



## **REQUIREMENTS- Renewal of Export and Wholesale of Petroleum Products (Except LPG)**

1. Scanned original copy of CR 12 from registrar of companies (not more than three months old) for Limited Companies;
2. Scanned original copy of valid tax compliance certificate from KRA;
3. At least four copies of sales invoices
4. At least four copies of purchases invoices.

### **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. Log in to the portal using your provided username and password
2. Click License Renewal
3. Go to "My Licenses"
4. Got to "ERC Licenses/Permits"
5. Click "Renew" alongside the expired license
6. Attach the required documents as per below provided table for each category of license (i.e. LPG and Except LPG)
7. 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.