



## **REQUIREMENTS-Import for Export (Transit) of Petroleum Products (Except LPG)**

1. Scanned original copy of certificate of incorporation/business registration certificate
2. Scanned original copy of CR 12 from registrar of companies (not more than three months old) for Limited Companies;
3. Scanned original copies of Identification documents (IDs or Passports) for all the directors;
4. Scanned original copy of a valid lease agreement for the premises from which your business will operate;
5. Scanned original copy of valid tax compliance certificate from KRA; and
6. Scanned original copy of PIN/VAT Certificate.
7. Scanned original copy of Work permit/Entry Permit Class "H" for foreign directors
8. Proof of signing the Open Tender System agreement
9. Proof of a signed Transport and Storage Agreement with Kenya Pipeline Company
10. Proof of application for membership to a National Oil Spill Contingency Group

## **Petroleum Business License Online Application procedure**

Kindly note that Petroleum Business Licenses (Except LPG) are applied online through the ERC Portal which is accessed through the ERC Website's Online Services ([www.erc.go.ke](http://www.erc.go.ke)) or going through <https://portal.erc.go.ke:8443/#> and following the procedure below:

1. Click "Register"
2. Click "Apply for a new License"
3. Select application details
4. Read and accept the license conditions provided
5. Fill the Online details provided and click "Save"
6. Log in to the account email you provided in (5) above and open an Automatically Generated email from Our System and click the provided link to activate the profile
7. Log in to the portal using your provided username and password in (5) above
8. Fill the provided sections
9. Attach the required documents as per below provided table for each category of license (i.e. LPG and Except LPG)
10. Submit your application.

## **Licence processing period, duration and charges:**

Licensing is done through the Petroleum Licensing Committee of the ERC in accordance to the requirements of the Energy Act 2006 and applications for licences are evaluated within 30 days from date of receipt of such applications. A licence issued under the Energy Act 2006 is valid for one calendar year and all Petroleum Licences issued by ERC are free of charge.