Environment Management Authority for the facility
Sale except for bottled denatured bioethanol	Fire Clearance Certificate for the facility issued by the respective County Fire Department
	A valid copy of certificate of registration of work place issued by the Department of Occupational Safety and Health Services
	A valid certificate of calibration for the storage tank(s) and metering equipment issued by the Department of Weights and Measures
	Proof of land ownership (copy of title deed in the name of company/director(s))/ lease agreement where applicable
	Physical Planning Approval issued by the respective county government where applicable
	Picture of the facility captioning the frontage, canopy and dispenser, where applicable
	An Emergency Response Plan
	A valid certificate of calibration of the bioethanol dispensing units' meters from the Department of Weights and Measures
	A valid Environmental and Social Impact Assessment licence issued by the National Environment Management Authority for the facility where applicable

Reporting Requirements	<p>Successful applicants shall be required to provide the following information to the Authority on an annual basis;</p> <ol style="list-style-type: none"> <li>i. Quantities of bioethanol purchased and sold in the form of copies of Form EF2 as submitted to KRA based on the Excise Duty Act, 2015, Section 5(2).</li> <li>ii. )List of bioethanol dispensing outlets where applicable</li> <li>iii. A letter from the Kenya Bureau of Standards as proof of conformity of the bioethanol against the applicable Kenya Standard.</li> <li>iv. Details of product origin or destination</li> </ol>
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### 3.3.1. Safety Requirements

The supplier of bioethanol fuel and appliance shall provide end-user training, written instructions and warnings on; safe use, assembly, maintenance and operation, as applicable.

These instructions and warnings shall be in English and Kiswahili with sufficient pictograms for comprehension.

### 3.3.2. Packaging

Except when transported in bulk, the bioethanol shall be packed in sound, clean, high density polyethylene plastic canisters or containers or stainless steel. The canisters shall be so closed that leakage and contamination of the bioethanol is prevented during normal handling and transport. The canisters shall be fitted with a flame arrestor to reduce risk of ignition of the vapor inside container. The maximum individual packaging volume for sale to the end user should be 5 litres.

### 3.3.3. Appliances for cooking and heating

Ethanol fueled cooking appliances shall meet the requirements specified in KS 2759:2018.



### **3.3.4. Labeling**

#### **3.3.4.1. Bioethanol fuel**

Labeling of bottled denatured bioethanol fuel shall be in accordance with the requirements given in KS 2838:2019. The label shall include the following;

- a. Name of product
- b. Name and address of manufacturer
- c. Net contents
- d. Name(s) of denaturant
- e. Batch/lot number
- f. Minimum ethyl alcohol content
- g. Year of manufacture
- h. Country of origin
- i. The words "highly poisonous" and "highly flammable"

#### **3.3.4.2. Bioethanol Appliances**

Each bioethanol appliance i.e., cook stove with at least one burner shall contain the following information, legibly and indelibly marked, in an easily identifiable position;

- a. The name or trademark of the manufacturer and the country of origin;
- b. The manufacturer's model name and type number;
- c. The manufacturer's batch number;
- d. The words "USE ETHANOL GEL ONLY" or USE LIQUID ETHANOL ONLY" and;
- e. On and off marking.

The information shall either be imprinted directly on the appliance surface, on an acceptable nameplate or on a heat-resistant sticker attached to the surface.

## **4 REGISTER OF LICENCEES AND PROJECTS**

The Authority shall maintain and publish on its website a register of approved biofuel players and/or projects under these Guidelines.

## **5 TRANSITION**

A person engaged in biofuel business before publication of these guidelines shall be required to comply within one year of publication.

## **6 REVIEW**

These Guidelines shall be reviewed every three years from the date of publication or on need basis.

**APPENDIX 1: APPLICATION FOR APPROVAL OF A BIOGAS BUSINESS**

*(A separate application form must be completed in respect of each separate business establishment)*

The Director General  
Energy and Petroleum Regulatory Authority  
P.O. Box 42681, 00100 GPO  
**NAIROBI**

I/We

.....  
hereby apply for approval in accordance with the Energy Act, 2019 for;

- Production ( > 12m<sup>3</sup>)
- Transportation
- Distribution and Sale

of biogas.

*(Please tick (✓) as appropriate)*

I/ We commit to carry out the business in accordance with the Energy Act, 2019, applicable standards, guidelines and any rules and by-laws for the time being in force thereunder.

1. Name of Applicant .....
2. Details of applicant:
  - a) Income Tax Personal Identification Number: .....
  - b) Postal Address: .....
  - c) Email Address: .....
  - d) Telephone number(s): .....
  - e) LR/ Plot No.....Building Name.....
  - f) Street/: .....
  - g) Town/County: .....
3. Location of business premise(s)
  - a) .....
  - b) .....

c).....

*(Insert additional lines as appropriate)*

4. Give full details of proprietors or partners owning business or directors/shareholders of the company, as applicable.

Name	Nationality
.....	.....
.....	.....
.....	.....

*(Insert additional lines as appropriate)*

5. State if you are or any of your partners/directors is an un-discharged bankrupt. (If so, indicate the names).

a) .....

b) .....

c).....

*(Insert additional lines as appropriate)*

6. All applications shall be accompanied by certified copies of the following documents:

- a) Copy of Business Name Registration Certificate or Certificate of Incorporation and Memorandum and Articles of Association in case of a company (whichever is applicable);
- b) Form CR12 from the registrar of companies not older than 12 calendar months from the date of issue;
- c) Valid tax compliance certificate from the Kenya Revenue Authority;
- d) If Kenyan, a copy of Identify Card, or if non-Kenyan, a copy of current work permit together with copies of pages 1 and 5 of the passport;
- e) Certified copy of a valid Work Permit for foreign directors working in Kenya or notarized declaration of non-residence for foreign directors not residing in Kenya;
- f) Relevant entry permits(s) for non-citizens;
- g) Proof of occupancy of company's office;
- h) PIN and VAT certificates; and
- i) Any other document that may be required by the Authority from time to time

**DECLARATION**

I/We hereby, declare that the information I/we have provided in the application is true and accurate. I/We understand that it is an offence to give false information in an application for an approval.

Signature of Applicant ..... Date .....

Signature of Applicant ..... Date .....

Signature of Applicant ..... Date .....

**APPENDIX 2: APPLICATION FOR APPROVAL FOR A BIODIESEL BUSINESS**

*(A separate application form must be completed in respect of each separate business establishment)*

The Director General  
Energy and Petroleum Regulatory Authority  
P.O. Box 42681, 00100 GPO  
**NAIROBI**

I/We

.....  
hereby apply for approval in accordance with the Energy Act, 2019 for;

- Production
- Importation
- Exportation
- Storage
- Transport
- Sale

Of biodiesel.

*(Please tick (✓) as appropriate)*

I/ We commit to carry out the business in accordance with the Energy Act, 2019, applicable standards, guidelines and any rules and by-laws for the time being in force thereunder.

1. Name of applicant .....
2. Details of applicant:
  - a) Income Tax Personal Identification Number: .....
  - b) Postal Address: .....
  - c) Email Address: .....
  - d) Telephone number(s): .....
  - e) LR/ Plot No.....Building Name.....
  - f) Street/: .....
  - g) Town/County: .....

3. Location of business premise(s)

- a) .....
- b) .....
- c).....

*(Insert additional lines as appropriate)*

4. Give full details of proprietors or partners owning business or directors/shareholders of the company, as applicable.

Name	Nationality
.....	.....
.....	.....
.....	.....

*(Insert additional lines as appropriate)*

5. State if you are or any of your partners/directors is an un-discharged bankrupt. (If so, indicate the names).

- a) .....
- b) .....
- c).....

*(Insert additional lines as appropriate)*

6. All applications shall be accompanied by certified copies of the following documents:

- a) Copy of Business Name Registration Certificate or Certificate of Incorporation and Memorandum and Articles of Association in case of a company (whichever is applicable);
- b) Form CR12 from the registrar of companies not older than 12 calendar months from the date of issue;
- c) Valid tax compliance certificate from the Kenya Revenue Authority;
- d) If Kenyan, a copy of Identify Card, or if non-Kenyan, a copy of current work permit together with copies of pages 1 and 5 of the passport;
- e) Certified copy of a valid Work Permit for foreign directors working in Kenya or notarized declaration of non-residence for foreign directors not residing in Kenya;
- f) Relevant entry permits(s) for non-citizens;
- g) Proof of occupancy of Company's office;

- h) PIN and VAT certificates; and
- i) Any other document that may be required by the Authority from time to time

**DECLARATION**

I/We hereby, declare that the information I/we have provided in the application is true and accurate. I/We understand that it is an offence to give false information in an application for an approval.

Signature of Applicant ..... Date .....

Signature of Applicant ..... Date .....

Signature of Applicant ..... Date .....



**APPENDIX 3: APPLICATION FOR APPROVAL OF A BIOETHANOL BUSINESS**

*(A separate application form must be completed in respect of each separate business establishment)*

The Director General  
Energy and Petroleum Regulatory Authority  
P.O. Box 42681, 00100 GPO  
**NAIROBI**

I/We

.....  
hereby apply for an approval in accordance with the Energy Act, 2019 for;

- Production
- Importation
- Exportation
- Transportation
- Storage
- Sale

Of bioethanol.

*(Please tick (✓) as appropriate)*

I/ We commit to carry out the business in accordance with the Energy Act, 2019, applicable standards, guidelines and any rules and by-laws for the time being in force thereunder.

1. Name of applicant .....
2. Details of applicant:
  - a) Income Tax Personal Identification Number: .....
  - b) Postal Address: .....
  - c) Email Address: .....
  - d) Telephone number(s): .....
  - e) LR/ Plot No.....Building Name.....
  - f) Street/: .....

g) Town/County: .....

3. Location of business premise(s)

a) .....

b) .....

c).....

*(Insert additional lines as appropriate)*

4. Give full details of proprietors or partners owning business or directors/shareholders of the company, as applicable.

Name	Nationality
.....	.....
.....	.....
.....	.....

*(Insert additional lines as appropriate)*

5. State if you are or any of your partners/directors is an un-discharged bankrupt. (If so, indicate the names).

a) .....

b) .....

c).....

*(Insert additional lines as appropriate)*

6. All applications shall be accompanied by certified copies of the following documents:

- a) Copy of Business Name Registration Certificate or Certificate of Incorporation and Memorandum and Articles of Association in case of a company (whichever is applicable);
- b) Form CR12 from the registrar of companies not older than 12 calendar months from the date of issue;
- c) Valid tax compliance certificate from the Kenya Revenue Authority;
- d) If Kenyan, a copy of Identify Card, or if non-Kenyan, a copy of current work permit together with copies of pages 1 and 5 of the passport;
- e) Certified copy of a valid Work Permit for foreign directors working in Kenya or notarized declaration of non-residence for foreign directors not residing in Kenya;

- f) Relevant entry permits(s) for non-citizens;
- g) Proof of occupancy of Company's office;
- h) PIN and VAT certificates; and
- i) Any other document that may be required by the Authority from time to time

**DECLARATION**

I/We hereby, declare that the information I/we have provided in the application is true and accurate. I/We understand that it is an offence to give false information in an application for an approval.

Signature of Applicant .....	Date .....
Signature of Applicant .....	Date .....
Signature of Applicant .....	Date .....