



**a) Requirements for Licence for Retail of Petroleum Products (Except LPG):**

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" or "D" 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 retail facility (*title deed or a registered lease in the name of applicant*);
8. A valid Environmental Impact Assessment licence (*for new*) or acknowledgement letter (*for existing*) from NEMA for the facility;
9. A valid Fire Clearance Certificate for the facility from the respective County Government;
10. Certificate of Compliance with the Physical Planning Act 2019 (*PPA5 or PPA2*);
11. A valid certificate of registration of the facility as a work place from the Directorate of Occupational Safety and Health Services;
12. A valid calibration certificate for each petroleum storage tank at the facility;
13. A valid certificate of calibration of the petroleum dispensing units' meters from the Department of Weights and Measures;
14. A pressure test report for the petroleum tanks and pipelines at the facility;
15. A colour photo of the facility clearly showing the frontage and the forecourt; and
16. A summary Emergency Response Plan from the applicant.

**b) Online application procedure:**

To apply, visit the [Licensing 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 – *Retail of Petroleum Products (Except 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.

**c) Requirements for renewal:**

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” or “D” 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 retail facility (*title deed or a registered lease in the name of applicant*);
7. 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*);
8. A valid Fire Clearance Certificate for the facility from the respective County Government;
9. A valid certificate of registration of the facility as a work place from the Directorate of Occupational Safety and Health Services;
10. A valid calibration certificate for each petroleum storage tank at the facility;
11. A valid certificate of calibration of the petroleum dispensing units’ meters from the Department of Weights and Measures;
12. A pressure test report for the petroleum tanks and pipelines at the facility; and
13. A summary Emergency Response Plan from the applicant.

**d) Licence processing period, duration and charges:**

1. Applications for licences are evaluated within 30 calendar days from date of receipt.
2. The licence is valid for a period of one year from the date of issuance.
3. No fees are charged for Petroleum Business Licences issued by EPRA.