



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" 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. Proof of land ownership (copy of title deed in the name of company/director(s)).
In the case of long term land lease, copy of duly registered lease agreement in the name of the Applicant company plus the title deed of the land owner
6. A valid Tax Compliance Certificate for the applicant from the Kenya Revenue Authority;
7. A valid Single Business Permit for the premises of operation from the respective County Government;
8. A valid Environmental Impact Assessment licence 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 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 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” 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. 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*);
7. A valid Fire Clearance Certificate for the facility from the respective County Government;
8. A valid certificate of registration of the facility as a work place from the Directorate of Occupational Safety and Health Services;
9. A valid calibration certificate for each petroleum storage tank at the facility;
10. A valid certificate of calibration of the petroleum dispensing units’ meters from the Department of Weights and Measures;
11. A pressure test report for the petroleum tanks and pipelines at the facility; and
12. 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. No fees are charged for Petroleum Business Licences issued by EPRA.