

PUBLIC NOTICE

NOTICE TO ALL LICENSEES, TRADERS, IMPORTERS, EXPORTERS, TRANSPORTERS AND THE GENERAL PUBLIC ON THE PROPOSED ROLLOUT OF THE NATIONAL ELECTRONIC SINGLE WINDOW SYSTEM FOR CLEARANCE OF COAL, PETROLEUM AND LPG CONSIGNMENTS

The Energy and Petroleum Regulatory Authority (the Authority) is established under Section 9 of the Energy Act, Cap 314 with the responsibility for economic and technical regulation of electric power, renewable energy, petroleum and coal subsectors in Kenya.

The Kenya Trade Network Agency (KenTrade) is a State Corporation under The National Treasury established under the National Electronic Single Window System Act (Cap.485D) with the mandate to establish and manage the Kenya National Electronic Single Window System (NESWS) and facilitate trade.

The Authority, in collaboration with KenTrade, has begun the onboarding of EPRA services onto the NESWS also known as the Trade Facilitation Platform (TFP) as part of ongoing efforts to enhance efficiency, transparency and compliance with the regulation of the Petroleum, Coal and Liquefied Petroleum Gas (LPG) subsectors.

The Authority is proposing to introduce the NESWS for the online clearance and processing of Coal, Petroleum and LPG consignments at border points across the country. The proposed process will be implemented in phases, with Phase 1 covering Petroleum and LPG consignments. Prior to the rollout, the Authority intends to undertake stakeholder sensitization forums in the regions to inform licensees, traders, importers, exporters, transporters and other stakeholders about the proposed online clearance process, including the applicable procedures, requirements and role of the stakeholders.

The forums will provide an opportunity for stakeholders to raise questions, provide comments and give their views on the proposed process. The mandatory use and effective date will be communicated by the Authority after completion of the stakeholder sensitizations and preparatory activities.

REQUIREMENTS OF THE PROPOSED ONLINE CLEARANCE PROCESS

The proposed online clearance process shall include the following requirements;

1. All importers, exporters, transporters and other stakeholders handling Coal, Petroleum and LPG consignments will be required to process clearance documentation through NESWS.
2. Licensed transporters will be required to submit journey plans electronically through the NESWS.
3. EPRA officers will verify the validity of licenses issued to importers, exporters, transporters and drivers, through the integrated platform in accordance with the Petroleum Act, Cap 308 and its subsidiary legislations.
4. Stakeholders are advised to ensure that all applicable licenses and related compliance documentation are valid and up to date in preparation for the proposed rollout and subsequent submission through the platform.

STAKEHOLDER SENSITIZATION AND PUBLIC PARTICIPATION FORUMS

The Authority plans to undertake stakeholder sensitization and public participation forums in the regions prior to the proposed rollout onto the National Electronic Single Window System. The forums are intended to inform stakeholders on the proposed online clearance process, including the procedures, requirements and operational aspects of the TFP and provide an opportunity for stakeholders to seek clarification and submit their views, comments and recommendations.

Pursuant to the provisions of the **Statutory Instruments Act, No. 23 of 2013**, the Authority will conduct public participation and stakeholder sensitization forums in the regions and on the dates indicated hereunder.

Members of the public and stakeholders are invited to participate in the forums indicated below:

BLOCK	CLUSTERED COUNTIES	VENUE	DATE
North Eastern Region and Central Region block	Wajir, Mandera, Isiolo, Samburu Meru, Tharaka-Nithi, Nyeri, Laikipia, Murang'a, Kirinyaga, Embu, Garissa, Marsabit.	Meru National Polytechnic	2 nd November 2026
Nairobi and Eastern Region	Nairobi, Kiambu, Machakos, Kajiado, Kitui, Makueni.	Hilton Building, Nairobi CBD	4 th November 2026
Coast Region (Jumuiya ya Kaunti za Pwani)	Lamu, Kilifi, Kwale, Tana River, Taita Taveta and Mombasa	Sarova whitesands, Mombasa	6 th November 2026
Lake and Western Region	Bungoma, Busia, Homa Bay, Kakamega, Kisii, Migori, Nyamira, Siaya, Vihiga, Kisumu.	Sarova Imperial Hotel, Kisumu CBD	9 th November 2026
North Rift Region	Uasin Gishu, Trans Nzoia, Nandi, Elgeyo-Marakwet, Turkana, West Pokot.	Eldoret National Polytechnic, Eldoret	11 th November 2026
South Rift Region	Nakuru, Bomet, , Narok, Kericho, Nyandarua, Baringo.	Sarova Woodlands Hotel, Nakuru	13 th November 2026

Comments, views and memoranda on the proposed implementation of the National Electronic Single Window System may also be submitted through e-mail via info@epra.go.ke. Additionally, written comments and memoranda may be physically delivered to the Authority's headquarters in Nairobi or the regional offices listed below.

REGIONS	PHYSICAL ADDRESS
Nairobi Office	1 st Floor, Eagle Africa Centre, Longonot Road, Upper Hill
Coast Region Office – Mombasa	3 rd Floor, Kilindini Plaza Building, Moi Avenue
Nyanza & Western Region – Kisumu	2 nd Floor, Lake Basin Mall
North Rift Region – Eldoret	7 th Floor, Eldoret Daima Towers
South Rift Region – Nakuru	3 rd Floor, Jeniffer Riria Hub
Central Region – Nyeri	4 th Floor, KDS Centre, Kimathi Way
North Rift Region – Lodwar	Former WFP Office, Along Lodwar Airport Road
North Eastern Region – Isiolo	2 nd Floor, Barsalinga Towers

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