



a) Requirements for Licence for Import of Lubricants

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. Proof of registration of the Lubricant brand by the body responsible for brand registration in Kenya;
7. A valid Single Business Permit for the premises of operation from the respective County Government;
8. Written authority from the brand owner (if importing finished goods); and
9. A duly executed Environment Liability Policy in accordance with Section 79 of the Act.

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 – *Import of Lubricants*;
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) Requirement 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" 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. Proof of registration of the Lubricant brand by the body responsible for brand registration in Kenya;
6. A valid Single Business Permit for the premises of operation from the respective County Government;
7. Proof of compliance with Regulations on timely and accurate submission of statistics to the Authority;
8. A duly executed Environment Liability Policy in accordance with Section 79 of the Act; and
9. Written authority from the brand owner (if importing finished goods).

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.