



**a) Requirements for Licence for Retail of LPG via Smart Meter Technology:**

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 ownership of at least 5,000 cylinders of either 0.5,1,3,6 or 13kg or a written authority for distributorship of a particular brand from a licensed LPG cylinder brand owner;
8. A valid Fire Clearance Certificate for the premises from the respective County Government;
9. Type Approval Certificate for the smart meter from the Department of Weights and Measures;
10. A valid calibration certificate for the smart meter from the Department of Weights and Measures;
11. ATEX certification for the smart meter;
12. Certificate of conformity for the smart meter-valve assembly from the Kenya Bureau of Standards;
13. Customer service charter; and
14. Customer complaints handling procedure.

**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 – *Retail of LPG Via Smart Meter Technology*;
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. A valid Single Business Permit for the premises of operation from the respective County Government;
6. Proof of ownership of at least 5,000 cylinders of either 0.5,1,3,6 or 13kg or a written authority for distributorship of a particular brand from a licensed LPG cylinder brand owner;
7. A valid Fire Clearance Certificate for the premises from the respective County Government;
8. A valid calibration certificate for the smart meter from the Department of Weights and Measures;
9. Customer service charter; and
10. Customer complaints handling procedure.

**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.