



## **ERC Electrician and Electrical Contractor Licence Online Application Guideline**

Requirements before commencing application

### **Electricians**

Scanned copies of your: certificates, National ID/Passport and bank payment slip

### **Contractors**

Scanned copies of: business registration certificate, PIN Certificate, bank payment slip, Local authority business permit, electrician licence, lease agreement/title deed and a copy of list of tools.

**Application Fees Class:** C-2: 250/=                      C-1: 500/=                      B: 750/=                      A-1 & A-2: 1000/=

**Bank:** Kenya Commercial Bank

**Account Name:** Energy Regulatory Commission

**Account Number:** 1107180198

**Branch:** Moi Avenue

### **Application Guideline:**

1. Open ERC Website [www.erc.go.ke](http://www.erc.go.ke)
2. Click on the tab "online services"
3. Click "access our online portal"
4. For new users click on the "register" tab. For existing users login using your user name and password
5. Click "apply for a new licence"
6. For electricians select "individual" for contractors select "business/company"
7. Select the class of licence you wish to apply for.
8. Select the tab that corresponds to your academic qualifications
9. Enter your personal details and press save. Ensure that you enter your correct email address. Create a unique username and password.
10. Open your email, you will find a message from ERC. Open our portal through the link given in your inbox and fill in the rest of the details.
11. Fill in your work experience, academic qualifications, knowledge of rules, and other ERC licences that you may be having.
12. Choose "Nairobi" as the examination centre.
13. Enter the details of your referees and press enter
14. Upload your scanned documents in their respective places and press next
15. Enter the transaction number indicated in the payment slip. The payment date is the date you deposited money to the bank.
16. Submit your application and print the application notification

**N/B:** In case you encounter any difficulties in the application process call us on **0722-200947**