



Licence Application Guide

Export and Wholesale of LPG in Bulk

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 presence in the Kenyan market by submitting a scan of either:
 - a) A valid licence for Import, Export and Wholesale of LPG; or
 - b) A supply agreement with a holder of a valid licence for Import, Export and Wholesale of LPG.

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 - *Export and Wholesale of LPG in Bulk*;
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.



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a) 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 presence in the Kenyan market by submitting a scan of either:
 - c) A valid licence for Import, Export and Wholesale of LPG; or
 - d) A supply agreement with a holder of a valid licence for Import, Export and Wholesale of LPG.

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 Road Tanker Driver Certificates 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.
4. Once approvals have been granted, licencees can download and print the license at their convenience.