



a) Requirements for Licence for Import, Export and Wholesale of Bitumen:

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; and
6. A valid Single Business Permit for the premises of operation from the respective County Government.

b) Online 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 - *Import, Export and Wholesale of Bitumen (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” 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; and
5. A valid Single Business Permit for the premises of operation from the respective County Government.

d) Licence processing period, duration and charges:

1. Applications for licences are evaluated within 30 calendar days from date of receipt.
2. No fees are charged for Petroleum Business Licences issued by EPRA.