



a) Requirements for Licence for Transport of Petroleum Products (Except LPG) via Pipeline:

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. Certificate of Incorporation / Business Registration Certificate
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors
5. Single Business Permit to operate business from the respective County Government
6. Valid Work Permits Class "G" for all foreign directors working in Kenya (Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID)

Technical Requirements:

1. Mandatory certificates, reports and letters:
 - a. Mill Test certificates for the pipeline;
 - b. Holiday test report for the entire line;
 - c. Pressure test report for the line;
 - d. Report on the status of the cathodic protection system for the entire line;
 - e. Quality Control/Assurance report on the pipeline laying and back filling process.
 - f. Letter of conformity of the pipeline with applicable Standards from the Kenya Bureau of Standards (KEBS);
 - g. Letters of no objection from the National Environment Management Authority (NEMA) and the Directorate of Occupational Safety and Health Services (DOSHS).
 - h. Brief report on the Project implementation team clearly identifying the main contractor and sub-contractors.

2. Fire Clearance Certificate for from the Fire Chief Fire Officer of each County through which the pipeline traverses;
3. Environmental Impact Assessment (EIA) Licence (if New) or Environmental Audit acknowledgement letter from NEMA (if existing);
4. A clearly defined Environmental Liability Policy;
5. A pipeline layout drawing indicating the route of the pipeline and in particular identifying significant topographical, environmental features and ecologically sensitive areas such as water bodies, forests, national parks and densely populated areas;
6. Full disclosure on the ownership of the way-leaves, right-of-way and/ or easements along the pipeline route;
7. Proof of financial viability of the company shown by:
 - a. Prior Financial Year Audited accounts
 - b. Disclosure and status of any contingent liability (including information on any public or private interest known to the applicant that would be affected by the grant of the licence or the making of the alteration or modification)
8. List of key staff indicating a statement of the technical qualifications and experience of each, namely:
 - a. Operations and Maintenance Manager;
 - b. Manager in charge of corrosion;
 - c. Professional Engineer in charge of engineering key projects;
 - d. Manager in charge of environment, health and safety; and
 - e. Manager in charge of security.
9. A brief description of the operations to be carried out including:
 - a. Products to be transported
 - b. Maximum Allowable Operating Pressure
10. In case of a common-user/ open access pipeline, copy of the latest Transport Agreement or similar contracts with third parties;
11. Number and location of each Pump Station or any other infrastructure along the pipeline;
12. Commitment to furnish the Authority with bi-annual reports on:
 - a. Volume and grade of petroleum products transported;
 - b. Analysis of pipeline system shutdown indicating: Total number of downtime hours and root causes;
 - c. Number of reportable incidents and accidents and the corrective actions taken; and

d. List of and status of availability of emergency response equipment.

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 – *Transport of Petroleum Products (Except LPG) Via Pipeline*;
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.