



ELECTRICITY AND RENEWABLE ENERGY LICENSING APPLICATION USER MANUAL

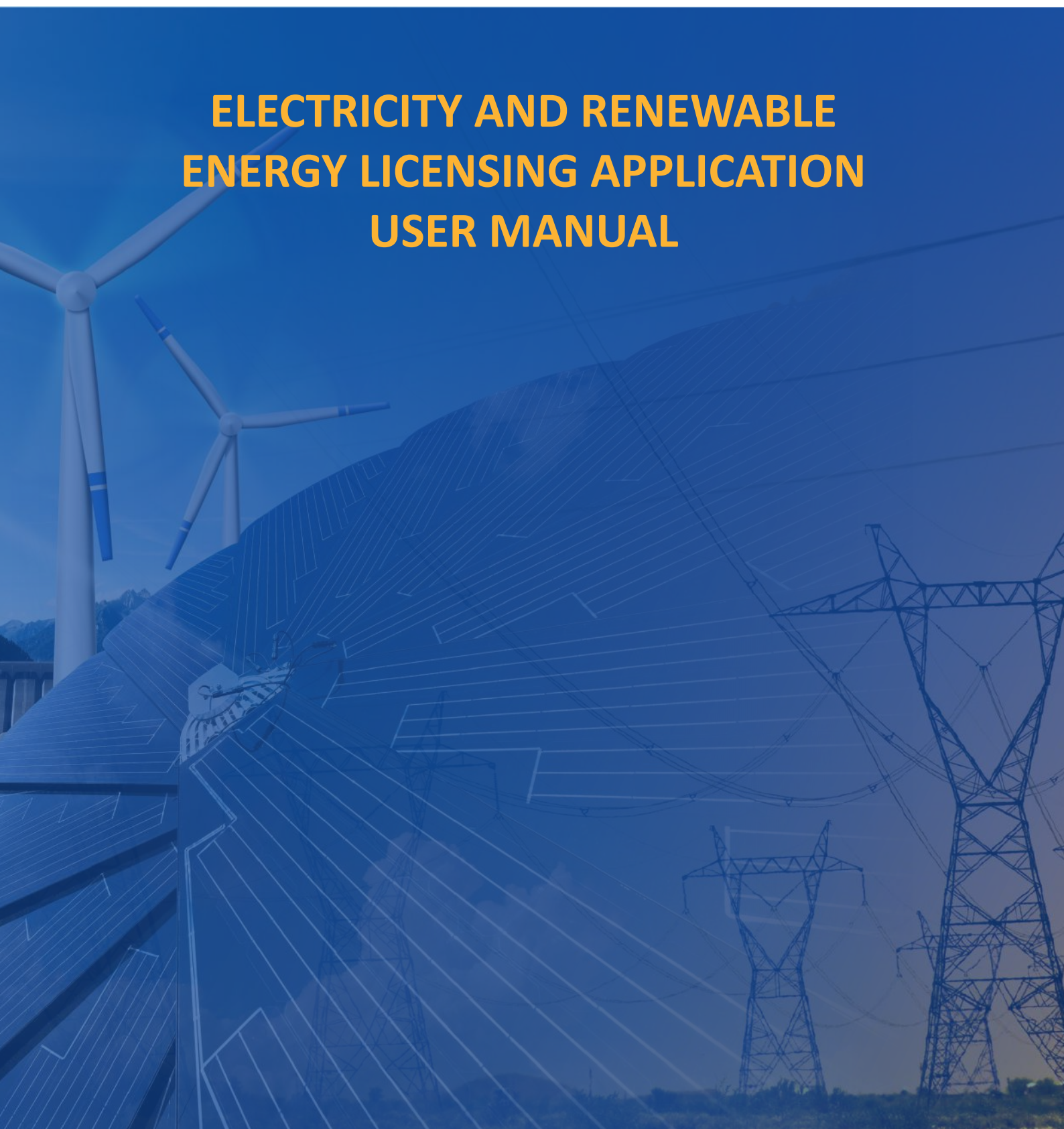


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LICENSE APPLICATION GUIDE FOR NEW ELECTRICAL WORKER

In the application of a new electrical worker licence, you will be required to have scanned copies of your academic documents, National ID and pay the applicable licensing fees.

EPRA REQUIREMENT FOR LICENSING AS ELECTRICAL WORKER				
No.	Minimum Academic qualification	Minimum technical qualifications	Starting Licence	Highest licence Achievable
1.	KCPE	Electrician Wireman Grade II and other equivalent certificates	C2	C2
2.	KCSE	Electrician Wireman Grade II and other equivalent certificates	C2	C1
3.	KCSE	Electrician Wireman Grade I and other equivalent certificates	C2	B
4.	KCSE	Electrical Technician part II,III, Final Craft Certificate , Diploma in Electrical Engineering and other equivalent certificates	C2	A1
5.	KCSE	Higher National Diploma, BSC in Electrical Engineering and other equivalent certificates	C1	A1
6.	KCSE	Higher National Diploma in Electrical Engineering and registered as Technician Engineer by the Engineers Board of Kenya (EBK).	B	A1
7.	KCSE	BSC in Electrical Engineering and Registered as Electrical Engineer by ERB	A1	A1
8.	KCSE	Minimum qualification, Electrician Wireman Grade II and other equivalent certificate	A2	A2

APPLICATION FEE:

The following payments are applicable for each license application:

- Class A1: KES. 1000.00
- Class A2: KES. 1000.00
- Class B: KES. 750.00
- Class C1: KES. 500.00
- Class C2: KES. 250.00

1. How to Apply for Electrical Worker Licence?

1.1 Visit our website: www.epra.go.ke

1.2 Click on the online services portal (see Figure 1).

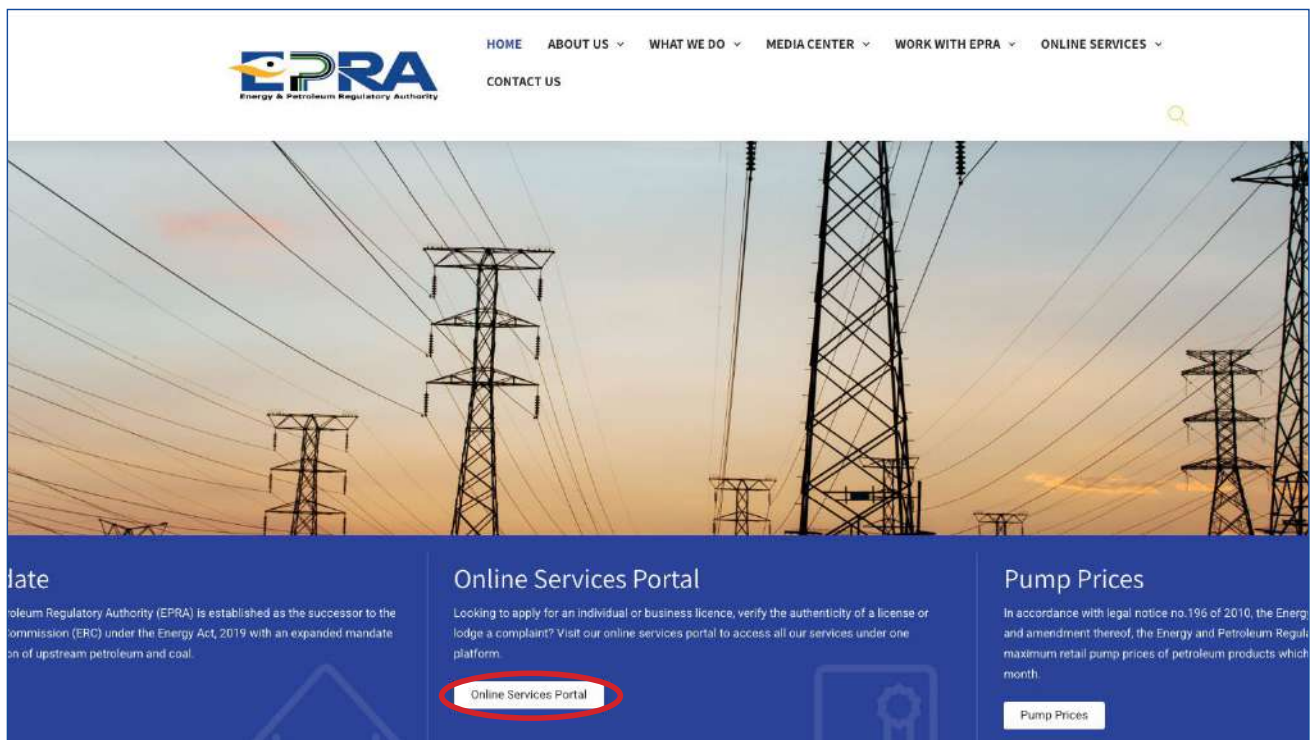


Figure 1: Online services tab/link

A) FOR NEW APPLICANTS

1.3 Click on create account to create new account (see Figure 2).

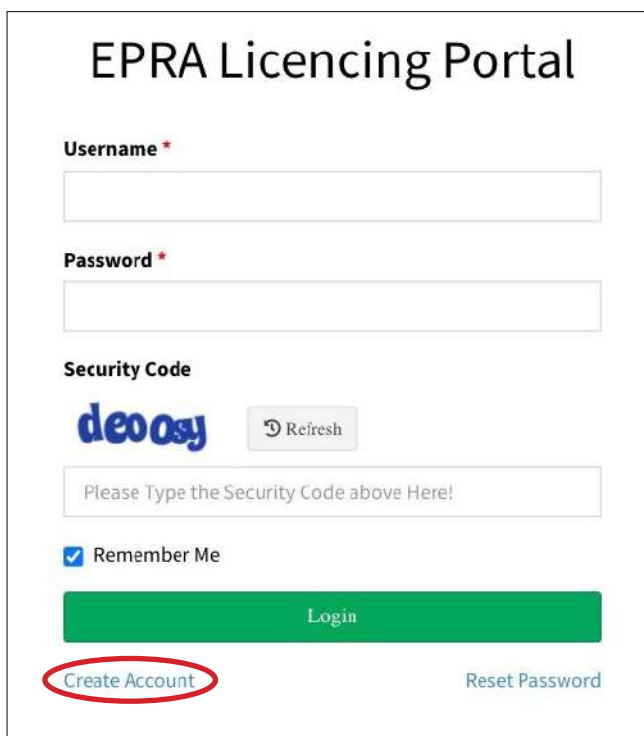
The image shows the EPRA Licencing Portal login and registration form. The form has a title 'EPRA Licencing Portal' and fields for 'Username *', 'Password *', and 'Security Code'. There is a 'Remember Me' checkbox and a 'Login' button. A 'Create Account' link is circled in red. There is also a 'Reset Password' link.

Figure 2: Creating new account

1.4 Choose create personal account icon/tab (see Figure 3).

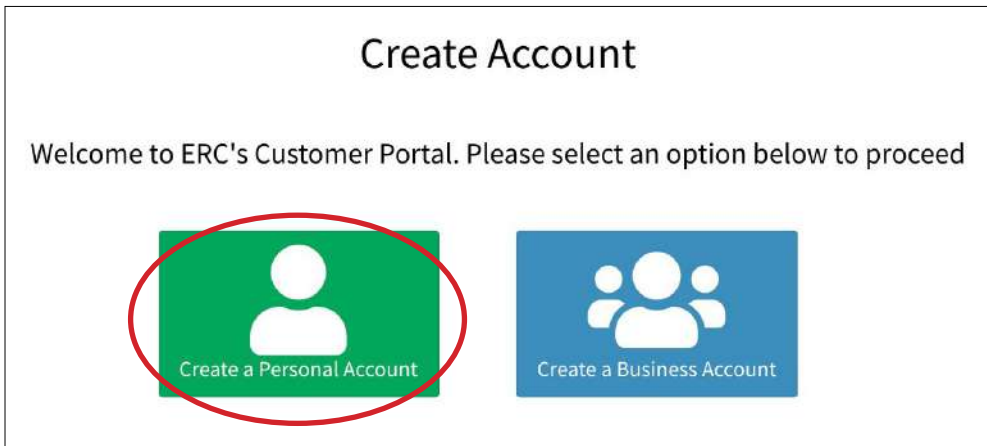
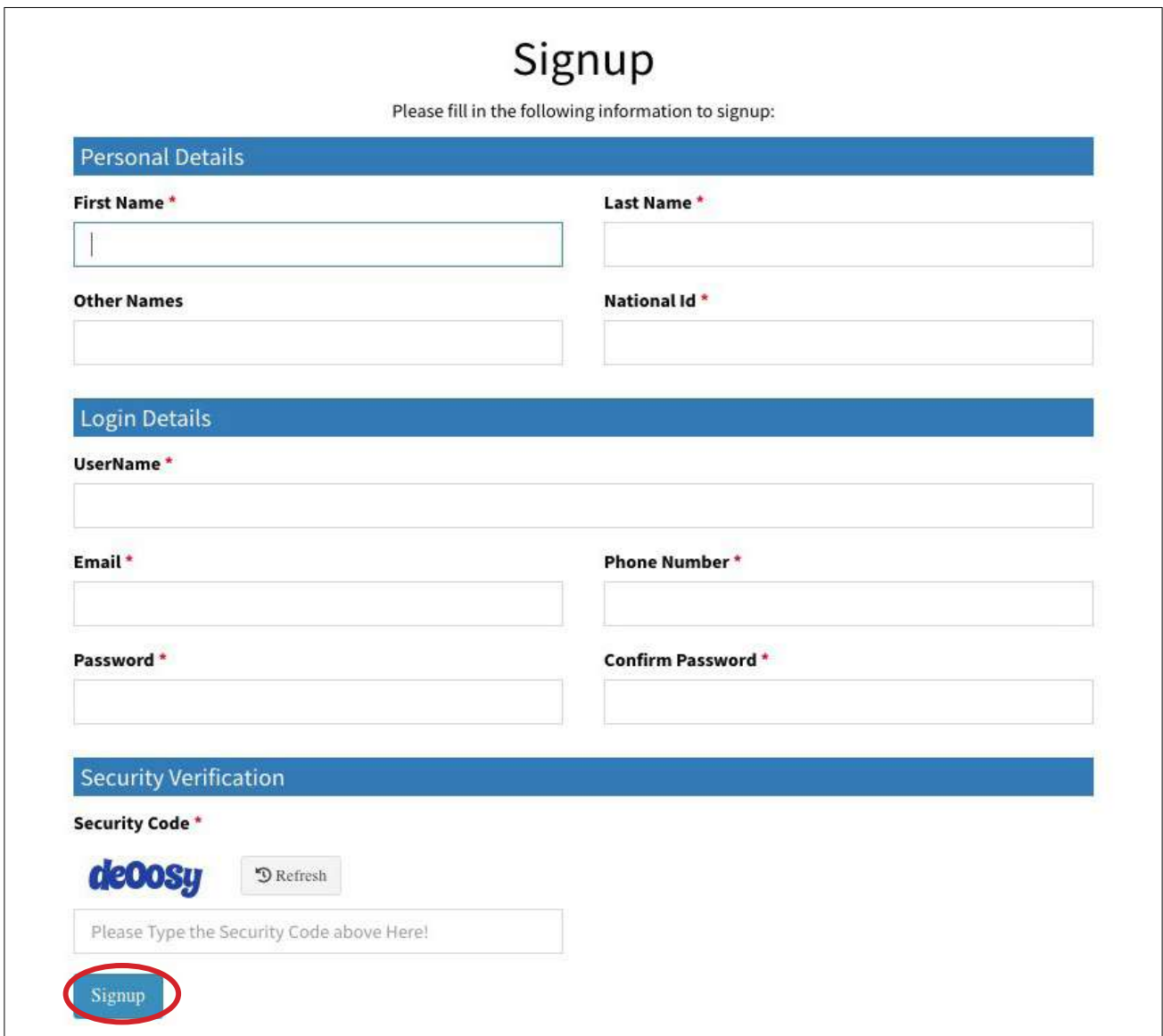


Figure 3: Creating a Personal Account

1.5 Fill in your individual details, then click sign up (see Figure 4).



Signup

Please fill in the following information to signup:

Personal Details

First Name *

Last Name *

Other Names

National Id *

Login Details

UserName *

Email *

Phone Number *

Password *

Confirm Password *

Security Verification

Security Code *




Figure 4: Signing up individual account

1.6 Once you sign up, you will receive the message below in your email registered in the system (see Figure 5).

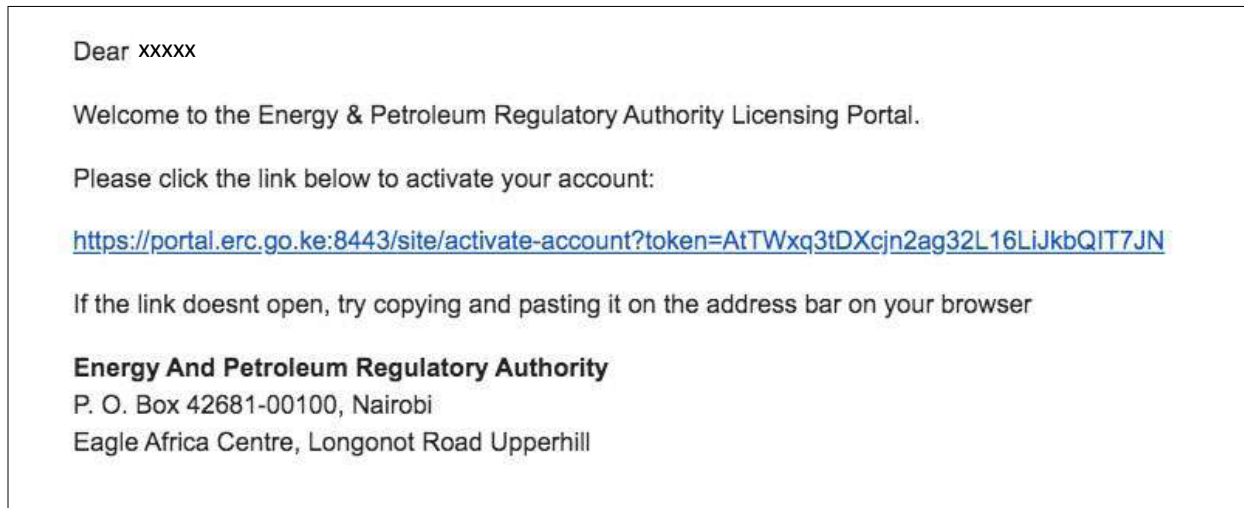


Figure 5: Account activation link/email

1.7 Click on the link sent to your email to activate your created account.

1.8 Login to your individual account created in step 1.5 using your username and password (see Figure 6).

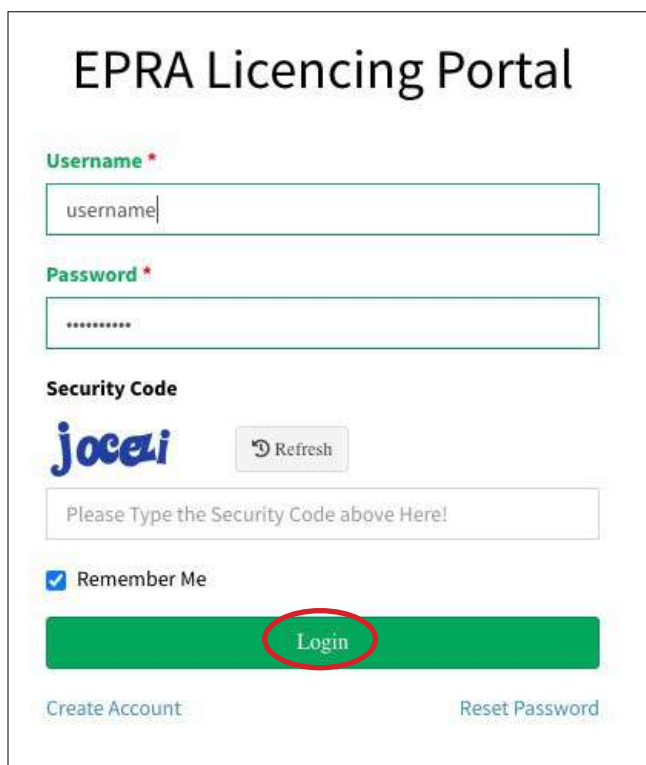
The image shows the login form for the EPRA Licencing Portal. The title is 'EPRA Licencing Portal'. There are three input fields: 'Username *' with the text 'username|', 'Password *' with masked characters '*****', and 'Security Code' with the 'joceli' logo and a 'Refresh' button. Below the security code field is a text box with the placeholder 'Please Type the Security Code above Here!'. There is a checked 'Remember Me' checkbox. A prominent green 'Login' button is circled in red. At the bottom, there are links for 'Create Account' and 'Reset Password'.

Figure 6: Login form

1.9 Select the Electrician license type then click continue with registration (see Figure 7).

New Licence Application

Select the License you want to apply for

Electricity Sector

- Electrician

Renewable Energy Sector

- Energy Auditors
- Solar PV Technician

Petroleum Sector

- Driver Certification

Electrician

License Details

This kind of license is issued to a/an **Individual**. We'll require you to create your Individual profile before proceeding with the application.

In addition, you will be required to provide the following documents:

1. National Identification
2. Copies of Original Certificate
3. Professional Registration Certificate if any

Press the button below to continue.

Continue with Registration >>>

Figure 7: Selection of license type

1.10 Complete registration by filling bio data section, then click next (see Figure 8).

Licence Application: Electrician

Bio Data | Licence Class | Minimum Qualifications | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | Submit Application

First Name * **Middle Name** **Last Name ***

Email * **Telephone *** **KRA PIN ***

Postal Address **Postal Code** **Town**

Physical Address *

Date of Birth * **Driving Licence No** **Passport No. / National ID**

Nationality **Gender *** **Country**

County *

Next >>

<< Previous

Figure 8: Bio data form

1.11 Select the class of the license you are applying, then click next (see Figure 9).

Licence Application: Electrician

Bio Data | **Licence Class** | Minimum Qualifications | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | Submit Application

Licence Class

Class A-1

<< Previous | **Next >>**

<< Previous

Figure 9: License Class

1.12 Indicate whether you have the minimum academic and technical qualification shown, then click next. Choose I do not have any of these qualifications if you don't have. The system will allow you to start the process again or log out (see Figure 10).

Licence Application: Electrician Class A-1

Bio Data | Licence Class | **Minimum Qualifications** | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | Submit Application

Minimum Qualifications for **Class A-1**

Please Indicate your Qualifications

Academic Qualification | **Technical Qualifications**

KCSE | BSC in Electrical Engineering and Registered as Electrical Engineer by ERB

<< Previous | **Next >>** | I do not Have any of these Qualifications

<< Previous

Figure 10: Minimum academic and technical qualifications

1.13 Fill in your work experience section, then click next (see Figure 11).

Licence Application: Electrician Class A-1

Bio Data | Licence Class | Minimum Qualifications | **Work Experience** | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | Submit Application

Work Experience (Describe Activities Relevant to Licence Applied for)

+ Add Experience

Institution	Business Type	Starting Date	Ending Date	Position	
KPLC	Public Limited Company	1978	2021	Electrical Engineer	Edit

<< Previous | **Next >>**

<< Previous

Figure 11: Electrician work experience

1.14 Fill in your academic qualification section, then click next (see Figure 12).

The screenshot shows the 'Academic Qualification' section of the 'Licence Application: Electrician Class A-1' form. The 'Academic Qualifications' tab is selected. A table lists one qualification: 'Electrical and Electronics Engineering' from 'Eldoret' at the 'Degree' level, awarded on '1967-01-01'. A '+ Add Qualifications' button is in the top right. Navigation buttons '<< Previous' and 'Next >>' are at the bottom, with 'Next >>' circled in red.

Institution	Location	Academic Level	Summary of Qualification	Date Awarded	
Electrical and Electronics Engineering	Eldoret	Degree		1967-01-01	Edit Record

Fig.12. Academic qualifications

1.15 Select the rules you are familiar with, then click next (see Figure 13)

The screenshot shows the 'Knowledge of Rules' section. It asks the user to 'Select the Rules you are familiar with'. Four rules are listed with checked checkboxes: 'The regulations for the electrical equipment of buildings by the Institution of Electrical Engineers, Great Britain.', 'Occupational Health and Safety Act (2007) OHSA.', 'Rules made under section 115 of the Electric Power Act, No 11 of 1997.', and 'Local Supply System Tariffs.'. Navigation buttons '<< Previous' and 'Next >>' are at the bottom, with 'Next >>' circled in red.

- The regulations for the electrical equipment of buildings by the Institution of Electrical Engineers, Great Britain.
- Occupational Health and Safety Act (2007) OHSA.
- Rules made under section 115 of the Electric Power Act, No 11 of 1997.
- Local Supply System Tariffs.

Figure 13: Knowledge of rules

1.16 If you have any other EPRA license, click add licenses and fill in the details of the license, then click next (see Figure 14).

Note: You can fill the license details of your license as follows: EPRA/EW/01234 or 001234 for the licenses that are in the format of C1 001234.

The screenshot shows the 'Other Licences Held' section. A '+ Add Licences' button is in the top right. A table with columns 'Licence', 'Licence Number', 'Issued By', and 'Date Issued' is present but empty. Navigation buttons '<< Previous' and 'Next >>' are at the bottom, with 'Next >>' circled in red.

Licence	Licence Number	Issued By	Date Issued
---------	----------------	-----------	-------------

Figure 14: Other licenses held by applicant

1.17 Fill in the details of at least two referees by clicking add referees, then click next (see Figure 15).

Note: Your referee should have the same class of license as the class of license you are applying. You can fill the details of your reference license as follows: EPRA/EW/01234 or 001234 for the licenses that are in the format of C1 001234.

Licence Application: Electrician Class A-1

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

Referees (Minimum two referees, with at least one ERC licenced individual) + Add Referees

Licence No.	Name	Occupation	Job Title	Email	Telephone Number	
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	Edit Record
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	Edit Record

<< Previous Next >>

Figure 15: Adding referees

1.18 Attach your national ID, academic documents and any other professional registration certificate that you have, then click upload files (see Figure 16).

Licence Application: Electrician Class A-1

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

Documents (Ensure all your files have different names).
For large file(s) compress using PDF COMPRESSOR

Current Document

1) National Identification (Mandatory) Choose Files ID.pdf

2) Copies of Original Certificate (Mandatory) Choose Files Cert-1.pdf

3) Professional Registration Certificate if any Choose Files No file chosen

<< Previous Upload Files

<< Previous

Figure 16: Uploading individual documents

1.19 Proceed to pay application fee by choosing either M-PESA or Bank deposit payment option. Pay application fee as guided, then click save payment (see Figures 17(a) and 17(b)).

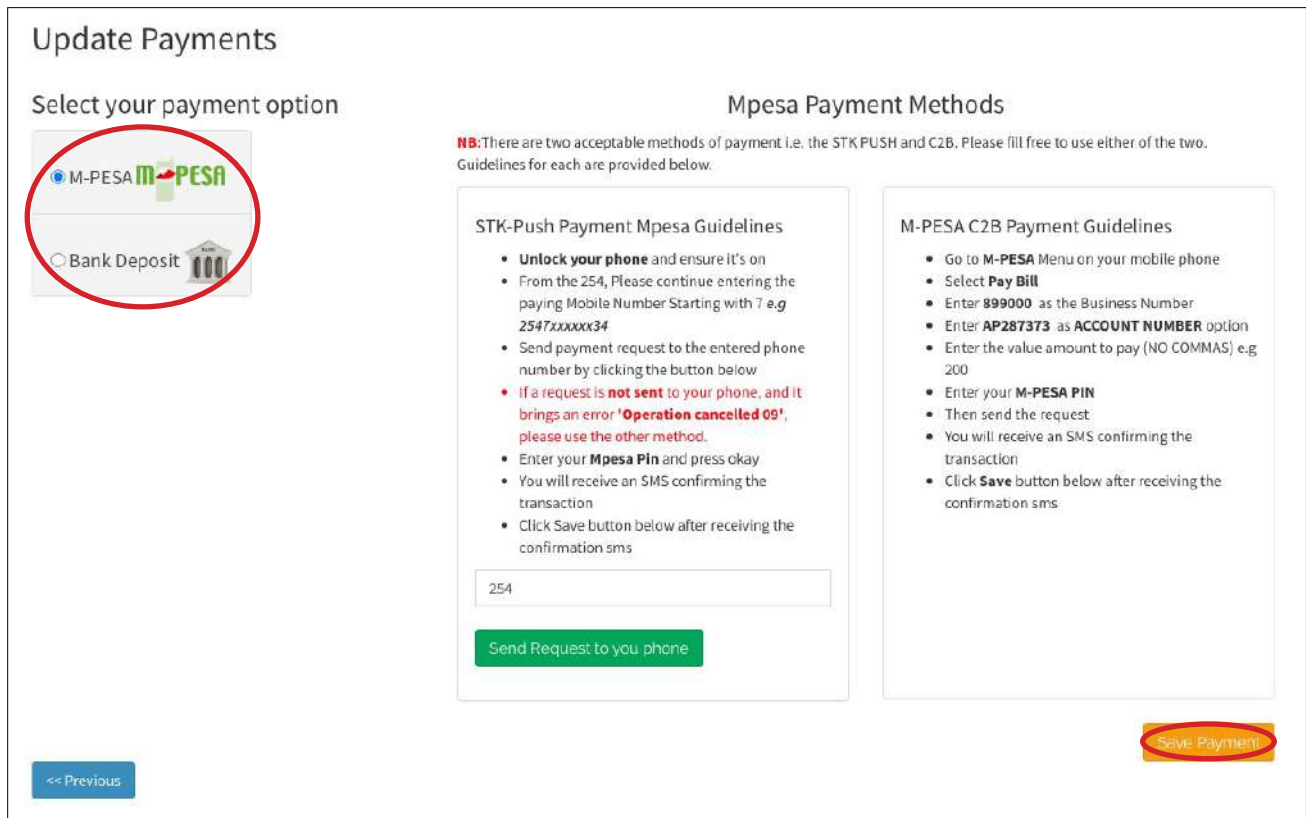


Figure 17(a): M-PESA payment method

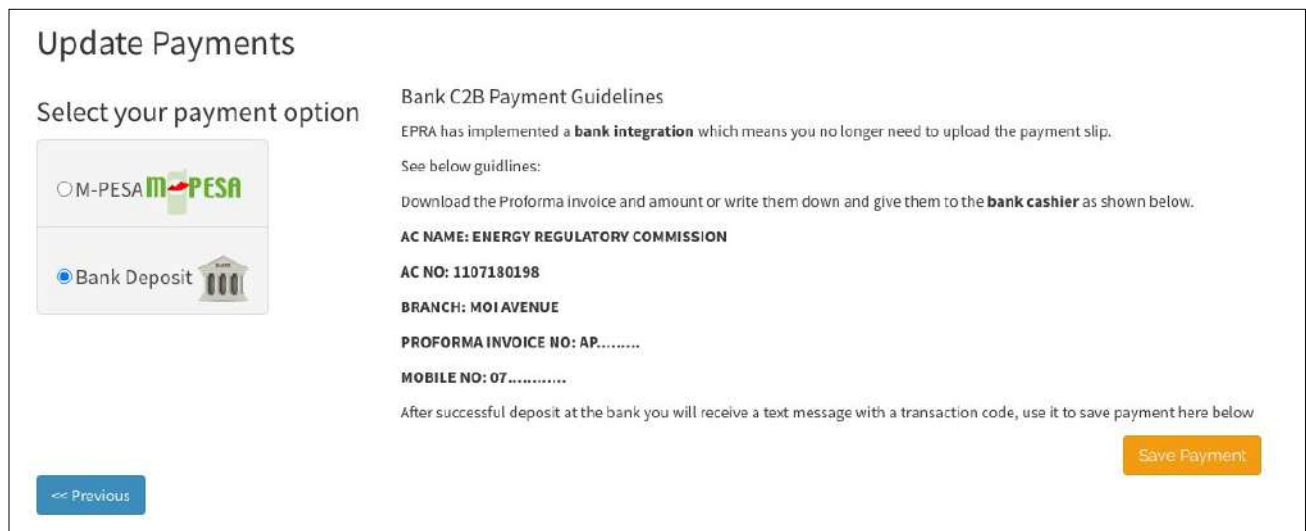


Figure 17(b): Bank payment method

1.20 Submit your application for review.

1.21 Once you submit your new application, you will receive the message below (see Figure 18).

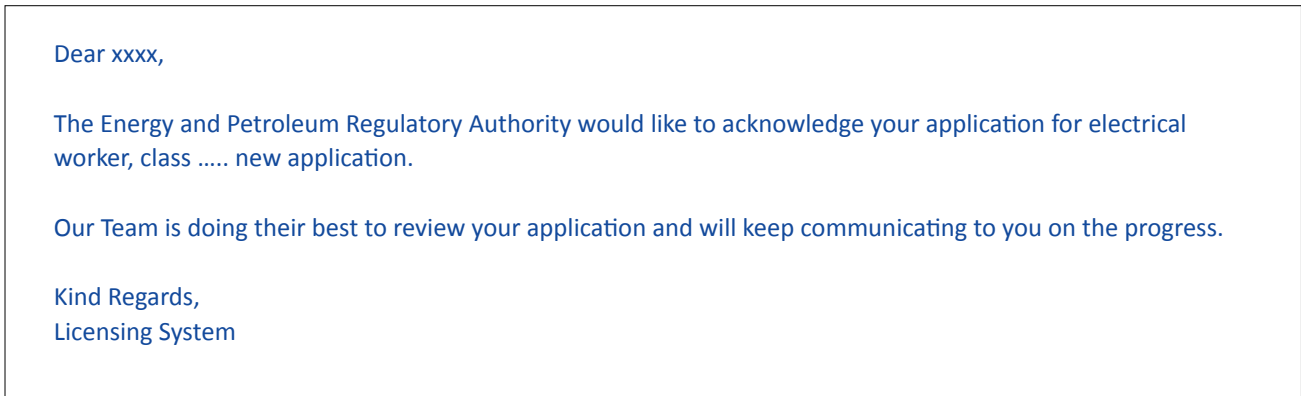
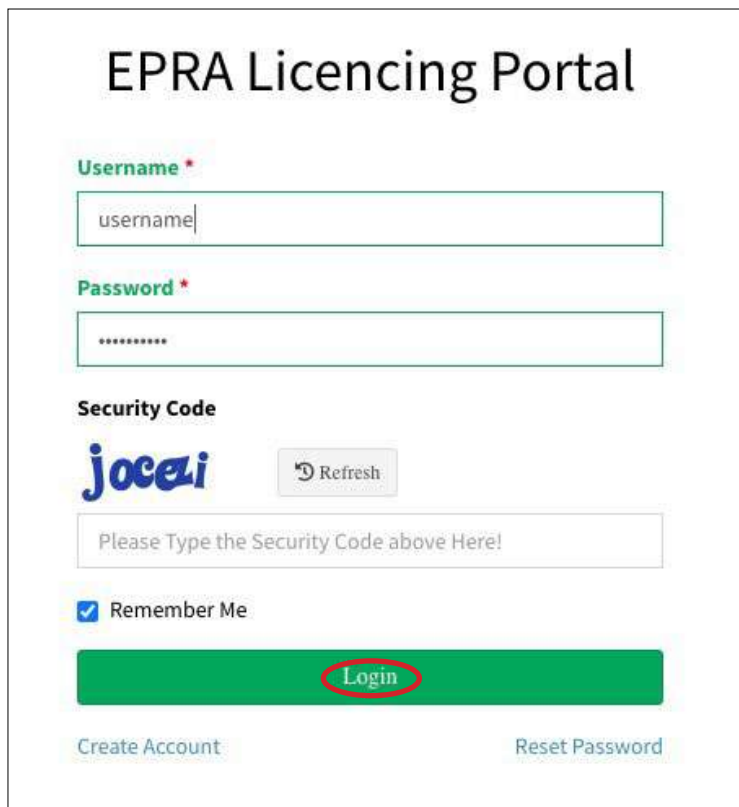


Figure 18: Message received after submission of new application

B) FOR APPLICANTS WITH EXISTING ACCOUNT

1.1 Login to your individual account created using your username and password (see Figure 1).



The image shows a screenshot of the EPRA Licencing Portal login form. The form is titled "EPRA Licencing Portal" and contains the following fields and elements:

- Username ***: A text input field containing the text "username".
- Password ***: A password input field with masked characters "*****".
- Security Code**: A section containing the "joczi" logo, a "Refresh" button, and a text input field with the placeholder text "Please Type the Security Code above Here!".
- Remember Me**: A checked checkbox next to the text "Remember Me".
- Login**: A large green button with the text "Login" circled in red.
- Create Account**: A link at the bottom left.
- Reset Password**: A link at the bottom right.

Figure 1: Login form

1.2 Attach your national ID, academic documents and any other professional registration certificate that you have, then click upload files (see Figure 2).

Licence Application: Electrician Class A-1

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

Documents (Ensure all your files have different names).
For large file(s) compress using **PDF COMPRESSOR**

Current Document

1) National Identification (Mandatory) Choose Files ID.pdf

2) Copies of Original Certificate (Mandatory) Choose Files Cert-1.pdf

3) Professional Registration Certificate if any Choose Files No file chosen

<< Previous Upload Files

<< Previous

Figure 2: Uploading individual documents

1.3 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click save payment (see Figure 3(a) and 3(b)).

Update Payments

Select your payment option

M-PESA Bank Deposit

Mpesa Payment Methods

NB: There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

STK-Push Payment Mpesa Guidelines

- **Unlock your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

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Send Request to you phone

M-PESA C2B Payment Guidelines


- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms


<< Previous Save Payment

Figure 3(a): M-PESA payment method

Update Payments

Select your payment option

M-PESA 

Bank Deposit 

Bank C2B Payment Guidelines

EPRA has implemented a **bank integration** which means you no longer need to upload the payment slip.

See below guidelines:

Download the Proforma Invoice and amount or write them down and give them to the **bank cashier** as shown below.

AC NAME: ENERGY REGULATORY COMMISSION

AC NO: 1107180198

BRANCH: MOI AVENUE

PROFORMA INVOICE NO: AP.....

MOBILE NO: 07.....

After successful deposit at the bank you will receive a text message with a transaction code, use it to save payment here below

<< Previous
Save Payment

Figure 3(b): Bank payment method

1.4 Submit your application for review.

1.5 Once you submit your new application, you will receive the message below (see Figure 4).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for electrical worker, class new application.

Our Team is doing their best to review your application and will keep communicating to you on the progress.

Kind Regards,
Licensing System

Figure 4: Message received after submission of new application

LICENSE RENEWAL GUIDE FOR ELECTRICAL WORKER

In the application for renewal of electrical worker licence, you will be required to have scanned copies of your National ID and pay the applicable renewal fees.

REQUIREMENT FOR RENEWAL OF ELECTRICAL WORKER APPLICATION

1. Copy of national id/Passport
2. Annual renewal fee as follows
 - Class A1- ksh. 2000
 - Class A2- ksh. 2000
 - Class B – ksh. 1000
 - Class C1 – ksh. 750
 - Class C2 – ksh. 500

Note: Any renewal done later than 31st of March of every year attracts penalty charges equivalent to 50% of renewal amount.

2. How to renew electrical worker licence?

2.1. Visit our website: www.epra.go.ke

2.2. Click on the online services portal (see Figure 1).

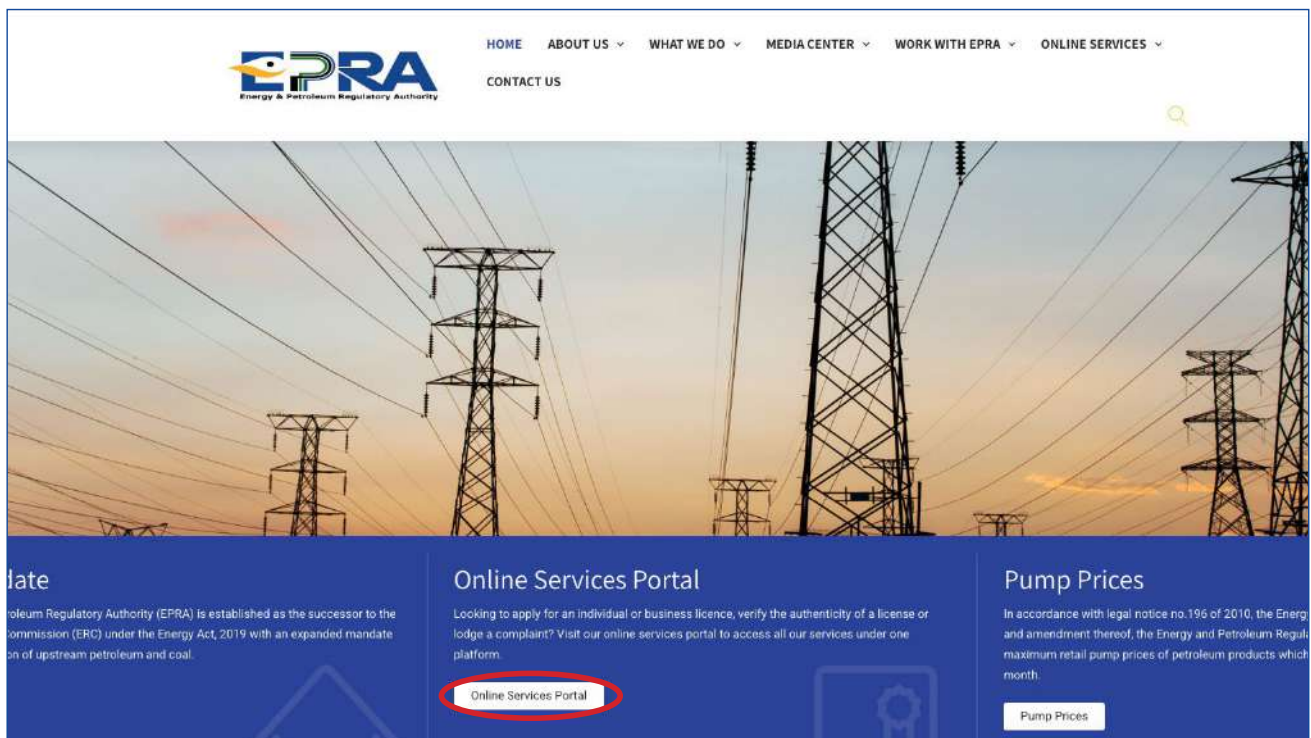
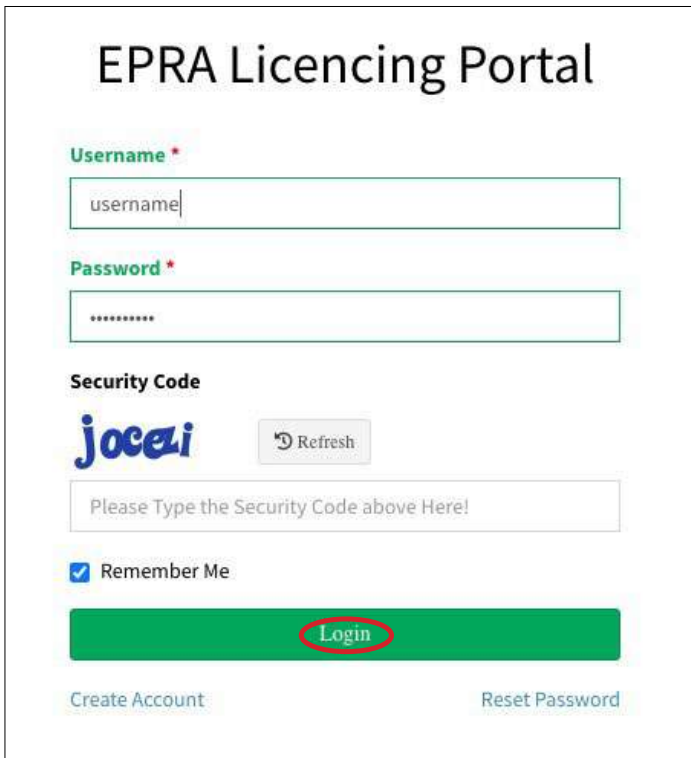


Figure 1: Online services tab/link

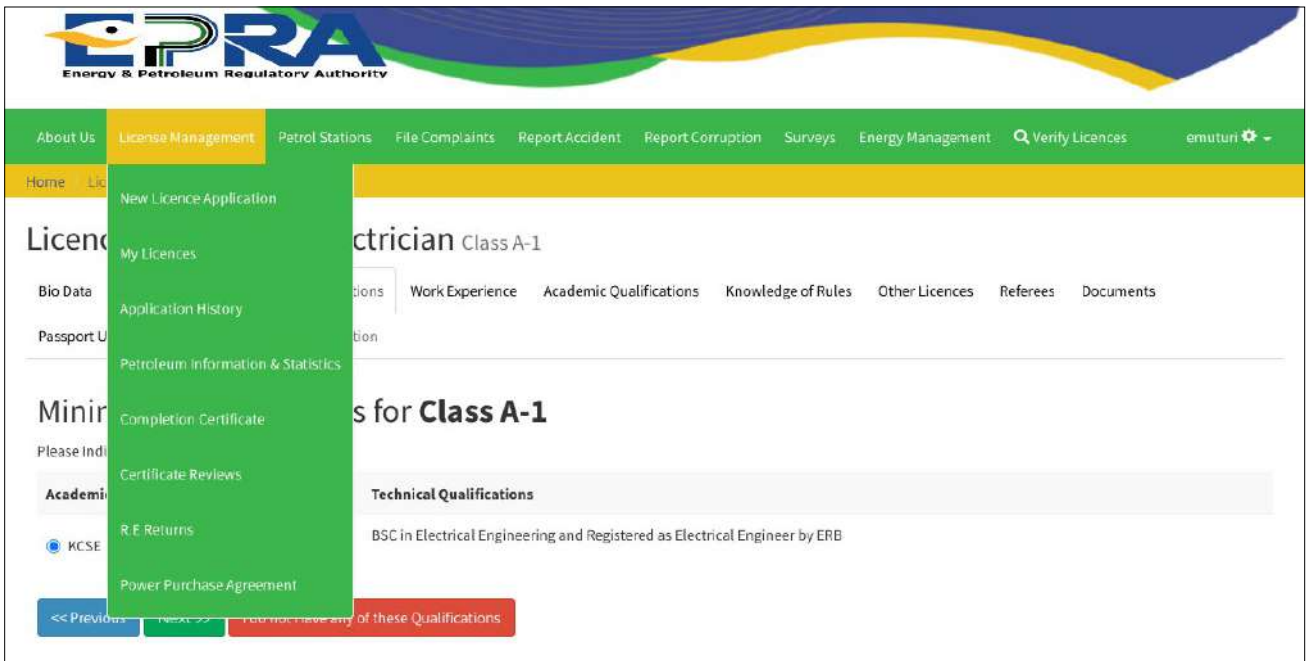
2.3 Login to your individual account using your username and password (see Figure 2).



The image shows the login page for the EPRA Licencing Portal. At the top, the title "EPRA Licencing Portal" is displayed. Below the title, there are three input fields: "Username" with a red asterisk, "Password" with a red asterisk, and "Security Code". The "Security Code" field is accompanied by the "joceli" logo and a "Refresh" button. Below the "Security Code" field, there is a checkbox labeled "Remember Me" which is checked. A large green "Login" button is prominently displayed, with the word "Login" circled in red. At the bottom of the form, there are two links: "Create Account" and "Reset Password".

Figure 2: Login form

2.4 Go to **license management** (see Figure 3).



The image shows the EPRA website's navigation menu. The EPRA logo is at the top left. The navigation bar includes links for "About Us", "License Management", "Petrol Stations", "File Complaints", "Report Accident", "Report Corruption", "Surveys", "Energy Management", "Verify Licences", and "emuturi". The "License Management" menu is open, showing options: "New Licence Application", "My Licences", "Application History", "Petroleum Information & Statistics", "Completion Certificate", "Certificate Reviews", "R.E Returns", and "Power Purchase Agreement". The background shows a user profile for "Electrician Class A-1" with various tabs like "Bio Data", "Work Experience", "Academic Qualifications", etc.

Figure 3: License management menu

2.5 Click My Licences (see Figure 4).

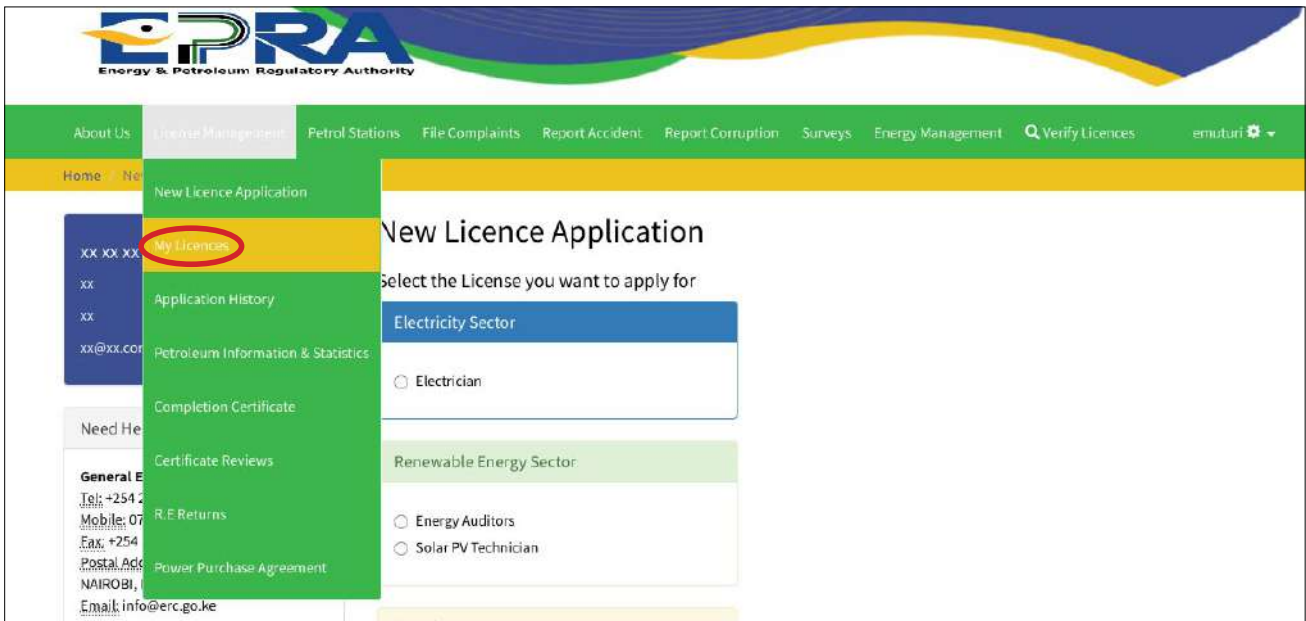


Figure 4: My licenses link

2.6 View the licence you want to renew by clicking view licence (see Figure 5).



Figure 5: View licence option

2.7 Proceed to apply for renewal of your licence by clicking Resume Renewal (see Figure 6).

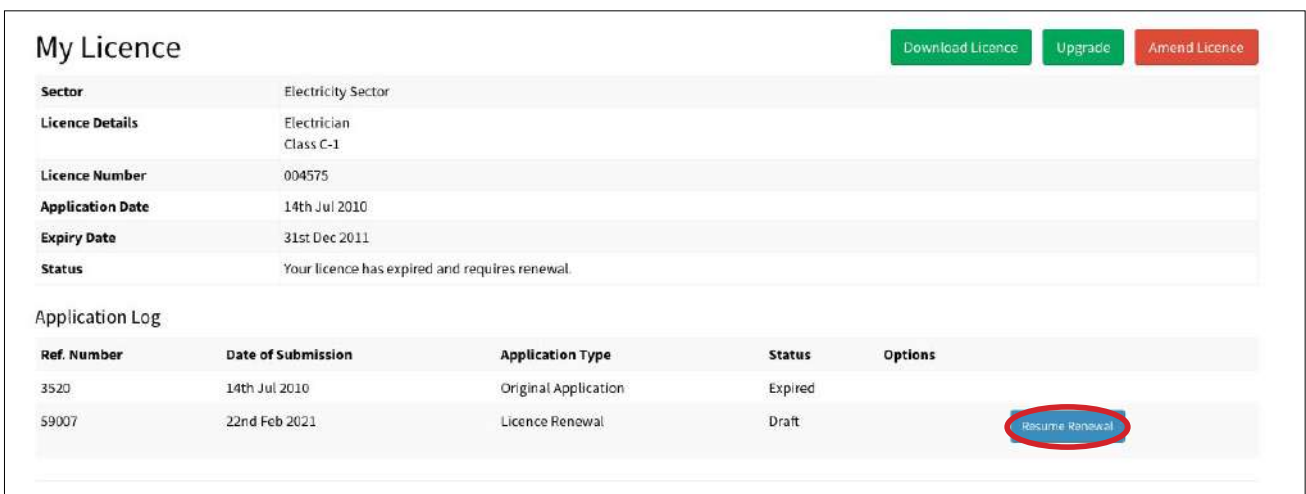


Figure 6: Resume renewal option

2.8 Complete your profile if there is any missing data, then click next (see Figure 7).

Licence Application: Electrician

Bio Data | Licence Class | Minimum Qualifications | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | Submit Application

First Name * **Middle Name** **Last Name ***

Email * **Telephone *** **KRA PIN ***

Postal Address **Postal Code** **Town**

Physical Address *

Date of Birth * **Driving Licence No** **Passport No. / National ID**

Nationality **Gender *** **Country**

County *

Next >>

Figure 7: Bio data form

2.9 Attach your national ID, then click upload files (see Figure 8).

Licence Renewal: Electrician (#)

Bio Data | Documents | Passport Upload | Payment | Submit Application

**Documents (Ensure all your files have different names).
For large file(s) compress using PDF COMPRESSOR**

Current Document

1) National Identification (Mandatory) ID.pdf Electricity/3520_g6DRi1613983309_31.pdf

Figure 8: Uploading National ID

2.10 Proceed to pay renewal fee by choosing either Mpesa or Bank deposit payment option. Pay renewal fee as guided, then click save the payment (see Figures 9(a) and 9(b)).

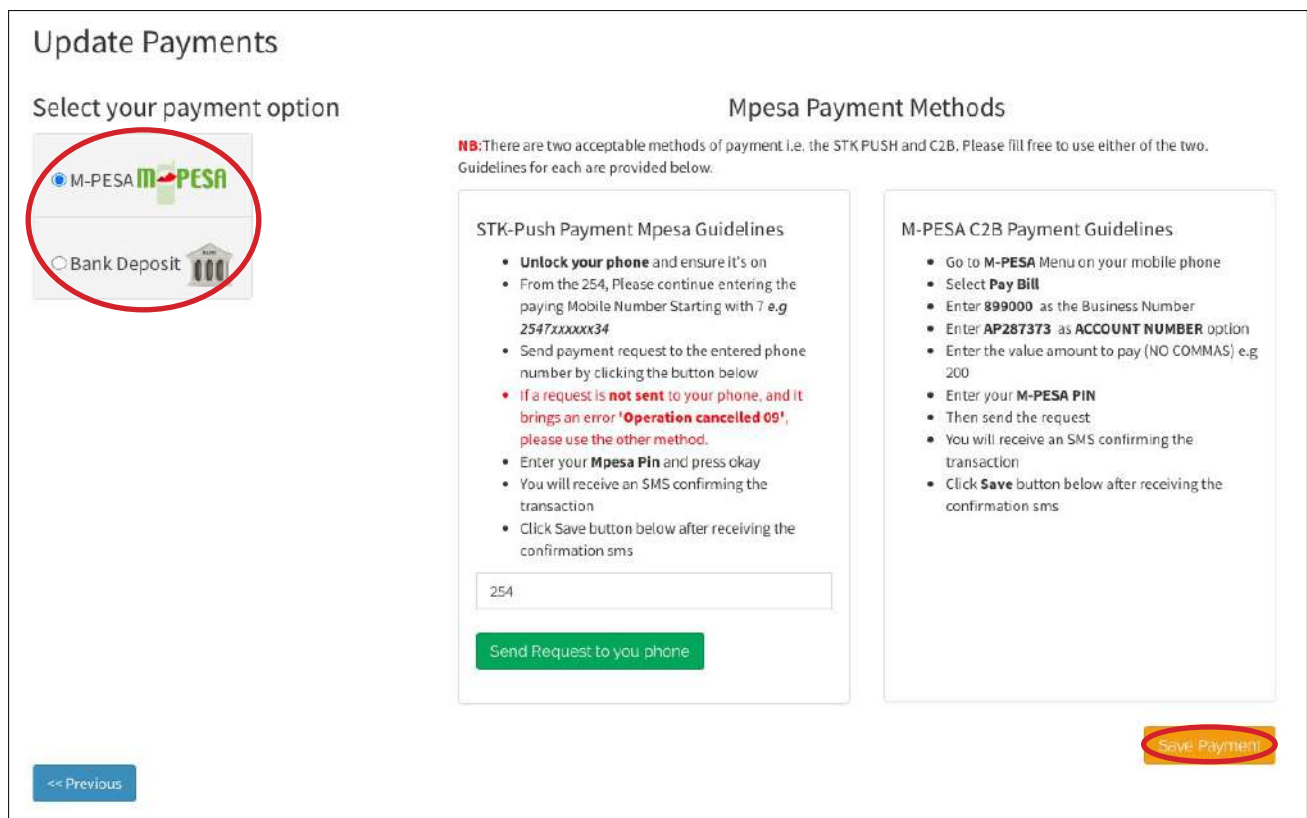


Figure 3(a): M-PESA payment method

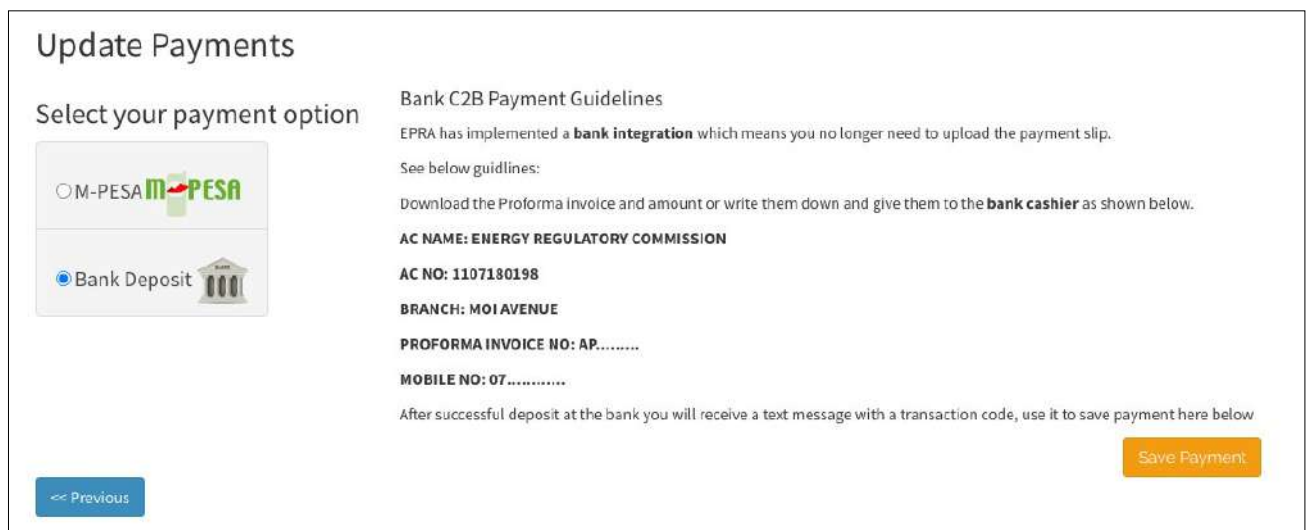


Figure 3(b): Bank payment method

2.11 Submit your renewal application for review.

2.12 Once you submit your renewal application, you will receive the message (see Figure 10).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for electrical worker, class renewal application.

Our Team is doing their best to review your application and will keep communicating to you on the progress.

Kind Regards,
Licensing System

Figure 10: Message received after submission of new application

LICENSING GUIDE FOR NEW ELECTRICAL CONTRACTOR

In the application of a new electrical contractor licence, you will be required to have scanned copies of the listed documents and pay the applicable licensing fees. The instruments/tools shall be checked during licensing inspection for which you will be notified.

The licensing process is carried out within thirty (30) days of application.

REQUIREMENTS FOR LICENSING AS ELECTRICAL CONTRACTOR

DOCUMENTATION:

The following documents should be provided when applying for the licence online; -

- Certified Certificate of incorporation/ Business registration certificate. In cases of change of name, both the first and change of name certificate should be provided.
- Certified Valid trading license/ Single Business permit.
- Proof of ownership of a permanent office i.e title deed, certificate of lease, lease agreement, succession documents.
- Certified KRA PIN Certificates.
- Valid KRA Tax Compliance Certificate.
- Certified CR12 not older than 1 year.
- Certified Copies of national ID for all Kenyan directors that appear on the CR12 and/or copies of passports and work permits for all foreign directors.
- Copy of electrician license that is in good standing. The license class of the electrical worker should not exceed the class the contractor is applying for.
- Signed and notarised electrical worker consent letter provided in Annex I.
- List of tools and equipment.

INSTRUMENTS and TOOLS:

The following mandatory instruments are to be provided during inspection.

- Phase rotation/sequence meter - (Mandatory for class A1, A2, B and C1)
- Earth loop impedance tester - (Mandatory for class A1, B and C1)
- Insulation resistance tester - (Mandatory for all classes)
- Earth resistance tester - (Mandatory for all classes)
- Clamp meter/ Multimeter - (Mandatory for all classes)

In addition to the mandatory tools, the contractor should have:

- Electrician tool box
- Safety gear and equipment (Overalls, reflectors, harness etc)
- Appropriate climbing equipment
- Drilling machines
- Spanners, screwdrivers, pipe wrenches and torque wrench.
- Office accessories(Computer, Printers etc)

APPLICATION FEE:

The following payments are applicable for each license application:

- Class A1: KES. 1000.00
- Class A2: KES. 1000.00
- Class B: KES. 750.00
- Class C1: KES. 500.00
- Class C2: KES. 250.00

3 How to Apply for Electrical Contractor Licence?

3.1 Visit our website: www.epra.go.ke

3.2 Click on the online services portal (see figure 1).

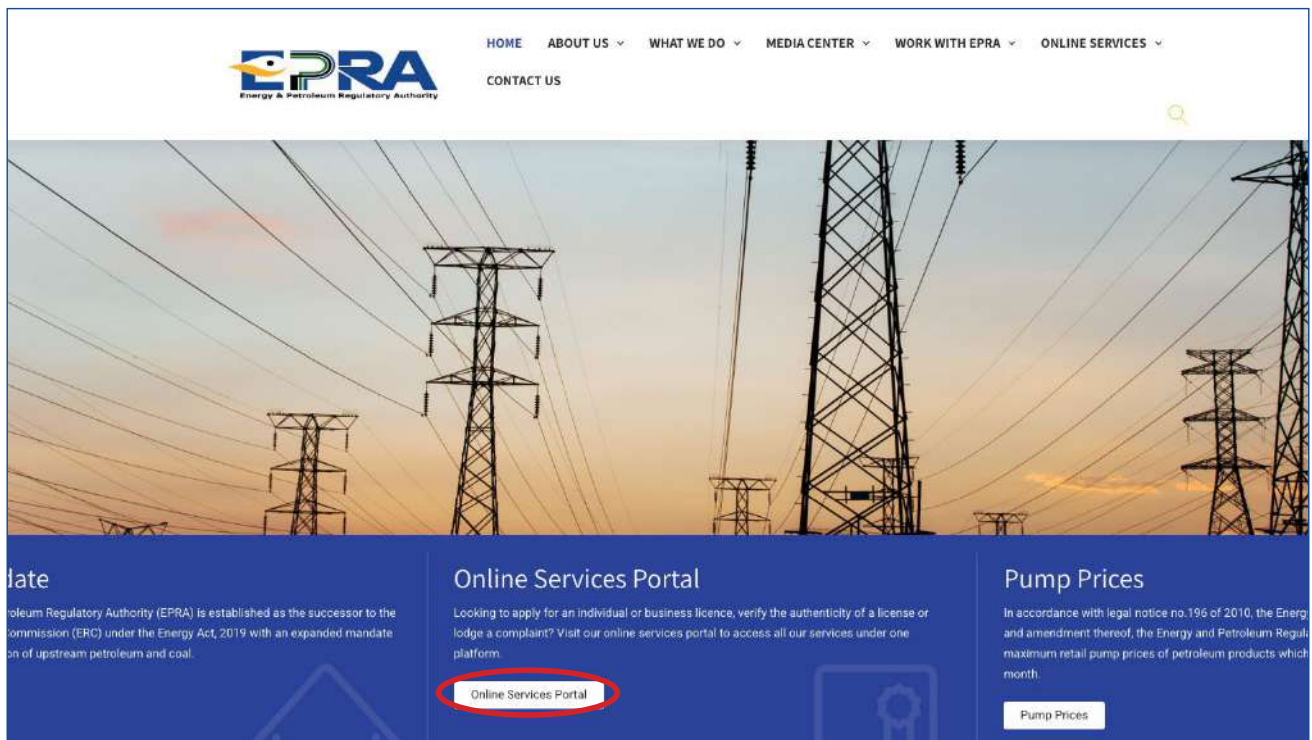


Figure 1: Online services tab/link

C) FOR NEW APPLICANTS

3.3 Click on create account to create new account (see Figure 2).

The image shows the EPRA Licencing Portal login form. It features a title 'EPRA Licencing Portal' at the top. Below the title are three input fields: 'Username *', 'Password *', and 'Security Code'. The 'Security Code' field is accompanied by a 'deosy' logo and a 'Refresh' button. Below the input fields is a checkbox labeled 'Remember Me' which is checked. A large green 'Login' button is positioned below the checkbox. At the bottom left, the 'Create Account' link is circled in red. At the bottom right, there is a 'Reset Password' link.

Figure 2: Creating new account

3.4 Choose create business account option (see Figure 3).



Figure 3: Creating a business account

The image shows a 'Signup' page with the following fields and sections:

- Business Name ***: A single-line text input field.
- Email ***: A single-line text input field.
- Krapin ***: A single-line text input field.
- Login Details**: A blue header section.
- UserName ***: A single-line text input field.
- Password ***: A single-line text input field.
- Confirm Password ***: A single-line text input field.
- Contact Person**: A blue header section.
- First Name ***: A single-line text input field.
- Last Name ***: A single-line text input field.
- Other Names**: A single-line text input field.
- Mobile Number ***: A single-line text input field.
- Security Code ***: A section containing the 'uixc' logo, a 'Refresh' button, and a text input field with the placeholder 'Please Type the Security Code above Here!'.
- Signup**: A blue button at the bottom left.

Figure 4: Signing up a business account

3.6 Once you have sign up, you will receive the message below in your email registered in the system (see Figure 5).

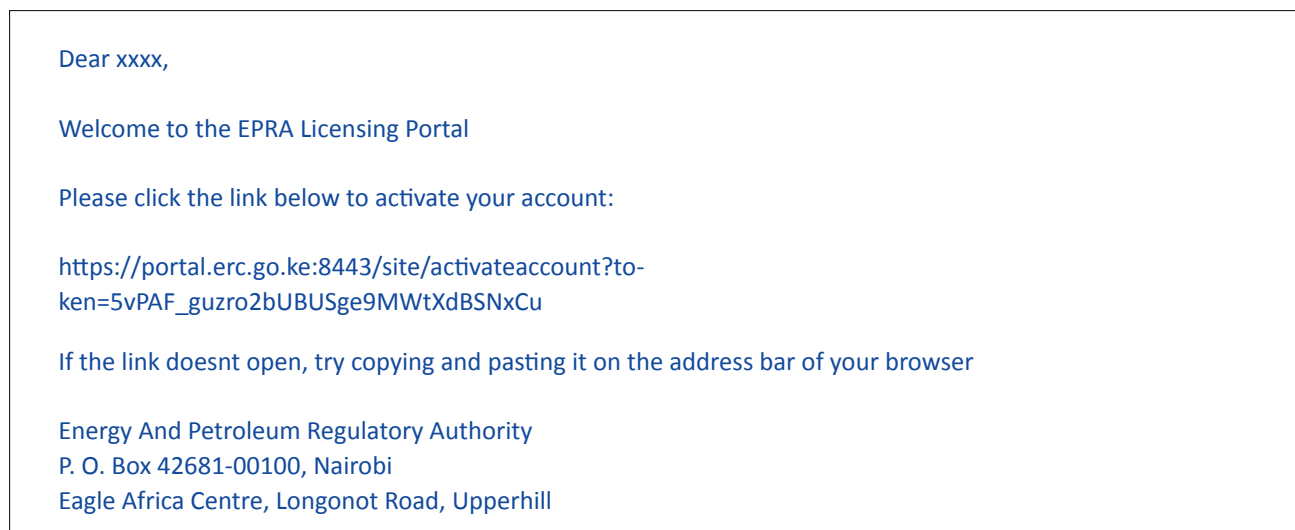


Figure 5: Account activation link/email

3.7 Click on the link sent to your email to activate your created account

3.8 Login to your business account created in step 1.5 using your username and password (see Figure 6).

The image shows the login page of the EPRA Licensing Portal. The title is 'EPRA Licencing Portal'. There are three input fields: 'Username *' with 'username' entered, 'Password *' with '*****' entered, and 'Security Code' with a 'Refresh' button and a text box containing 'Please Type the Security Code above Here!'. Below the security code field is a checked 'Remember Me' checkbox. A large green 'Login' button is highlighted with a red circle. At the bottom, there are links for 'Create Account' and 'Reset Password'.

Figure 6: Login form

3.9 Select the "Electrical Contractor license type" then click continue with registration (see Figure 7).

New Licence Application

Select the License you want to apply for

Electricity Sector

- Electrical Contractor
- Electric Power Undertaking Business Licence

Renewable Energy Sector

- Energy Audit Firms
- Solar PV Contractor/Vendor
- Solar PV Manufacturer/Importer
- Appliances Labels

Electrical Contractor

License Details

This kind of license is issued to a/an **Business/Company**. We'll require you to create your Business/Company profile before proceeding with the application.

In addition, you will be required to provide the following documents:

1. Copies of Original Certificate

Press the button below to continue.

Continue with Registration >>>

Figure 7: Selection of license type

3.10 Complete registration by filling bio data section, then click next (see Figure 8).

Licence Application: Electrical Contractor

Bio Data | Licence Class | Minimum Qualifications | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | Submit Application

First Name * **Middle Name** **Last Name ***

Email * **Telephone *** **KRA PIN ***

Postal Address **Postal Code** **Town**

Physical Address *

Date of Birth * **Driving Licence No** **Passport No. / National ID**

Nationality **Gender *** **Country**

County *

Next >>

<< Previous

Figure 8: Bio data form

3.11 Select the class of the license you are applying, then click next (see Figure 9).

Note: Note that the selected class of electrical contractor licence should be equivalent to that of your licensed electrical worker or lower.

Licence Application: Electrical Contractor

Bio Data | Licence Class | Directors | Description of Premises | Licensed Staff | Areas of Operation | Work Experience | Financial Institutions | Testing Tools | Referees

Documents | Payment | Submit Application

Licence Class

Class A-1

<< Previous | **Next >>**

Figure 9: License class

3.12 Fill in the details of the company directors, then click next (see Figure 10).

Licence Application: Electrical Contractor Class A-1

Bio Data | Licence Class | Directors | Description of Premises | Licensed Staff | Areas of Operation | Work Experience | Financial Institutions | Testing Tools | Referees

Documents | Payment | Submit Application

Directors + Add Directors

Director Name	Nationality	ID/Passport No.	Director/Partner Type	
XXXXX	XXXXX	XXXXX	XXXXX	Edit

<< Previous | **Next >>**

Figure 10: Company Directors

3.13 Fill in the location of your office, then click save & continue (see Figure 11).

Licence Application: Electrical Contractor Class A-1

Bio Data | Licence Class | Directors | Description of Premises | Licensed Staff | Areas of Operation | Work Experience | Financial Institutions | Testing Tools | Referees

Documents | Payment | Submit Application

Business Premises

Building Name	Premises Type	Town/District	Physical Address	
XXXXX	XXXXX	XXXXX	XXXXX	Edit

<< Previous | **Save & Continue**

Figure 11: Description of premises

3.14 Fill in the licence number of your licensed staff, click Add staff then click next (see Fig. 12).

Note: You can fill the license details of your licensed staff as follows: EPRA/EW/01234 or 001234 for the licenses that are in the format of C1 001234.

Licence Application: Electrical Contractor Class A-1

Bio Data Licence Class Directors Description of Premises **Licensed Staff** Areas of Operation Work Experience Financial Institutions Testing Tools Referees

Documents Payment Submit Application

Licensed Staff

Licence Number

EPRA/E...

Add Staff

Staff Name	Licence Number	Expiry Date
------------	----------------	-------------

<< Previous Next >>

Figure 12: Adding licensed staff

3.15 Fill in the details of the area of operation then click next (see Figure 13)

Licence Application: Electrical Contractor Class C-1

Bio Data Licence Class Directors Description of Premises **Licensed Staff** **Areas of Operation** Work Experience Financial Institutions Testing Tools Referees

Documents Payment Submit Application

Regions of Operation

#	Operation Area	Description	
1	XXXXX	XXXXX	Delete

Specify your Region of Operation

Region

Details

Add Operation Areas

<< Previous Next >>

3.16 Fill in details of your work experience that is relevant to the class of licence you are applying, then click next (see Figure 14).

Note: Work experience should be for the licensed staff attached to your company.

Licence Application: Electrical Contractor Class C-1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation **Work Experience** Financial Institutions Testing Tools Referees

Documents Payment Submit Application

Work Experience (Describe Activities Relevant to Licence Applied for)

+ Add Experience

Institution	BusinessType	Starting Date	Ending Date	Position	
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	Edit

<< Previous Next >>

Figure 14: Work experience for the licensed staff

3.17 Fill in the details of your financial institution/Bankers then, click next (see Figure 15).

Licence Application: Electrical Contractor Class C-1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience **Financial Institutions** Testing Tools Referees

Documents Payment Submit Application

Bankers/Financial Institutions

#	Institution Name	Branch	
1	XXXX	XXXX	Delete

Specify your Banker / Financial Institution

Institution Name

Branch

Tel **Email**

[Add Institution](#)

<< Previous **Next >>**

Figure 15: Details of financial institution

3.18 Fill in the details of at least two referees, then click next (see Figure 16).

Note: The referees should be licensed electrician of the same or higher class of license as the class of license applied.

You can fill the license details of your referee as follows: EPRA/EW/01234 or 001234 for the licenses that are in the format of C1 001234.

Licence Application: Electrical Contractor Class C-1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Financial Institutions Testing Tools **Referees**

Documents Payment Submit Application

Referees (Minimum two referees, with at least one ERC licenced individual)

[+ Add Referees](#)

Licence No.	Name	Occupation	Job Title	Email	Telephone Number	
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	Edit Record
XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	Edit Record

<< Previous **Next >>**

Figure 16: Referees

3.19 Attach all the company documents listed, then click upload files (see Figure 17).

Licence Application: Electrical Contractor Class C-1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Financial Institutions Testing Tools Referees

Documents Payment Submit Application

**Documents (Ensure all your files have different names).
For large file(s) compress using PDF COMPRESSOR**

	Current Document
1) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
2) Copies of Other Academic Certificates (Wireman Grade I&II, Final Craft certificate, Electrical Technician part II &III, Diploma, Higher Diploma and Degree in Electrical Engineering). (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
3) Certified copy of PIN registration certificate (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
4) Copy of Electrician Licence (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
5) Business Registration Certificate (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
6) Single-business permit from the municipality (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
7) Lease Agreement/Ownership (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
8) List of Tools (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
9) Scanned copy of bank slip	<input type="button" value="Choose Files"/> No file chosen
10) Valid Tax Compliance Certificate from Kenya Revenue Authority (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
11) Signed Electrician Consent Letter (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
12) 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) (Mandatory)	<input type="button" value="Choose Files"/> No file chosen

Figure 17: Uploading company documents

3.20 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click save payment (see Figures 18(a) and 18(b)).

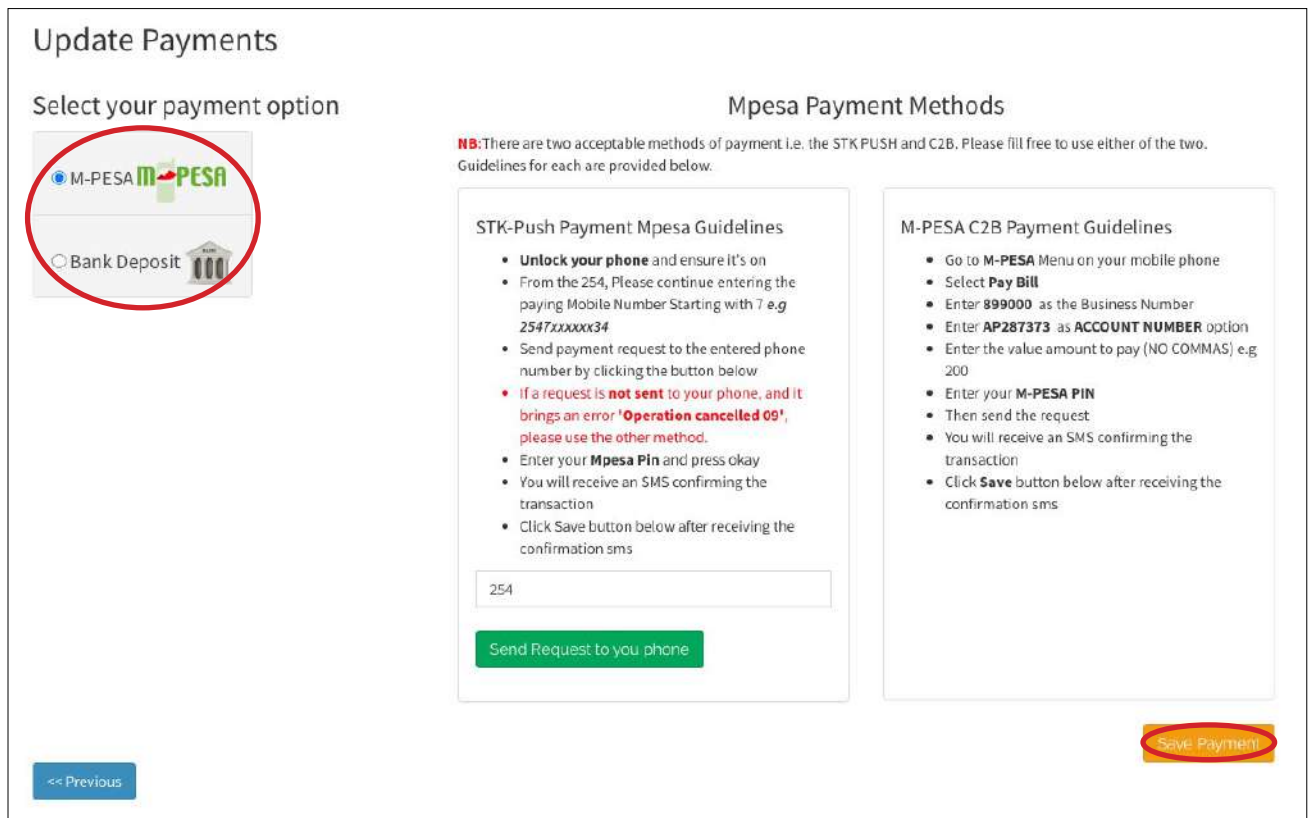


Figure 3(a): M-PESA payment method

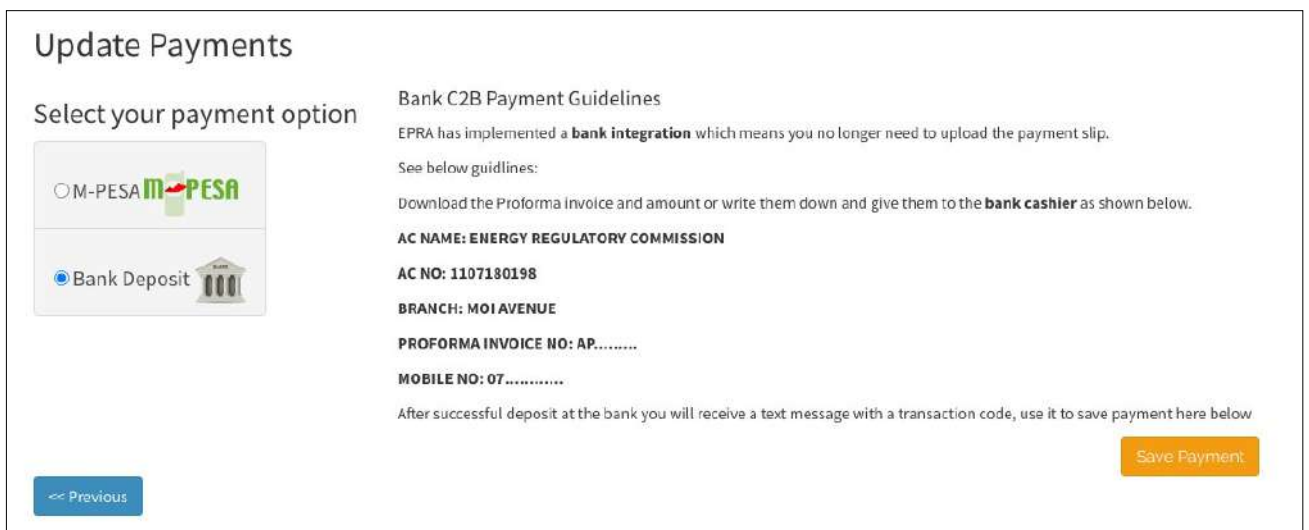


Figure 3(b): Bank payment method

3.21 Submit your application for review.

3.22 Once you submit your application, you will receive the message below (see Figure 19).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for electrical contractor, class C1 new application.

Our Team is doing their best to review your application and will keep communicating to you on the progress.

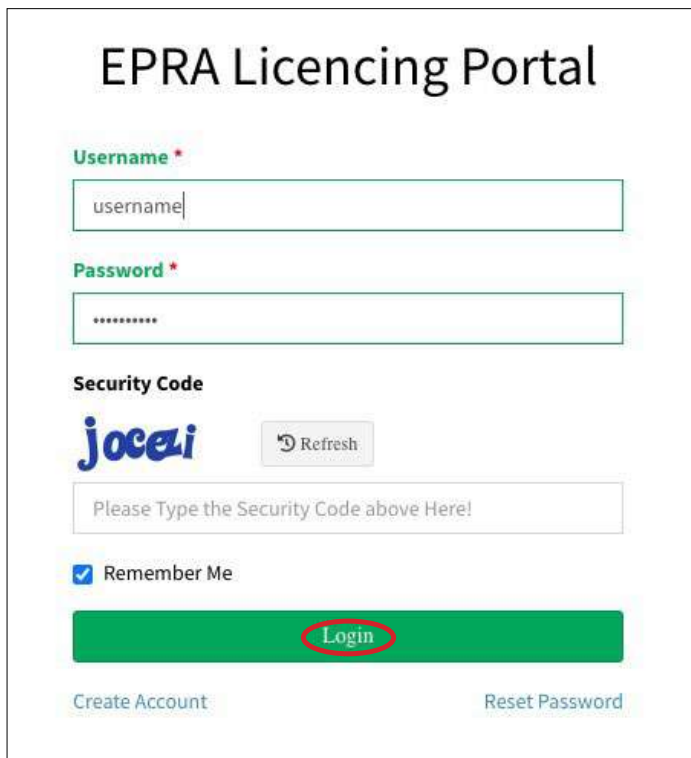
Kind Regards,

Licensing System

Figure 19: Message received after submitting the application

D) FOR APPLICANTS WITH EXISTING ACCOUNT

1.1 Login to your business account using your username and password (see Figure 1).



The screenshot shows the EPRA Licencing Portal login interface. At the top, the title "EPRA Licencing Portal" is displayed. Below the title, there are three input fields: "Username *" with the text "username" entered, "Password *" with masked characters "*****", and "Security Code" with the "joceli" logo and a "Refresh" button. A text box below the security code field contains the instruction "Please Type the Security Code above Here!". A "Remember Me" checkbox is checked. A prominent green "Login" button is located at the bottom of the form, with the word "Login" circled in red. At the very bottom, there are two links: "Create Account" on the left and "Reset Password" on the right.

Figure 6: Login form

1.2 Attach all the company documents listed, then click upload files (see Fig. 2).

Licence Application: Electrical Contractor Class C-1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Financial Institutions Testing Tools Referees

Documents Payment Submit Application

Documents **(Ensure all your files have different names).** **For large file(s) compress using PDF COMPRESSOR**

	Current Document
1) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
2) Copies of Other Academic Certificates (Wireman Grade I&II, Final Craft certificate, Electrical Technician part II &III, Diploma, Higher Diploma and Degree in Electrical Engineering). (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
3) Certified copy of PIN registration certificate (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
4) Copy of Electrician Licence (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
5) Business Registration Certificate (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
6) Single-business permit from the municipality (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
7) Lease Agreement/Ownership (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
8) List of Tools (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
9) Scanned copy of bank slip	<input type="button" value="Choose Files"/> No file chosen
10) Valid Tax Compliance Certificate from Kenya Revenue Authority (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
11) Signed Electrician Consent Letter (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
12) 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) (Mandatory)	<input type="button" value="Choose Files"/> No file chosen

Figure 2: Uploading company documents

1.3 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click save payment (see Figures 3(a) and 3(b)).

Update Payments

Select your payment option

M-PESA

Bank Deposit

Mpesa Payment Methods

NB: There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

STK-Push Payment Mpesa Guidelines

- Unlock your phone and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent to your phone, and it brings an error 'Operation cancelled 09', please use the other method.**
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

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Send Request to you phone

M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous

Save Payment

Figure 3(a): M-PESA payment method

Update Payments

Select your payment option

M-PESA

Bank Deposit

Bank C2B Payment Guidelines

EPRA has implemented a **bank integration** which means you no longer need to upload the payment slip. See below guidelines:

Download the Proforma Invoice and amount or write them down and give them to the **bank cashier** as shown below.

AC NAME: ENERGY REGULATORY COMMISSION

AC NO: 1107180198

BRANCH: MOI AVENUE

PROFORMA INVOICE NO: AP.....

MOBILE NO: 07.....

After successful deposit at the bank you will receive a text message with a transaction code, use it to save payment here below

<< Previous

Save Payment

Figure 3(b): Bank payment method

1.4 Submit your application for review.

1.5 Once you submit your application, you will receive the message below (see Figure 4).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for electrical contractor, class C1 new application.

Our Team is doing their best to review your application and will keep communicating to you on the progress.

Kind Regards,

Licensing System

Figure 4: Message received after submitting the application

ANNEX 1: ELECTRICIAN’S/ TECHNICIAN’S CONSENT AND DECLARATION LETTER

To: The Chairman

Electricity and Renewable Energy Licensing Committee
Energy and Petroleum Regulatory Authority
P. O. Box 42681 – 00100 Nairobi, Kenya
Tel: +254202847000/+254722200947
Email : info@erc.go.ke

(i) Consent

I (*Licensed Electrician/Solar PV technician*)
of National ID No, holding Electrician/Technician Licence No valid till (insert Date)
..... issued by the Energy and Petroleum Regulatory Authority, do hereby affirm that I am work-
ing for/engaged to (*Electrical/SolarContractor*).....
as their full-time licensed electrician/technician from (insert date)

(ii) Declaration

I declare that based on my electrician/technician licence;

- (i) I have not obtained any electrical contractor/ solar PV contractor licence,
- (ii) My licence is presently not engaged to another licensed electrical contractor,
- (iii) There will be no conflict of interest in the discharge of my duties when my electrician licence is engaged to this electrical contractor, and
- (iv) By engaging my licence to this electrical contractor, I shall not be in contravention of any law.

I further **assure** that;

- (i) I will report to the Authority any malpractice related to electrical installation works involving the electrical contractor to whom I am engaged,
- (ii) When I intend to leave the present electrical contractor/solar PV contractor, I will report the same to the Energy and Petroleum Regulatory Authority thirty days prior to leaving, and
- (iii) I shall abide by the provisions of the Energy Act, 2006 and regulations made thereunder; and instructions issued by the Authority from time to time.

I attach herewith copies of my National ID Card and Electrician Licence for your verification and record.

Signed

Licensed Electrician / Licensed Solar PV Technician

Signature _____ ID No _____ Date _____

Postal Address _____ Post Code _____

Telephone Number _____ Email _____

Electrical Contractor/Solar PV Contractor (Director)

Signature _____ ID No _____ Date _____

Postal Address _____ Post Code _____

Telephone Number _____ Email _____

Contractor's Stamp/Seal	Attested by Commissioner for Oaths/Notary
-------------------------	---

LICENSE RENEWAL GUIDE FOR ELECTRICAL CONTRACTOR

In the application for renewal of electrical contractor licence, you will be required to have scanned copies of the listed documents and pay the applicable renewal fees.

REQUIREMENTS FOR RENEWAL OF ELECTRICAL CONTRACTOR APPLICATION	
A.	<p>DOCUMENTATION:</p> <p>The following documents should be attached in your electrical contractor renewal application: -</p> <ul style="list-style-type: none">• Certificate of incorporation/ Business registration certificate.• Valid trading license/ Single Business permit.• Proof of ownership of a permanent office i.e title deed, certificate of lease, lease agreement, succession documents.• Valid KRA Tax Compliance Certificate.• CR12 not older than 1 year.• Copies of national ID for all Kenyan directors that appear on the CR12 and/or copies of passports and work permits for all foreign directors.• Copy of electrician license• Signed and notarised electrical worker consent letter in the form provided in our website. See Annex 1.• Copy of expired contractor license
B.	<p>ANNUAL RENEWAL FEE:</p> <p>The following annual renewal payments are applicable for each license renewal application:</p> <ul style="list-style-type: none">• Class A1: KES. 5000.00• Class A2: KES. 5000.00• Class B: KES. 3000.00• Class C1: KES. 2000.00• Class C2: KES. 1000.00 <p>Note: Any renewal done later than 31st of March of every year attracts penalty charges equivalent to 50% of renewal amount.</p>

1.1 How to renew electrical contractor licence?

1.2 Visit our website: www.epra.go.ke

Click on the online services portal (see Fig.1)

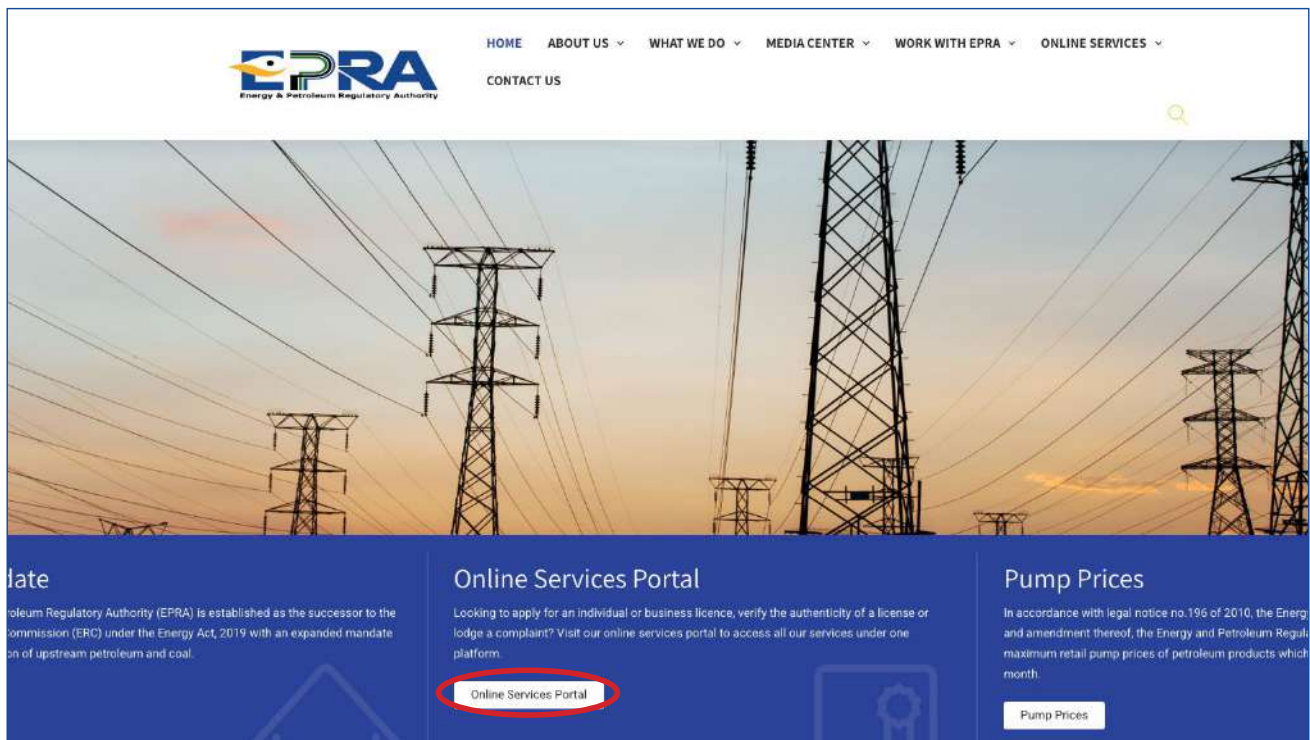


Figure 1: Online services tab/link

1.3 Login to your business account using your username and password (see Fig.2).

The image shows the login form for the EPRA Licencing Portal. The form has a white background with a blue header area. The title 'EPRA Licencing Portal' is centered at the top. Below the title are three input fields: 'Username *' with the text 'username', 'Password *' with a masked password '*****', and 'Security Code' with a 'joczi' logo and a 'Refresh' button. Below the security code field is a text box with the placeholder 'Please Type the Security Code above Here!'. There is a checked checkbox for 'Remember Me'. At the bottom of the form is a large green 'Login' button, which is circled in red. Below the login button are two links: 'Create Account' and 'Reset Password'.

Figure 2: Login form

1.4 Go to license management (see Figure 3).

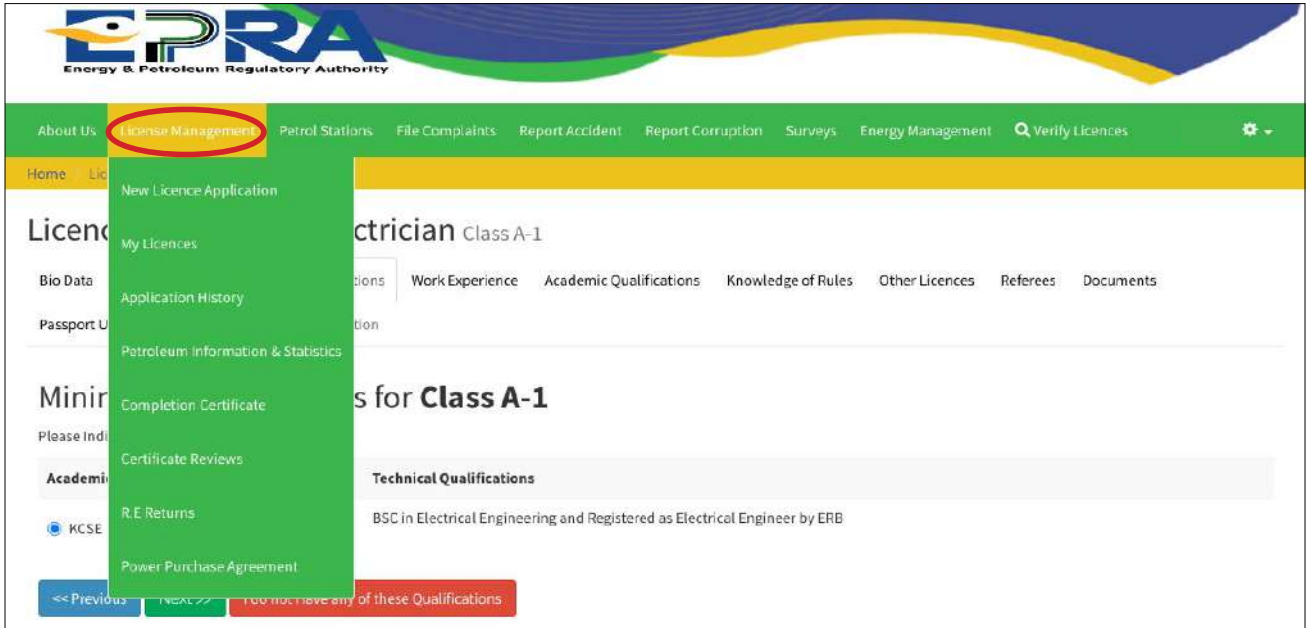


Figure 3: License management menu

1.5 Click My Licences (see Figure 4).

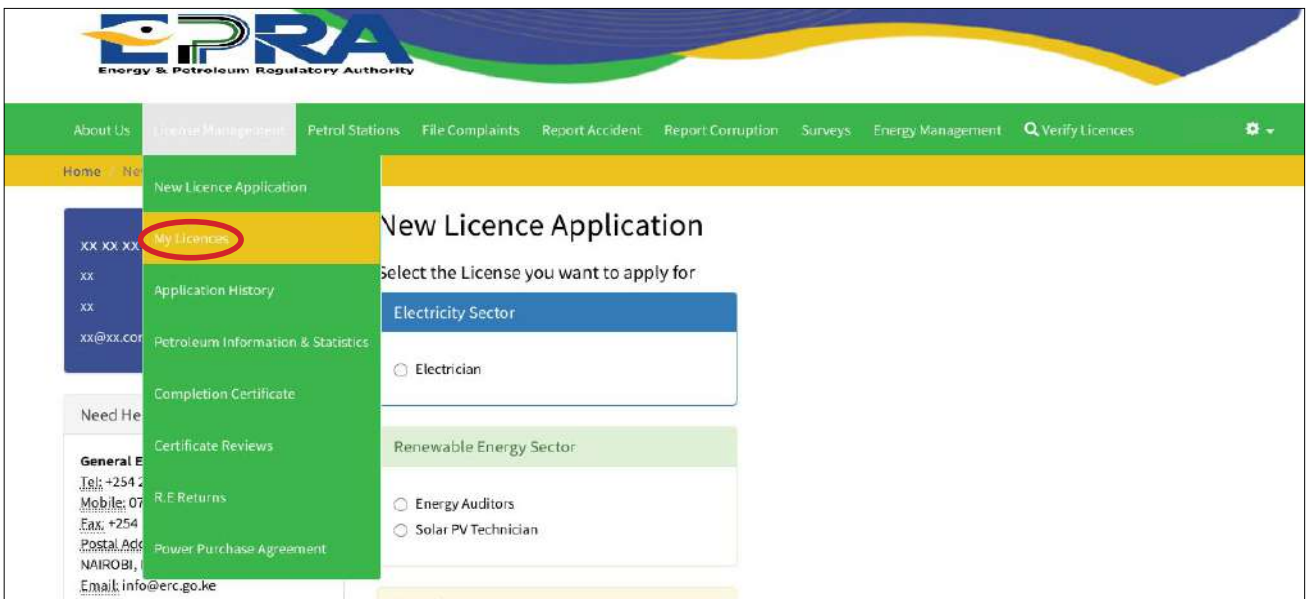


Figure 4: My licenses link

1.6 View the licence you want to renew by clicking **view licence** (see Figure 5).

Licence Number	Licence Details	Status	
002099	Electrician Class A-2 Category Electrician	Your licence has expired and requires renewal.	View Licence
004575	Electrician Class C-1	Your licence has expired and requires renewal.	View Licence

Figure 5: View licence option

1.7 Proceed to apply for renewal of your licence by clicking **Resume Renewal** (see Figure 6).

The screenshot shows a 'My Licence' page with a table of application details and an application log. The application log table has the following data:

Ref. Number	Date of Submission	Application Type	Status	Options
3520	14th Jul 2010	Original Application	Expired	
59007	22nd Feb 2021	Licence Renewal	Draft	Resume Renewal

The 'Resume Renewal' link in the 'Options' column for the second row is circled in red.

Figure 6: Resume renewal option

1.8 Complete your profile if there is any missing data, then click next (see Figure 7).

The screenshot shows a 'Licence Application: Electrician' form with various input fields. The 'Next >>' button at the bottom left is circled in red.

Navigation tabs: Bio Data (selected), Licence Class, Minimum Qualifications, Work Experience, Academic Qualifications, Knowledge of Rules, Other Licences, Referees, Documents.

Sub-navigation: Passport Upload, Payment, Submit Application.

Form fields:

- First Name * (text input)
- Middle Name (text input)
- Last Name * (text input)
- Email * (text input)
- Telephone * (text input)
- KRA PIN * (text input)
- Postal Address (text input)
- Postal Code (text input)
- Town (text input)
- Physical Address * (text input)
- Date of Birth * (calendar icon, X icon, YYYY-MM-DD text input)
- Driving Licence No (text input)
- Passport No. / National ID (text input)
- Nationality (dropdown menu: --SELECT--)
- Gender * (dropdown menu: --SELECT--)
- Country (dropdown menu: KENYA)
- County * (dropdown menu: --SELECT--)

Buttons: Next >> (circled in red), << Previous.

Figure 7: Bio data form

1.9 Attach all the company documents requested in the system, then click upload files (see Figure 8).

Licence Application: Electrician Class C-1

[Bio Data](#)
[Licence Class](#)
[Minimum Qualifications](#)
[Work Experience](#)
[Academic Qualifications](#)
[Knowledge of Rules](#)
[Other Licences](#)
[Referees](#)
[Documents](#)

[Passport Upload](#)
[Payment](#)
[Submit Application](#)

**Documents (Ensure all your files have different names).
For large file(s) compress using PDF COMPRESSOR**

	Current Document
1) National Identification (Mandatory)	<input type="button" value="Choose Files"/> Attachment.pdf Electricity/287373_MqBYL1613977217_31.pdf <input type="button" value="Delete"/>
2) Copies of Other Academic Certificates Wireman Grade I&II, Final Craft certificate, Electrical Technician part II &III, Diploma, Higher Diploma and Degree in Electrical Engineering). (Mandatory)	<input type="button" value="Choose Files"/> Attachment copy.pdf Electricity/287373_g0Yua1613977217_32.pdf <input type="button" value="Delete"/>
3) Professional Registration Certificate if any	<input type="button" value="Choose Files"/> Attachment copy 2.pdf
4) Kenya Certificate of Secondary Education (KCSE) (Mandatory)	<input type="button" value="Choose Files"/> Attachment copy 3.pdf
5) Kenya Certificate of Primary Education (KCPE) (Mandatory)	<input type="button" value="Choose Files"/> Attachment copy 4.pdf

Figure 8: Uploading Company Documents

1.3 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click **save payment** (see Figures 3(a) and 3(b)).

Update Payments

Select your payment option

M-PESA

 Bank Deposit

Mpesa Payment Methods

NB: There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

STK-Push Payment Mpesa Guidelines

- **Unlock your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547XXXXX34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms


M-PESA C2B Payment Guidelines


- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

Figure 3(a): M-PESA payment method

Update Payments

Select your payment option

M-PESA 

Bank Deposit 

Bank C2B Payment Guidelines

EPRA has implemented a **bank integration** which means you no longer need to upload the payment slip.

See below guidelines:

Download the Proforma Invoice and amount or write them down and give them to the **bank cashier** as shown below.

AC NAME: ENERGY REGULATORY COMMISSION

AC NO: 1107180198

BRANCH: MOI AVENUE

PROFORMA INVOICE NO: AP.....

MOBILE NO: 07.....

After successful deposit at the bank you will receive a text message with a transaction code, use it to save payment here below

<< Previous
Save Payment

Figure 3(b): Bank payment method

1.11 Submit your renewal application for review.

1.12 Once you submit your renewal application, you will receive the message below (see Figure 10).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for electrical worker, class C1 renewal application.

Our Team is doing their best to review your application and will keep communicating to you on the progress.

Kind Regards,
Licensing System

Figure 4: Message received after submitting the application

ANNEX 1: ELECTRICIAN’S/ TECHNICIAN’S CONSENT AND DECLARATION LETTER

To: The Chairman

Electricity and Renewable Energy Licensing Committee
Energy and Petroleum Regulatory Authority
P. O. Box 42681 – 00100 Nairobi, Kenya
Tel: +254202847000/+254722200947
Email : info@erc.go.ke

(ii) Consent

I (*Licensed Electrician/Solar PV technician*)
of National ID No, holding Electrician/Technician Licence Novalid till (*insert Date*)
..... issued by the Energy and Petroleum Regulatory Authority, do hereby affirm that I am work-
ing for/engaged to (*Electrical/SolarContractor*).....
as their full-time licensed electrician/technician from (*insertdate*).....

(iii) Declaration

I declare that based on my electrician/technician licence;

- (i) I have not obtained any electrical contractor/ solar PV contractor licence,
- (ii) My licence is presently not engaged to another licensed electrical contractor,
- (iii) There will be no conflict of interest in the discharge of my duties when my electrician licence is engaged to this electrical contractor, and
- (iv) By engaging my licence to this electrical contractor, I shall not be in contravention of any law.

I further **assure** that;

- (i) I will report to the Authority any malpractice related to electrical installation works involving the electrical contractor to whom I am engaged,
- (ii) When I intend to leave the present electrical contractor/solar PV contractor, I will report the same to the Energy and Petroleum Regulatory Authority thirty days prior to leaving, and
- (iii) I shall abide by the provisions of the Energy Act, 2006 and regulations made thereunder; and instructions issued by the Authority from time to time.

I attach herewith copies of my National ID Card and Electrician Licence for your verification and record.

Signed

Licensed Electrician / Licensed Solar PV Technician

Signature _____ ID No _____ Date _____

Postal Address _____ Post Code _____

Telephone Number _____ Email _____

Electrical Contractor/Solar PV Contractor (Director)

Signature _____ ID No _____ Date _____

Postal Address _____ Post Code _____

Telephone Number _____ Email _____

Contractor's Stamp/Seal	Attested by Commissioner for Oaths/Notary
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LICENSING APPLICATION GUIDE FOR NEW SOLAR PHOTOVOLTAIC (PV) WORKER

LICENSING REQUIREMENTS

An applicant for a solar photovoltaic worker's license needs to meet one of the following academic and professional requirements

S. No	Category	Education (Academic)	Professional (Job Experience)
1	Basic T1	KCPE, Electrical Govt. trade test 2 and Basic Solar Training	Verifiable two years solar installation experience
2	Intermediate T2	KCSE, Certificate in Electrical or Electronic and Intermediate Solar Training	Verifiable four years solar installation experience
		KCSE, Diploma in Electrical or Electronic and Intermediate Solar Training	Verifiable two years solar installation experience
		BSc. Electrical Engineering or relevant degree Or Higher National diploma	one year solar installation experience
3	Advanced T3	KCSE, Diploma in Electrical or Electronics and Intermediate Solar Training	Verifiable Four years solar installation experience
		BSc. Electrical Engineering or relevant degree Or Higher National diploma	Two years solar installation experience

The related licensing fees are;

Class	Application fee	Grant Fee	Annual Renewal Fee
T1	250	1,000	500
T2	500	2,000	750
T3	750	3,000	1,000

1. How to Apply for Solar PV Worker Licence?

1.1 Visit our website: www.epra.go.ke

1.2 Click on the online services portal

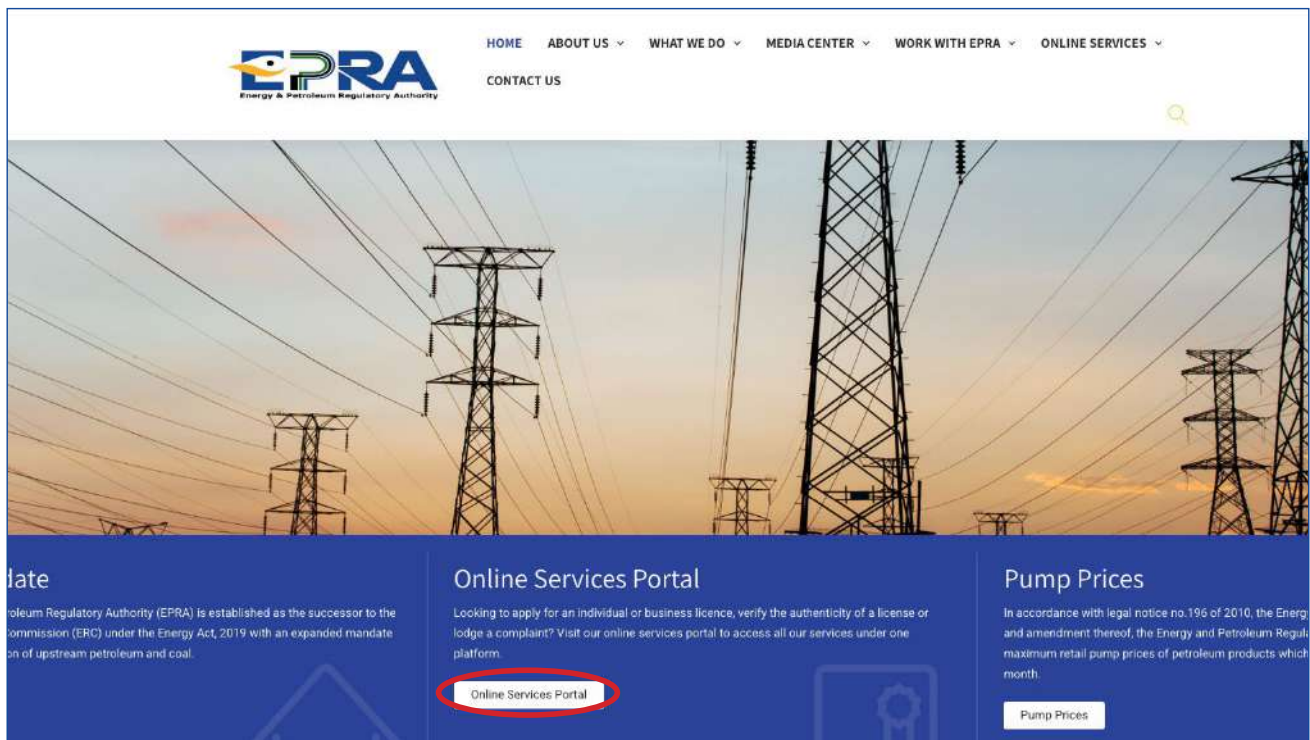


Figure 1: Online services tab/link

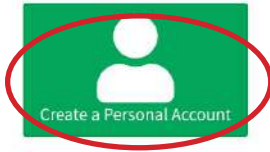
1.3 Fill in details of username and password and click “Create Account” if you do not have an account with us; otherwise login to your profile and skip to step 1.7.

The image shows the EPRA Licencing Portal login form. The title is 'EPRA Licencing Portal'. There are three input fields: 'Username *', 'Password *', and 'Security Code'. The 'Security Code' field is accompanied by a 'deosy' logo and a 'Refresh' button. Below the input fields is a 'Remember Me' checkbox which is checked. There is a green 'Login' button. At the bottom left, the 'Create Account' link is circled in red. At the bottom right, there is a 'Reset Password' link.

Figure 2: Creating new account

Create Account

Welcome to ERC's Customer Portal. Please select an option below to proceed



1.5 Fill in your individual details, then click sign up

Signup

Please fill in the following information to signup:

Personal Details

First Name *

Last Name *

Other Names

National Id *

Login Details

UserName *

Email *

Phone Number *

Password *

Confirm Password *

Security Verification

Security Code *

deOosy

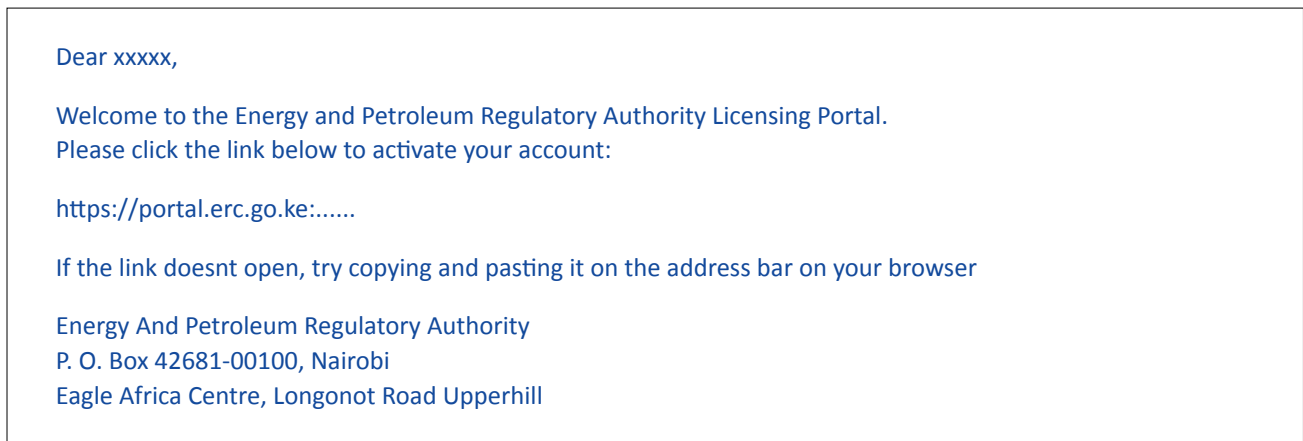
Refresh

Please Type the Security Code above Here!

Signup



You will receive the message below:



1.5 Activate your account by clicking on the link sent to the email sent entered in 1.4. above

1.6 Login to your created individual account using your username and password

EPRA Licencing Portal

Username *

Password *

Security Code

jocezi

Remember Me

[Create Account](#) [Reset Password](#)

Figure 2: Login form

1.7 Select the type of license you are applying then click continue with registration

New Licence Application

Select the License you want to apply for

- Electricity Sector
 - Electrician
- Renewable Energy Sector**
 - Energy Auditors
 - Solar PV Technician**
- Petroleum Sector
 - Driver Certification

Solar PV Technician

License Details

This kind of license is issued to a/an **Individual**. We'll require you to create your individual profile before proceeding with the application.

In addition, you will be required to provide the following documents:

1. National Identification
2. Copies of Original Certificate
3. Copies of Professional Certificates
4. Detailed Summary Of Systems You have participated in Installation (Project, Location, Capacity)
5. Proof of years of experience (Recommendation Letter by current or previous employers/clients)

Press the button below to continue.

Continue with Registration >>>

Need Help?

General Enquiry
Tel: +254 20 2847000/197/198/200
Mobile: 0722 200 947 / 0734414333
Fax: +254 20 2717603
Postal Address: P.O Box 42681 - 00100
NAIROBI, KENYA
Email: info@erc.go.ke

Interactive Voice Response
Tel: +254 20 2847200

Enforcement Hotline
Tel: 0708 444 000

Anti-Corruption Hotline
Tel: 0700 628 873

1.8 Complete registration by filling bio data section, then click next

Licence Application: Solar PV Technician

Bio Data | Licence Class | Minimum Qualifications | Work Experience | Academic Qualifications | Knowledge of Rules | Other Licences | Referees | Documents

Passport Upload | Payment | Submit Application

First Name *

Middle Name

Last Name *

Email *

Telephone *

KRA PIN *

Postal Address

Postal Code

Town

Physical Address *

Date of Birth *

Driving Licence No

Passport No. / National ID

Nationality

Gender *

Country

County *

Next >>

<< Previous

Figure 8: Bio data form

1.9 Select the class of the license you are applying, then click next

Licence Application: Solar PV Technician

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Referees Documents Passport Upload Payment Submit Application

Licence Class

--SELECT--

<< Previous Next >>

1.10 Confirm that you meet the minimum academic and technical qualification as applicable, then click next. Choose I do not have any of these qualifications if you don't have. The system will allow you to start the process again or log out.

Licence Application: Solar PV Technician Class T2

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Referees Documents Passport Upload Payment Submit Application

Minimum Qualifications for Class T2

Please Indicate your Qualifications

Academic Qualification	Technical Qualifications
<input type="radio"/> KCSE +Certificate in Electrical and/ or Electronic + Intermediate Solar Training	Verifiable 4 years solar installation experience
<input type="radio"/> KCSE +Diploma in Electrical and/ or Electronic + Intermediate Solar Training	Verifiable 2 years solar installation experience
<input checked="" type="radio"/> BSc Electrical Engineering or relevant degree Or Higher National diploma	1 year of solar installation experience

<< Previous Next >> I do not Have any of these Qualifications

1.11 Fill in your work experience section, then click next

Licence Application: Solar PV Technician Class T2

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Referees Documents Passport Upload Payment Submit Application

Work Experience (Describe Activities Relevant to Licence Applied for)

+ Add Experience

Institution	BusinessType	Starting Date	Ending Date	Position	
KPLC	Public Limited Company	1978	2021	Electrical Engineer	Edit

<< Previous Next >>

1.12 Fill in your academic qualification section, then click next

Licence Application: Solar PV Technician Class T2

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Referees Documents Passport Upload Payment Submit Application

Academic Qualification

[+ Add Qualifications](#)

Institution	Location	Academic Level	Summary of Qualification	Date Awarded	
Electrical and Electronics Engineering	Eldoret	Degree		1967-01-01	Edit Record

[<< Previous](#) [Next >>](#)

1.13 Fill in the details of at least two referees, then click next

Licence Application: Solar PV Technician Class T2

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Knowledge of Rules Other Licences Referees Documents

Passport Upload Payment Submit Application

Referees (Minimum two referees, with at least one ERC licenced individual)

[+ Add Referees](#)

Licence No.	Name	Occupation	Job Title	Email	Telephone Number	
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	Edit Record
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	Edit Record

[<< Previous](#) [Next >>](#)

1.14 Attach all the application requirements, then click upload files

Licence Application: Solar PV Technician Class T2

Bio Data Licence Class Minimum Qualifications Work Experience Academic Qualifications Referees Documents Payment Submit Application

Documents (Ensure all your files have different names). For large file(s) compress using PDF COMPRESSOR

Current Document


- 1) National Identification (Mandatory)115 [Choose Files](#) No file chosen
- 2) Copies of Original Certificate (Mandatory)116 [Choose Files](#) No file chosen
- 3) Copies of Professional Certificates 117 [Choose Files](#) No file chosen
- 4) Detailed Summary Of Systems You have participated in installation(Project,Location,Capacity) (Mandatory)305 [Choose Files](#) No file chosen
- 5) Proof of years of experience (Recommendation Letter by current or previous employers/clients) (Mandatory)430 [Choose Files](#) No file chosen


[<< Previous](#) [Upload Files](#)

1.15 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click save the payment

Update Payments

Select your payment option

M-PESA 

Bank Deposit 

Mpesa Payment Methods

NB: There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

STK-Push Payment Mpesa Guidelines

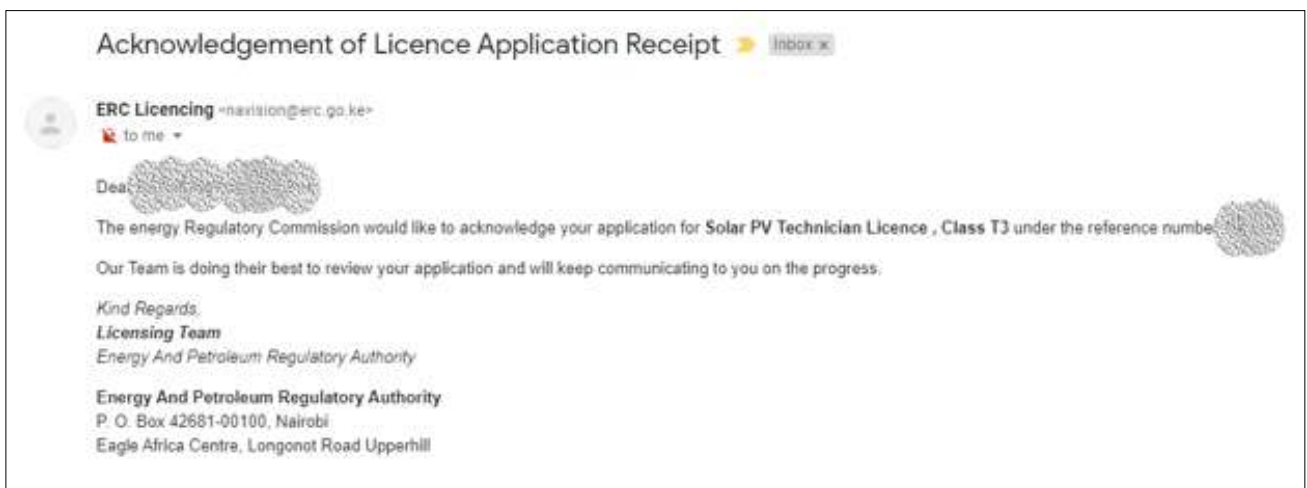
- **Unlock your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g **2547xxxxxx34**
- Send payment request to the entered phone number by clicking the button below
- **If a request is not sent to your phone, and it brings an error 'Operation cancelled 09', please use the other method.**
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

1.16 Submit your application for review.

1.17 You will receive a confirmation on the email you used to create the account indicating that the application has been submitted successfully as shown below.

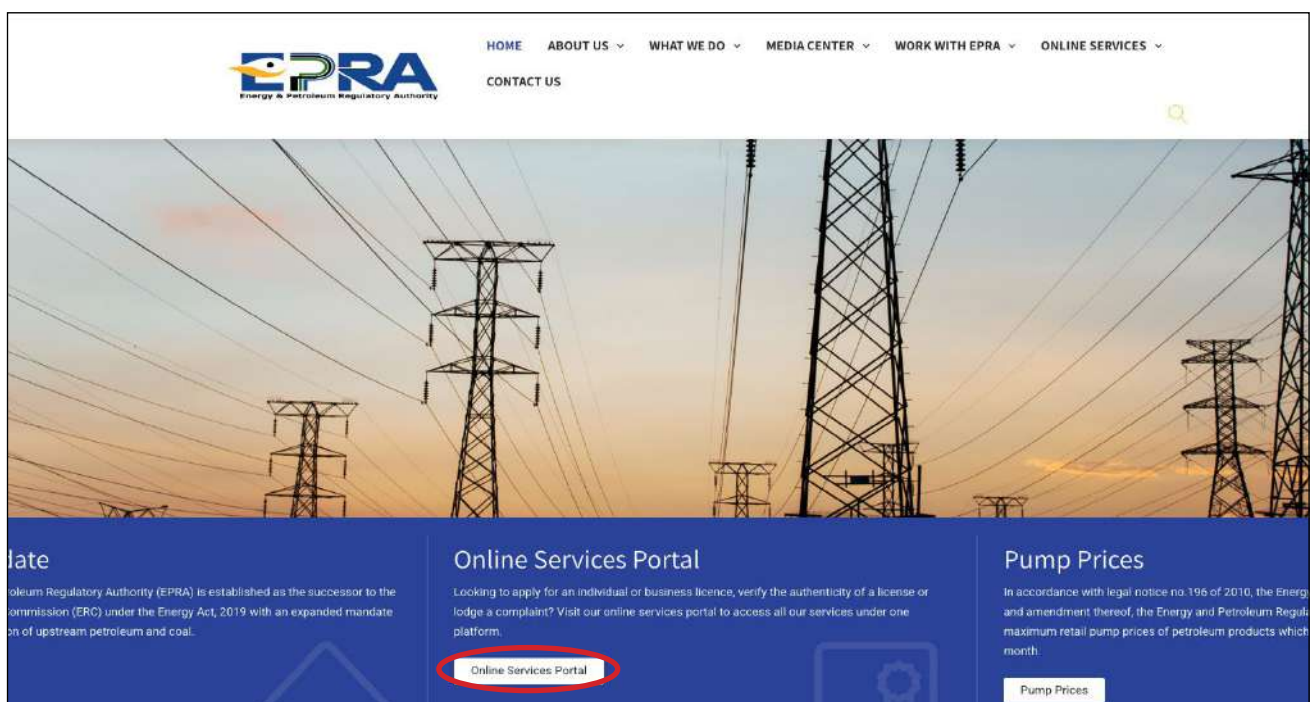


SOLAR PHOTOVOLTAIC WORKER LICENSE RENEWAL GUIDE

How to renew solar PV worker licence?

Visit our website: www.epra.go.ke

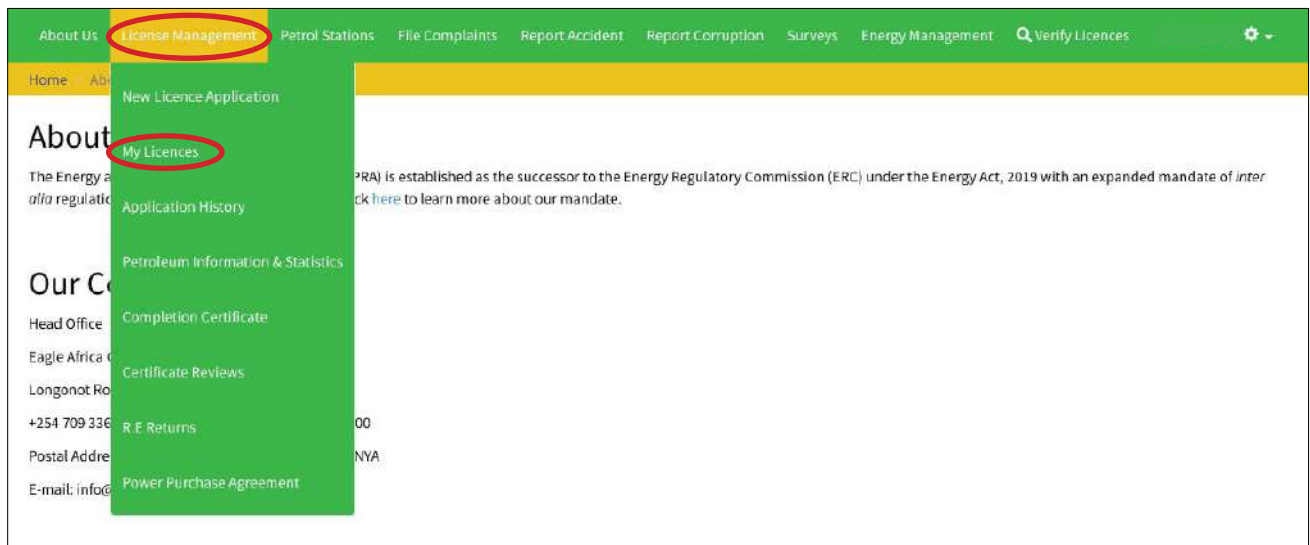
Click on the online services portal



1.1 Login to your individual account using your username and password. If you no longer remember your password, click on Reset Password and provide an email address to which you have access.

The screenshot shows the EPRA Licencing Portal login form. The form includes fields for Username, Password, and Security Code. The Security Code field is a CAPTCHA image showing the word 'joceli'. There is a 'Remember Me' checkbox and a 'Login' button circled in red. Links for 'Create Account' and 'Reset Password' are also visible.

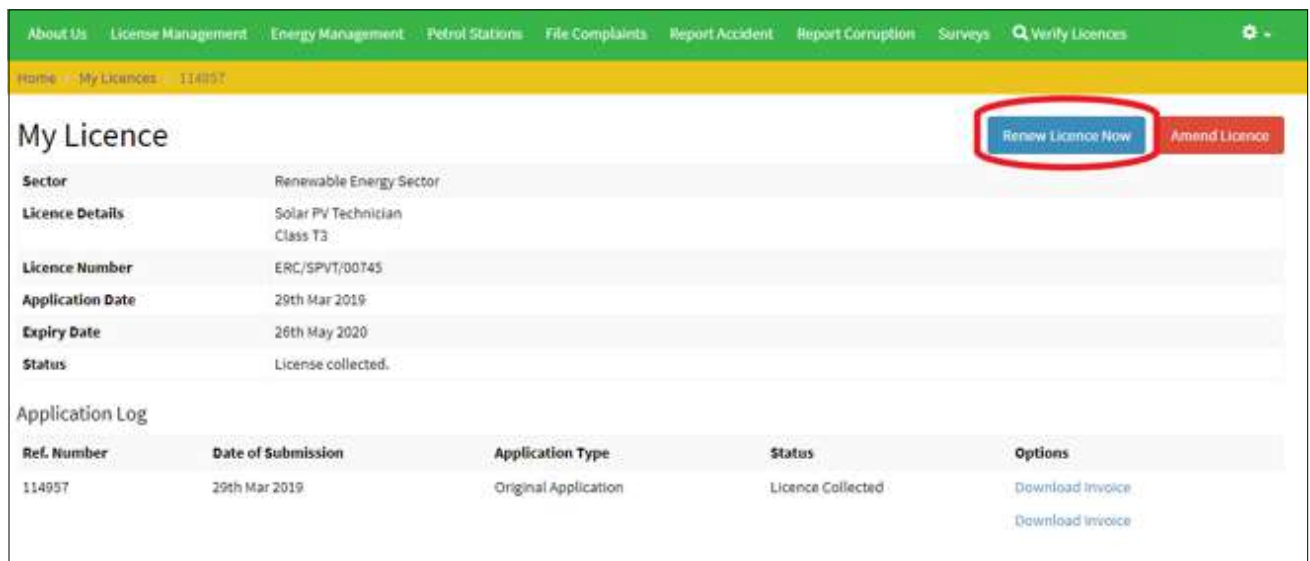
1.2 Go to Licence Management and click My Licenses



1.3 Select the licence you want to renew by clicking view licence



1.4 Proceed to apply for renewal of your licence by clicking Renew Licence Now



1.5 File returns for work done in the previous year. If returns for work done have been filed proceed to step 1.6.

About Us License Management Energy Management Petrol Stations File Complaints Report Accident Report Corruption Surveys Verify Licences

Info! Kindly submit returns on work done for the year (2019/2020) before proceeding with renewal. File NIL(0) if you have not done any work.

Click **HERE** to submit returns.

Renewable Returns

+ Add New Returns

Returns Category	Amount	Action
Unsubmitted Returns	0	View
Submitted Returns	0	View
Rejected Returns	0	View
Approved Returns	0	View
Tagged Returns	0	View

Systems Installed Returns

Category: Solar Photovoltaic Contractors/Technicians Close x

Year: 2019/2020

System Description	Unit	Capacity (Ltrs)	County Installed	System Location Address	Site Contact	Site Coordinates	View/Add Participants
1	W	1	Nairobi	Nairobi	+254719403099	0 0	Participants

[Update Data & Submit Later](#) [Save & Submit Data Now](#)

1.6 Select Renew Licence Now Complete your profile if there is any missing data, then click next

Home > Licence Application

Licence Renewal: Solar PV Technician (#)

Bio Data | Payment | Submit Application

First Name *
Middle Name
Last Name *

Email *
Telephone *
KRA PIN *

Postal Address
Postal Code
Town

Physical Address *

Date of Birth *
Driving Licence No
Passport No. / National ID

Nationality
Gender *
Country

County *
Nandi

Next >>

1.7 Proceed to pay renewal fee by choosing either Mpesa or Bank deposit payment option. Pay renewal fee as guided, then click save the payment

Update Payments

Select your payment option

M-PESA

Bank Deposit

Mpesa Payment Methods

NB: There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

STK-Push Payment Mpesa Guidelines

- **Unlock your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- **If a request is not sent to your phone, and it brings an error 'Operation cancelled 09', please use the other method.**
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

254

Send Request to you phone

M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous

Save Payment

1.8 Submit your renewal application for review.

SOLAR PHOTOVOLTAIC SYSTEMS CONTRACTOR/VENDOR/MANUFACTURER/ IMPORTER NEW APPLICATION GUIDE

LICENSE REQUIREMENTS

In the application of a new solar photovoltaic systems contractor/ vendor/ manufacturer/ importer, you will be required to have scanned copies of the listed documents and pay the applicable licensing fees. The instruments/tools shall be checked during licensing inspection for which you will be notified.

1. Certificate of incorporation/ business registration certificate
2. Certified copy of VAT certificate/ PIN certificate
3. Valid tax compliance certificate from the Kenya Revenue Authority
4. Certified Copies of CR12 from the registrar of companies (Not older than 1 year) for limited companies
5. Legible copies of identification documents i.e. IDs/Passports for all company directors.
6. Work permits class “G” for foreign directors as per CR12. In the event that these directors neither live nor work in Kenya, a letter stating this and notarised in the country of residence should be provided. The template of the letter is provided in Annex I and should be notarised by a public notary in the country of residence
7. Certified Copies of Valid Business permit from the relevant County Government
8. Proof of occupancy of office premises (Title deed or Valid Lease Agreement)
9. Licensed technician’s consent letter template provided in Annex II
10. Copy of technician’s license
11. Template for completion certificates and warranties
12. Details of Solar PV design tools

INSTRUMENTS, TOOLS and SAFETY GEARS:

The following mandatory instruments are to be provided during inspection.

- Earth loop impedance tester - (Mandatory for class V1, V2 and C1)
- Insulation resistance tester - (Mandatory for class V1, V2 and C1)
- Earth resistance tester - (Mandatory for class V1, V2 and C1)
- Clamp meter/ Multimeter - (Mandatory for class V1, V2 and C1)

In addition to the mandatory tools, the contractor should have:

- Electrician tool box
- Safety gear and equipment (Overalls, reflectors, harness etc.)
- Appropriate climbing equipment
- Drilling machines
- Spanners, screwdrivers, pipe wrenches and torque wrench.
- Office accessories (Computer, Printers etc.)

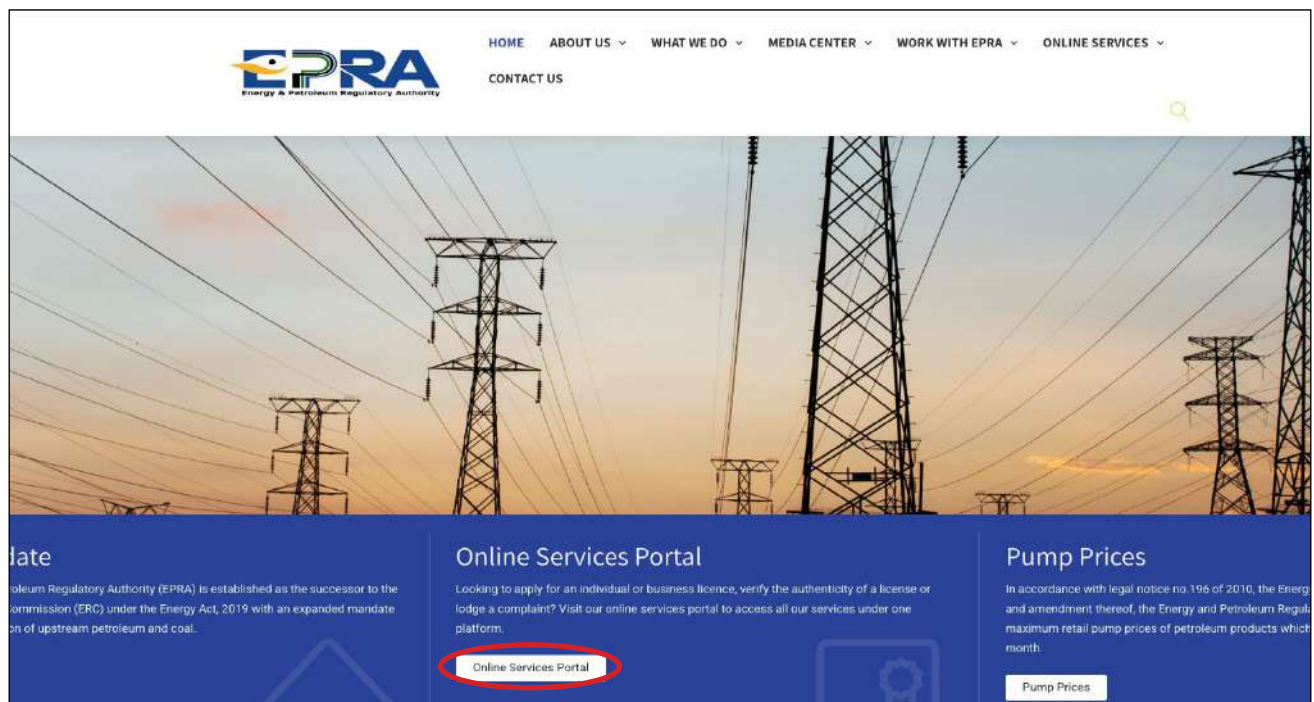
The related licensing fees

Class	Application fee	Grant Fee	Annual Renewal Fee
C1	500	1,000	1,000
V1	1,000	2,500	1,000
V2	2,000	5,000	2,500

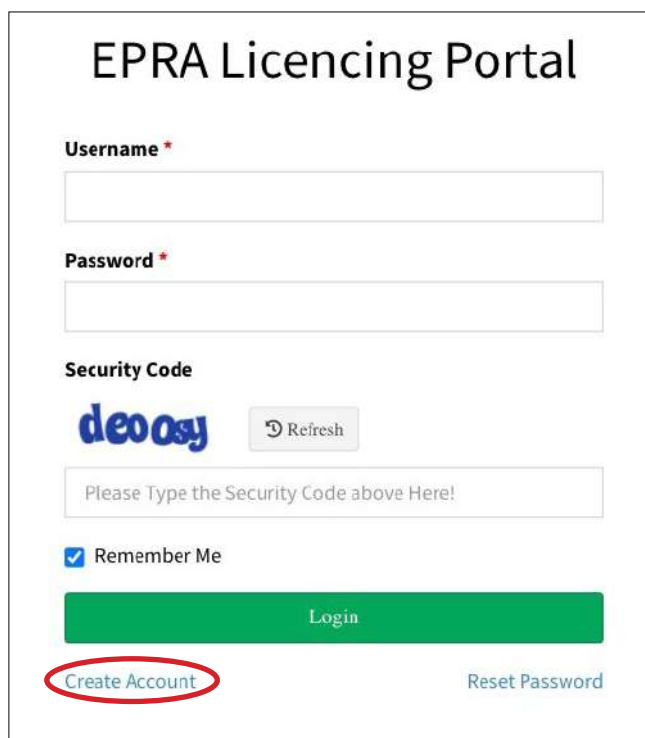
How to Apply for New Contractor Licence?

1.1 Visit our website: www.epra.go.ke

1.2 Click on the online services portal



1.3 Fill in details of username and password and click “Create Account” if you do not have an account with us. otherwise login to your profile and skip to step 1.7.

The image shows the EPRA Licencing Portal login form. It features a title "EPRA Licencing Portal" and several input fields: "Username *", "Password *", and "Security Code". The "Security Code" field is accompanied by a "deosy" logo and a "Refresh" button. Below the input fields is a "Remember Me" checkbox (checked) and a green "Login" button. At the bottom, there is a "Create Account" link circled in red and a "Reset Password" link.

Create Account

Welcome to ERC's Customer Portal. Please select an option below to proceed



1.4 Fill in your business account details, then click sign up

Signup

Please fill in the following information to signup:

Business Name *

Email *

Krapin *

Login Details

UserName *

Password *

Confirm Password *

Contact Person

First Name *

Last Name *

Other Names

Mobile Number *

Security Code *

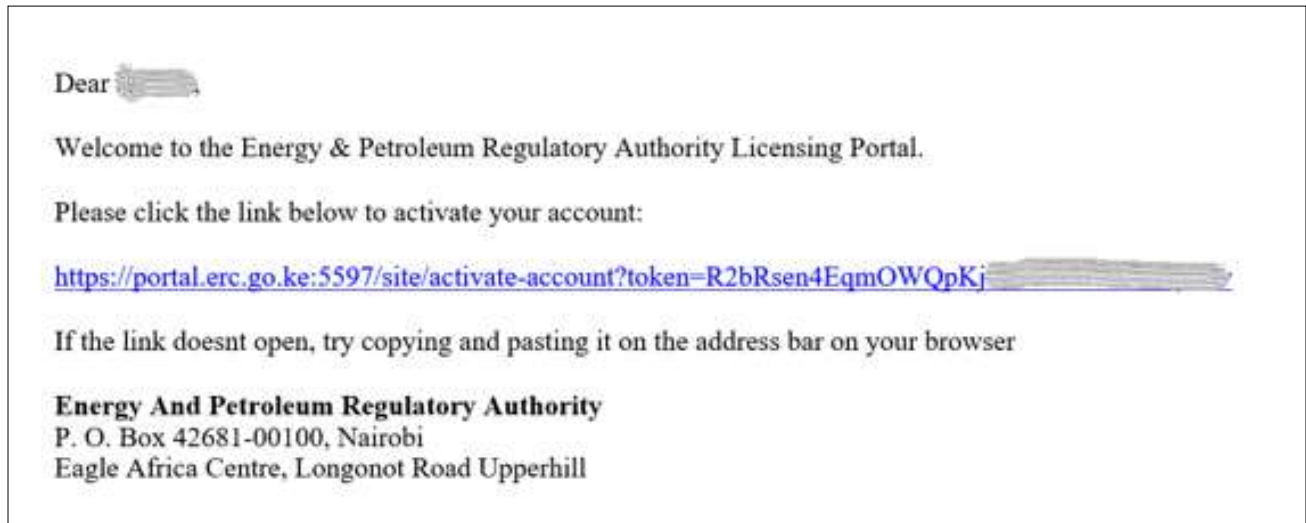


Refresh

Please Type the Security Code above Here!

Signup

You will receive the message below



1.5 Activate your account by clicking on the link sent to the email sent entered in 1.4. above

1.6 Login to your created business account using your username and password

EPRA Licencing Portal

Username *

Password *

Security Code

joczi

Remember Me

[Create Account](#) [Reset Password](#)

1.7 Select Solar PV Contractor/Vendor for Class C1 and V1 application and Solar PV Manufacturer/Importer for class V2 then click on **Continue with Registration**

Need Help?

General Enquiry
Tel: +254 20 2847000/197/198/200
Mobile: 0722 200 947 / 0734414333
Fax: +254 20 2717603
Postal Address: P.O Box 42681 - 00100
NAIROBI, KENYA
Email: info@erc.go.ke

Interactive Voice Response
Tel:+254 20 2847200

Enforcement Hotline
Tel: 0708 444 000

Anti-Corruption Hotline
Tel: 0700 629 873

New Licence Application

Select the License you want to apply for

Electricity Sector

Electrical Contractor

Electric Power Undertaking Business Licence

Renewable Energy Sector

Energy Audit Firms

Solar PV Contractor/Vendor

Solar PV Manufacturer/Importer

Appliances Labels

Petroleum Sector

Petroleum Business Licence (Except LPG)

Import, Export and Wholesale of Petroleum Products (Except LPG)

Import, Export and Wholesale of Fuel Oil

Import, Export and Wholesale of Bitumen

Solar PV Manufacturer/Importer

License Details

This kind of license is issued to a/an **Business/Company**. We'll require you to create your Business/Company profile before proceeding with the application.

In addition, you will be required to provide the following documents:

1. Certificate of Incorporation / Business Registration Certificate
2. Valid Tax Compliance Certificate from Kenya Revenue Authority
3. Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors
4. Certified copy of VAT certificate
5. Technician Consent Letter
6. 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)
7. Work Permits Class "G" for foreign directors as per CR12
8. Title Deed or Valid Lease Agreement of the office
9. Copy of Technician's Licence
10. Completion Certificate Template
11. Single Business Permit to operate business from the respective County Government

Press the button below to continue.

Continue with Registration >>>

1.8 Complete registration by filling **bio data** section, then click on **"Next"**

Licence Application: Solar PV Manufacturer/Importer Class C1

Bio Data
Licence Class
Directors
Description of Premises
Licensed Staff
Work Experience
Areas of Operation
Financial Institutions
Referees
Documents

Payment Submit Application

Company Name

Email *

Telephone *

KRA PIN *

Postal Address

Postal Code

Town

Physical Address *

Registration Date

📅 ✕

Business Permit No

VAT Number

Business Type

Business Registration No

Designation

Mobile Number *

Country

County *

Next >>

1.9 Select the class of the license you are applying, then click next

Note: You need a class T3 solar photovoltaic technician to apply for C1. Class T2 solar PV Technician can only allow you to apply for Class V1 and V2 licence.

T3 is applicable to all the classes

Licence Application: Solar PV Contractor/Vendor Class V2

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

Licence Class

Class C1

<< Previous Next >>

1.10 Fill in the details of the company directors with the “+Add Directors” tab, then click “next”

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

Directors

Director Name	Nationality	ID/Passport No.	Director/Partner Type
XXXXX	XXXXX	XXXXX	XXXXX

+ Add Directors

<< Previous Next >>

1.11 Fill in the location of your office, then click “Save & Continue”

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

Business Premises

Building Name	Premises Type	Town/District	Physical Address
XXXXX	XXXXX	XXXXX	XXXXX

<< Previous Save & Continue

1.12 Fill in the licence number of your solar PV technician, then click "next"

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises **Licensed Staff** Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

Licensed Staff

Licence Number

Staff Name	Licence Number	Expiry Date	
XXXXX	XXXXX	2018-10-06	Remove Staff

1.13 Fill in the details of the area of operation then click next

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff **Areas of Operation** Work Experience Testing Tools Referees Documents Payment

Submit Application

Regions of Operation

#	Operation Area	Description	
1	Nairobi	NA	Delete

Specify your Region of Operation

Region

Details

1.14 Fill in details of your work experience that is relevant to the class of licence you are applying, then click next

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation **Work Experience** Testing Tools Referees Documents Payment

Submit Application

Work Experience (Describe Activities Relevant to Licence Applied for)

Institution	BusinessType	Starting Date	Ending Date	Position	
KU	Public Limited Company	2019	2019	MD	Edit

1.15 Fill in the details of all the mandatory **testing tools/meters** in your possession, then click **next**

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience **Testing Tools** Referees Documents Payment

Submit Application

Tools

#	Tool	Make	Serial No.	Quantity	
1	Earth Loop Impedance Tester	Megger	SN: 123456789	2	Delete
2	Clamp Meter	TNL	SN: 123456789	1	Delete

Name of the Tool

Make

Serial Number

Quantity

Save

<< Previous **Next >>**

1.16 Fill in the details of at least two referees on of which is a licensed individual, then click **next**

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Testing Tools **Referees** Documents Payment

Submit Application

Referees

(Minimum two referees, with at least one ERC licenced individual) + Add Referees

Licence No.	Name	Occupation	Job Title	Email	Telephone Number	
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	Edit Record
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	Edit Record

<< Previous **Next >>**

1.17 Attach all the company documents listed, then click upload files

Licence Application: Solar PV Contractor/Vendor Class C1

Bio Data Licence Class Directors Description of Premises Licensed Staff Areas of Operation Work Experience Testing Tools Referees Documents Payment

Submit Application

**Documents (Ensure all your files have different names).
For large file(s) compress using PDF COMPRESSOR**


		Current Document	
1) Certificate of Incorporation / Business Registration Certificate (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/116667_fnlms1562672677_2.pdf	<input type="button" value="Delete"/>
2) Valid Tax Compliance Certificate from Kenya Revenue Authority (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/116667_AyQDx1562672677_5.pdf	<input type="button" value="Delete"/>
3) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/116667_luEp1562672677_6.pdf	<input type="button" value="Delete"/>
4) Certified copy of VAT certificate	<input type="button" value="Choose Files"/> No file chosen	petroleum/116667_QGN-k1562672677_48.pdf	<input type="button" value="Delete"/>
5) Technician Consent Letter (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/116667_MSPbC1562672677_57.pdf	<input type="button" value="Delete"/>
6) 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) (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/116667_oPAGO1562672677_1.pdf	<input type="button" value="Delete"/>
7) Copy of Technician's Licence (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/116667_hCpXg1562672677_94.pdf	<input type="button" value="Delete"/>
8) Business Permit from the County Government (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/116667_Klf641562672677_95.pdf	<input type="button" value="Delete"/>
9) Work Permits Class "G" for foreign directors as per CR12	<input type="button" value="Choose Files"/> No file chosen		
10) Title Deed or Valid Lease Agreement of the office (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/116667_Xxr5P1562672677_96.pdf	<input type="button" value="Delete"/>
11) Completion Certificate Template (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/116667_9rLwB1562672677_99.pdf	<input type="button" value="Delete"/>


<< Previous **Upload Files**

1.18 Proceed to pay application fee by choosing either Mpesa or Bank deposit payment option. Pay application fee as guided, then click save payment

Update Payments

Select your payment option

M-PESA 

Bank Deposit 

Mpesa Payment Methods

NB: There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

STK-Push Payment Mpesa Guidelines


- **Unlock your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms


M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

1.19 Submit your application for review.

1.20 You will receive a confirmation on the email you used to create the account indicating that the application has been submitted successfully.

Dear 

The energy Regulatory Commission would like to acknowledge your application for **Solar PV Contractor/Vendor Licence , Class C1** under the reference number 

Our Team is doing their best to review your application and will keep communicating to you on the progress.

Kind Regards,
Licensing Team
Energy And Petroleum Regulatory Authority

Energy And Petroleum Regulatory Authority
P. O. Box 42681-00100, Nairobi
Eagle Africa Centre, Longonot Road Upperhill

SOLAR PHOTOVOLTAIC SYSTEMS CONTRACTOR/VENDOR/MANUFACTURER/ IMPORTER RENEWAL GUIDE

License Requirements

In the application for renewal of a solar photovoltaic systems contractor/ vendor/ manufacturer/ importer, you will be required to have scanned copies of the listed documents and pay the applicable renewal fees.

1. Certificate of incorporation/ business registration certificate
2. Certified copy of VAT certificate/ PIN certificate
3. Valid tax compliance certificate from the Kenya Revenue Authority
4. Certified Copies of CR12 from the registrar of companies (Not older than 1 year) for limited companies
5. Legible copies of identification documents i.e. IDs/Passports for all company directors.
6. Work permits class “G” for foreign directors as per CR12. In the event that these directors neither live nor work in Kenya, a letter stating this and notarised in the country of residence should be provided. The template of the letter is provided in Annex I and should be notarised by a public notary in the country of residence
7. Certified Copies of Valid Business permit from the relevant County Government
8. Proof of occupancy of office premises (Title deed or Valid Lease Agreement)
9. Licensed technician’s consent letter template provided in Annex II
10. Copy of technician’s license

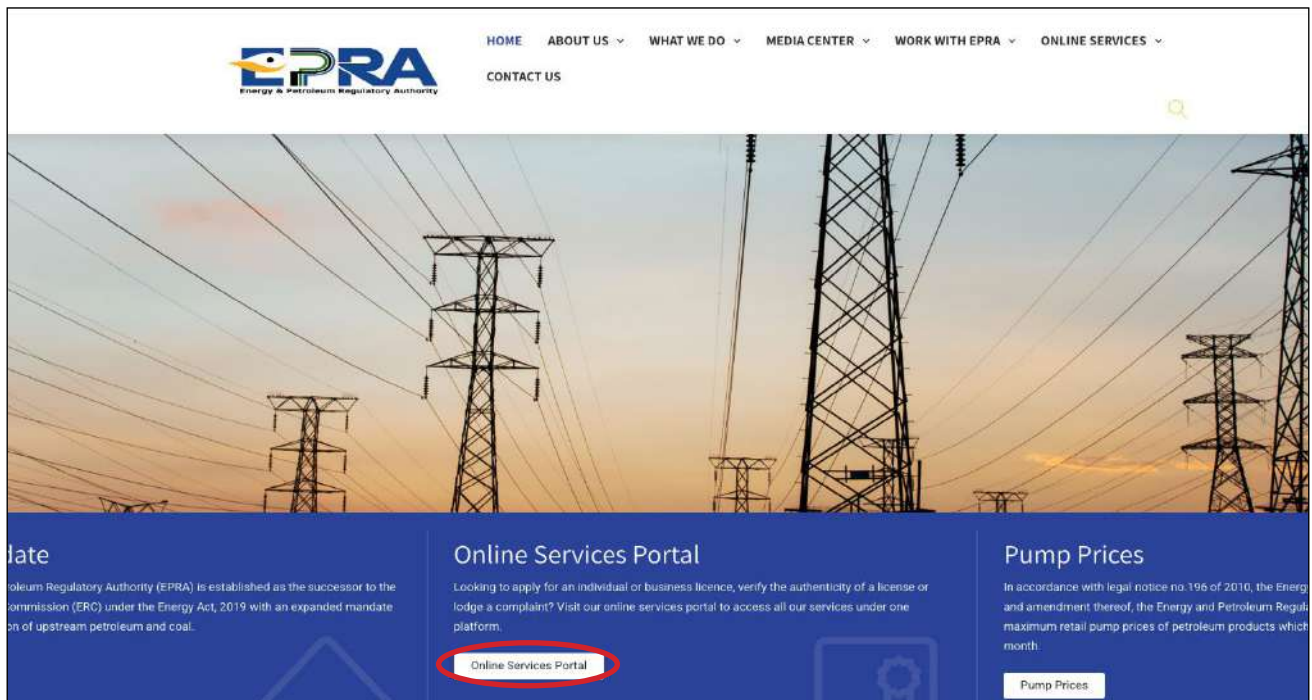
The fees charged for renewal are as below;

Class	Annual Renewal Fee
C1	1,000
V1	1,000
V2	2,500

How to renew contractor licence

Visit our website: www.epra.go.ke

Click on the online services portal



1.0 Login to your business account using your **username** and **password**. If you no longer remember your password, click on **Reset Password** and provide an email address to which you have access.

EPRA Licencing Portal

Username *

Password *

Security Code

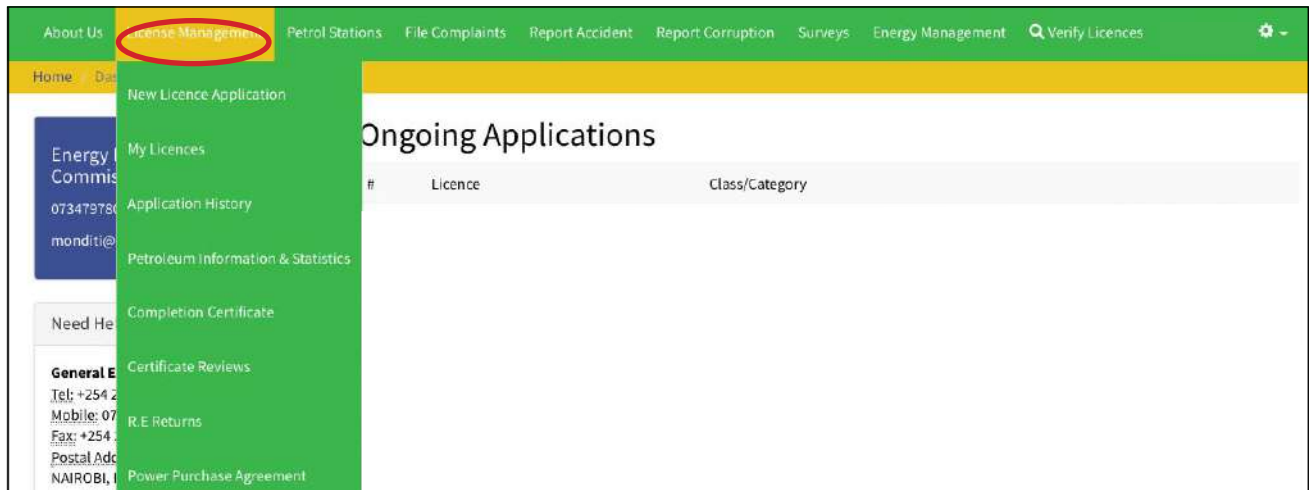
joczi Refresh

Remember Me

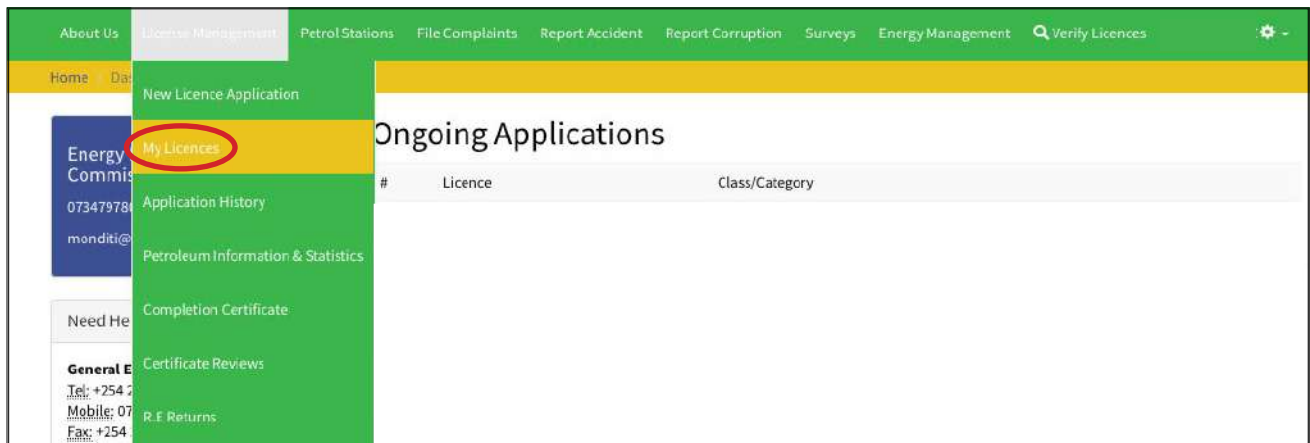
Login

[Create Account](#) [Reset Password](#)

2.0 Go to license management



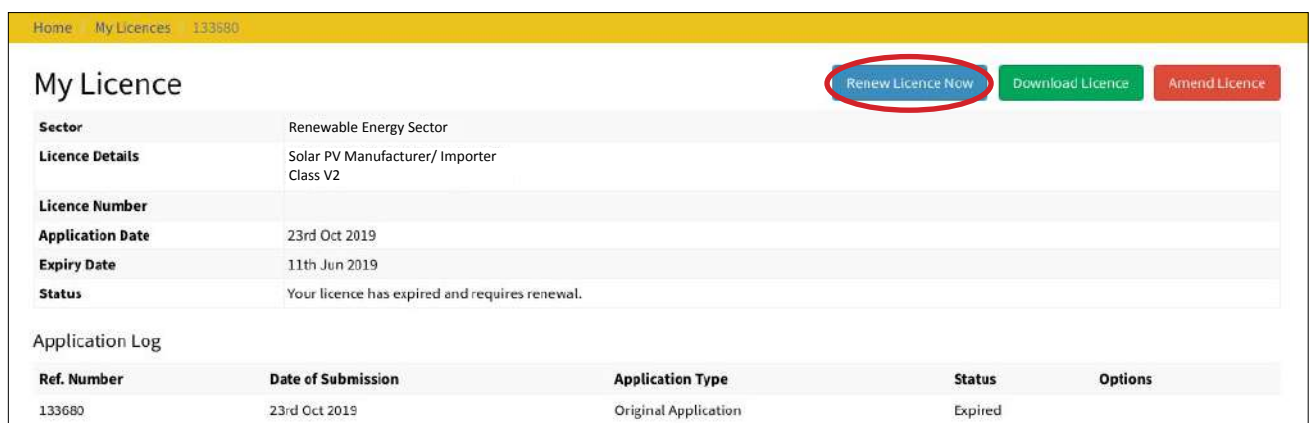
3.0 Click My Licences



4.0 Click My Licences



5.0 Proceed to apply for renewal of your licence by clicking Renew Licence Now.



6.0 File returns for activities done in the previous year.

Info! Kindly submit returns on work done for the year (2019/2020) before proceeding with renewal. File NIL(0) if you have not done any work.

Click [HERE](#) to submit returns.

Renewable Returns

[+ Add New Returns](#)

Returns Category	Amount	Action
Unsubmitted Returns	0	View
Submitted Returns	0	View
Rejected Returns	0	View
Approved Returns	0	View
Tagged Returns	0	View

7.0 Fill in the details of projects done and click Save and Submit Data Now

Systems Installed Returns

Category: Solar Photovoltaic Contractors/Technicians Close x

Year: 2019/2020

System Description	Unit	Capacity (Ltrs)	County Installed	System Location Address	Site Contact	Site Coordinates	View/Add Participants
1	W	1	Nairobi	Nairobi		0 0	Participants

[Update Data & Submit Later](#) [Save & Submit Data Now](#)

8.0 Select Renew License Now

Home My Licences 133680

My Licence

[Renew Licence Now](#) [Download Licence](#) [Amend Licence](#)

Sector	Renewable Energy Sector
Licence Details	Solar PV Manufacturer/ Importer Class V2
Licence Number	
Application Date	23rd Oct 2019
Expiry Date	11th Jun 2019
Status	Your licence has expired and requires renewal.

Application Log

Ref. Number	Date of Submission	Application Type	Status	Options
133680	23rd Oct 2019	Original Application	Expired	

9.0 Complete your profile by providing missing data or updating information that may have changed, then click **next**

Licence Application: Solar PV Contractor/ Vendor Class C1

Bio Data | Licence Class | Directors | Description of Premises | Licensed Staff | Work Experience | Areas of Operation | Financial Institutions | Referees | Documents

Payment | Submit Application

Company Name

Email * **Telephone *** **KRA PIN ***
Postal Address **Postal Code** **Town**
Physical Address *
Registration Date **Business Permit No** **VAT Number**
Business Type **Business Registration No** **Designation**
Mobile Number * **Country** **County ***
Next >>

10.0 Attach all the company documents requested, then click upload files.

Ensure that all the documents provided are valid and current.

Licence Renewal: Solar PV Manufacturer/Importer (#)

Bio Data | Documents | Payment | Submit Application

**Documents (Ensure all your files have different names).
For large file(s) compress using PDF COMPRESSOR**

Current Document


- 1) Valid Tax Compliance Certificate from Kenya Revenue Authority **(Mandatory)** No file chosen
- 2) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors **(Mandatory)** No file chosen
- 3) Technician Consent Letter **(Mandatory)** No file chosen
- 4) CR12 from the Registrar of companies (Not older than one (1) year) for limited companies **(Mandatory)** No file chosen
- 5) Work Permits Class "G" for foreign directors as per CR12 No file chosen
- 6) Title Deed or Valid Lease Agreement of the office **(Mandatory)** No file chosen
- 7) Copy of Technician's Licence **(Mandatory)** No file chosen
- 8) Single Business Permit to operate business from the respective County Government **(Mandatory)** No file chosen


Upload Files

11.0 Proceed to pay renewal fee by choosing either **M-PESA** or **Bank deposit** payment option. Pay renewal fee as guided, then click **save payment**

Update Payments

Select your payment option

M-PESA 

Bank Deposit 

Mpesa Payment Methods

NB: There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

STK-Push Payment Mpesa Guidelines

- **Unlock your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

12.0 Submit your renewal application for review.

13.0 You will receive a confirmation on the email you used to create the account indicating that the application has been submitted successfully.

Registration of Electric Appliances under the Standards and Labelling (Household Refrigerators, Three Phase Cage Induction Motors, Non Ducted Air Conditioners, Self-Ballasted Lamps, Double Capped Fluorescent Lamps and Ballasts for Fluorescent Lamp)

To register the Electric Appliances, you are required to have the following documents in soft copy

(1) Test Report and Test Certificates

The appliances are to be tested against the respective standards

SN	Appliance	Test Standard
a.	Household Refrigerating Appliances	KS IEC 62552-1: 2015, KS IEC 62552-2: 2015, KS IEC 62552-3: 2015, KS 2464 - 1/2 : 2020
b.	Non Ducted Air Conditioners	KS 2463: 2019
c.	Three Phase Cage Induction Motors	KS 2449 - 1/2 : 2013 or IEC-600034-2-1
c.	Self-Ballasted Lamps	KS 2446 - 1/2 : 2013
d.	Double Capped Fluorescent Lamps	KS 2448- 1 : 2013
e.	Ballasts for Fluorescent Lamp	KS 2447 - 1/2 : 2013

(2) Testing Laboratory Accreditation for the respective test

(3) Registration Fees (you can pay directly from your MPESA during application. You will need an invoice generated during application to pay through the bank)

SNO	Appliance	Registration fee per model
a.	Household Refrigerating Appliances	5,000
b.	Non Ducted Air Conditioners	10,000
c.	Three Phase Cage Induction Motors	10,000
d.	Self-Ballasted Lamps	3,000
e.	Double Capped Fluorescent Lamps	3,000
f.	Ballasts for Fluorescent Lamp	3,000

(4) Other Documents

- a. Certificate of incorporation/ business registration certificate
- b. Certified copy of VAT certificate/ PIN certificate
- c. Valid tax compliance certificate from the Kenya Revenue Authority
- d. Certified Copies of CR12 from the registrar of companies (Not older than 1 year) for limited companies
- e. Legible copies of identification documents i.e. IDs/Passports for all company directors.
- f. Work permits class “G” for foreign directors as per CR12. In the event that these directors neither live nor work in Kenya, a letter stating this and notarised in the country of residence should be provided. The template of the letter is provided in Annex I and should be notarised by a public notary in the country of residence
- g. Certified Copies of Valid Business permit from the relevant County Government
- h. Proof of occupancy of office premises (Title deed or Valid Lease Agreement)

1.1 How to Apply for registration

1.2 Visit our website: www.epra.go.ke

1.3 Click on the online services portal

EPRA
Energy & Petroleum Regulatory Authority

HOME ABOUT US WHAT WE DO MEDIA CENTER WORK WITH EPRA ONLINE SERVICES CONTACT US

ate

oleum Regulatory Authority (EPRA) is established as the successor to the
ommission (ERC) under the Energy Act, 2019 with an expanded mandate
on of upstream petroleum and coal.

Online Services Portal

Looking to apply for an individual or business licence, verify the authenticity of a license or
lodge a complaint? Visit our online services portal to access all our services under one
platform.

Online Services Portal

Pump Prices

In accordance with legal notice no.196 of 2010, the Energy
and amendment thereof, the Energy and Petroleum Regula
maximum retail pump prices of petroleum products which
month:

Pump Prices


Click on “Create Account” in case you do not have an account with us otherwise login to your profile and skip to step 1.6 for the next steps on how to submit your application.

EPRA Licencing Portal

Username *

Password *

Security Code



Remember Me

[Create Account](#) [Reset Password](#)

1.4 Choose **create business account** option.

Create Account

Welcome to ERC's Customer Portal. Please select an option below to proceed

1.5 Fill in your business account details, then click **sign up**

Signup

Please fill in the following information to signup:

Business Name *

Email * **Krapin ***

Login Details

UserName *


Password * **Confirm Password ***

Contact Person


First Name * **Last Name ***

Other Names **Mobile Number ***

Security Code *




You will receive the message below

Dear 

Welcome to the Energy & Petroleum Regulatory Authority Licensing Portal.

Please click the link below to activate your account:

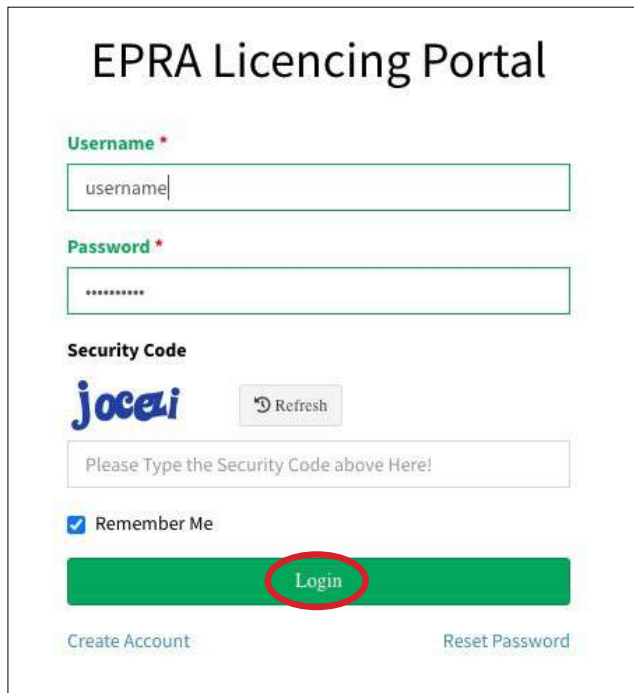
<https://portal.erc.go.ke:5597/site/activate-account?token=R2bRsen4EqmOWQpKj> 

If the link doesnt open, try copying and pasting it on the address bar on your browser

Energy And Petroleum Regulatory Authority
P. O. Box 42681-00100, Nairobi
Eagle Africa Centre, Longonot Road Upperhill

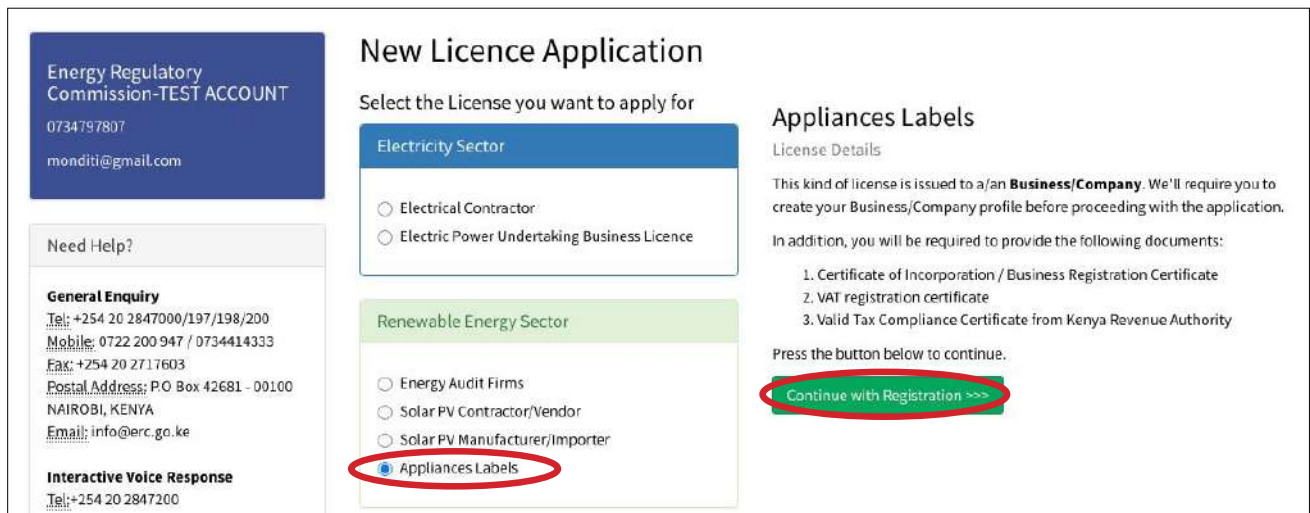
1.6 Activate your account by clicking on the link sent to the email entered in 1.4 above

1.7 Login to your created business account using your **username** and **password**



The image shows the EPRA Licencing Portal login page. It features a header with the title "EPRA Licencing Portal". Below the header are three input fields: "Username" with a red asterisk, "Password" with a red asterisk, and "Security Code". The "Security Code" field is preceded by the JOEZI logo and a "Refresh" button. Below the input fields is a "Remember Me" checkbox which is checked. At the bottom of the form is a large green "Login" button, which is circled in red. There are also links for "Create Account" and "Reset Password" at the bottom of the page.

1.8 Select "Appliance Labels" then click **Continue with Registration**



The image shows the "New Licence Application" page. On the left, there is a contact information box for the Energy Regulatory Commission-TEST ACCOUNT, including a phone number (0734797807) and an email address (monditi@gmail.com). Below this is a "Need Help?" section with "General Enquiry" and "Interactive Voice Response" details. The main content area is titled "New Licence Application" and asks the user to "Select the License you want to apply for". There are two main categories: "Electricity Sector" and "Renewable Energy Sector". Under "Electricity Sector", there are two options: "Electrical Contractor" and "Electric Power Undertaking Business Licence". Under "Renewable Energy Sector", there are three options: "Energy Audit Firms", "Solar PV Contractor/Vendor", and "Solar PV Manufacturer/Importer". The "Appliances Labels" option is selected and circled in red. To the right of the "Appliances Labels" option is a green button labeled "Continue with Registration >>>", which is also circled in red. Further to the right, there is a section titled "Appliances Labels" with "License Details" and a list of required documents: 1. Certificate of Incorporation / Business Registration Certificate, 2. VAT registration certificate, and 3. Valid Tax Compliance Certificate from Kenya Revenue Authority. Below the list, it says "Press the button below to continue."

1.9 Complete registration by filling **bio data** section, then click **next**

Note: The fields with an *asterisk are mandatory

Licence Application: Appliances Labels

Bio Data Licence Class Directors **Appliance Details** Documents Payment Submit Application

Company Name

Email * Telephone * KRA PIN *

Postal Address Postal Code Town

Physical Address *

Registration Date Business Permit No VAT Number

Business Type Business Registration No Designation

Mobile Number * Country Country *

KENYA Nairobi

Next >>

1.10 Select the **type of electric appliance** you are applying, then click **next**

Licence Application: Appliances Labels Non-ballasted lamps

Bio Data Licence Class Directors Appliance Details Documents Payment Submit Application

Licence Class

Non-Ducted Air Conditioners

<< Previous Next >>

1.11 Fill in the details of the company directors, then click next

Licence Application: Appliances Labels Non-Ducted Air Conditioners

Bio Data Licence Class Directors **Appliance Details** Documents Payment Submit Application

Directors + Add Directors

Director Name	Nationality	ID/Passport No.	Director/Partner Type	
XXXXX	XXXXX	XXXXX	Director	Edit

<< Previous Next >>

1.12 Fill in the Appliance Details

Add Appliances ✕

<p>Appliance Name</p> <input style="width: 95%;" type="text"/>	<p>Manufacturer</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--SELECT--</div>
<p>Manufacturer's Model Number</p> <input style="width: 95%;" type="text"/>	<p>Importer's Brand</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--SELECT--</div>
<p>Importer's Model Number</p> <input style="width: 95%;" type="text"/>	<p>Testing Laboratory</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--SELECT--</div>
<p>Country of Origin</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--SELECT--</div>	

Attach Test Reports for this model

1) Accreditation Certificate of Testing Lab	<input type="button" value="Choose File"/> AC.pdf	
2) Appliance Test Report	<input type="button" value="Choose File"/> AC.pdf	
3) Appliance Test Certificate	<input type="button" value="Choose File"/> AC.pdf	

1.13 Attach all the company documents listed, then click upload files

Licence Application: Appliances Labels Non-Ducted Air Conditioners

[Bio Data](#) | [Licence Class](#) | [Directors](#) | [Appliance Details](#) | [Documents](#) | [Payment](#) | [Submit Application](#)

**Documents (Ensure all your files have different names).
For large file(s) compress using PDF COMPRESSOR**

	Current Document	
1) Certificate of Incorporation / Business Registration Certificate (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/115128_Gux4o1582091569_2.pdf <input style="background-color: #dc3545; color: white; padding: 2px 5px;" type="button" value="Delete"/>
2) VAT registration certificate (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/115128_cmyoL1582091570_4.pdf <input style="background-color: #dc3545; color: white; padding: 2px 5px;" type="button" value="Delete"/>
3) Valid Tax Compliance Certificate from Kenya Revenue Authority (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/115128_tkYwc1582091570_5.pdf <input style="background-color: #dc3545; color: white; padding: 2px 5px;" type="button" value="Delete"/>
4) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	
5) 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) (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	
6) Business Permit from the County Government (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	
7) Work Permits Class "C" for foreign directors as per CR12	<input type="button" value="Choose Files"/> No file chosen	
8) Title Deed or Valid Lease Agreement of the office (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	
9) Product Identity Document (PID)	<input type="button" value="Choose Files"/> No file chosen	

1.14 Proceed to pay application fee by choosing either **M-PESA** or **Bank deposit** payment option. Pay application fee as guided, then click **save payment**

Update Payments

Select your payment option

M-PESA

Bank Deposit

Mpesa Payment Methods

NB: There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please fill free to use either of the two. Guidelines for each are provided below.

STK-Push Payment Mpesa Guidelines

- Unlock **your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the **other method**.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

254

Send Request to you phone

M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous
Save Payment

1.15 Enter **Payment Confirmation Code**, click **Check** and then **Submit** your application.

Confirm Transaction Was Successful

Enter Confirmation Mpesa Code

e.g. 8990000000

Check

Close

- Unlock **your phone** and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the **other method**.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous
Save Payment

1.16 You will receive a confirmation on the email you used to create the account indicating that the application has been submitted successfully.

Applicants with already registered models

1.17 Click on **License Management** and go to **My licences** in the drop down Menu.

The screenshot shows the top navigation bar of the ERCTESTBIZ website. The 'License Management' menu item is circled in red. Below the navigation bar, the breadcrumb trail reads 'Home > New License Application'. The main content area features a blue box with the text 'Energy Regulatory Commission-TEST ACCOUNT', the phone number '0734797807', and the email 'monditi@gmail.com'. Below this is a 'Need Help?' section with 'General Enquiry' details: Tel: +254 20 2847000/197/198/200, Mobile: 0722 200 947 / 0734414333, Fax: +254 20 2717603, Postal Address: P.O Box 42681 - 00100 NAIROBI, KENYA, and Email: info@erc.go.ke.

1.18 Click on **View Licence**

The screenshot shows the 'My Licences' page on the ERCTESTBIZ website. The breadcrumb trail reads 'Home > My Licences'. The page title is 'My Licences'. Below the title is a table with columns 'Licence Number', 'Licence Details', and 'Status'. The table contains one row with the following data: Licence Number (blank), Licence Details (Appliances Labels, Refrigerators, Category Appliance Labels), and Status (License collected.). A green 'View Licence' button is located to the right of the table.

1.19 Click on **Register More Appliances**

The screenshot shows the 'My Licence' page on the ERCTESTBIZ website. The breadcrumb trail reads 'Home > My Licences > 113493'. The page title is 'My Licence'. Below the title are two buttons: 'Download Licence' and 'Register More Appliances', with the latter circled in red. Below the buttons is a table with the following data: Sector (Renewable Energy Sector), Licence Details (Appliances Labels, Refrigerators, Category Appliance Labels), Licence Number (blank), Application Date (19th Dec 2018), Expiry Date (01st Jan 1970), and Status (License collected.). Below this table is an 'Application Log' section with a table containing one row: Ref. Number (113493), Date of Submission (19th Dec 2018), Application Type (Original Application), Status (Licence Collected), and Options (Download Invoice).

Navigation menu: About Us, License Management, Petrol Stations, File Complaints, Report Accident, Report Corruption, Surveys, Energy Management, Verify Licenses, ERCTESTBIZ

Home > License Application

Ammendment Request: Appliances Labels (#)

Appliance Details | Documents | Payment | Submit Application

Appliance Details

+ New

#	Appliance Name	Model	Origin	Edit Model	Documents for each model
---	----------------	-------	--------	------------	--------------------------

Next >>

1.20 Go to **+New**

1.21 Add appliance details as shown below and click on **Save & Upload reports**

Add Appliances

Appliance Name

Manufacturer

Manufacturer's Model Number

Importer's Brand

Importer's Model Number

Testing Laboratory

Country of Origin

Attach Test Reports for this model

1)	Accreditation Certificate of Testing Lab	<input type="button" value="Choose File"/>	AC.pdf
2)	Appliance Test Report	<input type="button" value="Choose File"/>	AC.pdf
3)	Appliance Test Certificate	<input type="button" value="Choose File"/>	AC.pdf

Save & Upload Reports

1.22 Go to **+New** if you have more than one model to register and fill in the details as guided in section 1.8. If not click **Next**

Amendment Request: Appliances Labels (#)

Appliance Details
Documents
Payment
Submit Application

Appliance Details + New

#	Appliance Name	Model	Origin	Edit Model	Documents for each model
1	XXXXX	XXXXX	XXXXX	Edit Record Delete Record	<div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> Accreditation Certificate of Testing Lab ✕ </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> Appliance Test Report ✕ </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Appliance Test Certificate ✕ </div>

Next >>

1.23 Upload the company documents as guided and click on **Upload Files**

Amendment Request: Appliances Labels (#)

Appliance Details
Documents
Payment
Submit Application

Documents **(Ensure all your files have different names).** For large file(s) compress using [PDF COMPRESSOR](#)

		Current Document
1) Certificate of Incorporation / Business Registration Certificate (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/113493_VaGXW1560433982_2.pdf
2) VAT registration certificate (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/113493_qatYg1560433982_4.pdf
3) Valid Tax Compliance Certificate from Kenya Revenue Authority (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	petroleum/113493_2QnH1560433982_5.pdf
4) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	
5) 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) (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	
6) Business Permit from the County Government (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	
7) Work Permits Class "G" for foreign directors as per CR12	<input type="button" value="Choose Files"/> No file chosen	
8) Title Deed or Valid Lease Agreement of the office (Mandatory)	<input type="button" value="Choose Files"/> No file chosen	
9) Product Identity Document (PID)	<input type="button" value="Choose Files"/> No file chosen	

Upload Files

1.24 Proceed to pay application fee by choosing either **M-PESA** or **Bank deposit** payment option. Pay application fee as guided, then click **save payment**

Update Payments

Select your payment option

M-PESA

Bank Deposit

Mpesa Payment Methods

NB: There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please feel free to use either of the two. Guidelines for each are provided below.

STK-Push Payment Mpesa Guidelines

- Unlock your phone and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
- Send payment request to the entered phone number by clicking the button below
- If a request is **not sent** to your phone, and it brings an error '**Operation cancelled 09**', please use the other method.
- Enter your **Mpesa Pin** and press okay
- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

254

Send Request to you phone

M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AP287373** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous

Save Payment

1.25 Enter **Payment Confirmation Code**, click **Check** and then **Submit** your application.

Confirm Transaction Was Successful

Enter Confirmation Mpesa Code

Check

Okay

Success. Request accepted for processing

Select your payment option

M-PESA

Bank Deposit

Mpesa Payment Methods

NB: There are two acceptable methods of payment i.e. the STK PUSH and C2B. Please feel free to use either of the two. Guidelines for each are provided below.

STK-Push Payment Mpesa Guidelines

- Unlock your phone and ensure it's on
- From the 254, Please continue entering the paying Mobile Number Starting with 7 e.g 2547xxxxxx34
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- You will receive an SMS confirming the transaction
- Click Save button below after receiving the confirmation sms

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Send Request to you phone

M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter: **899000** as the Business Number
- Enter: **AP 115 118** as **ACCOUNT NUMBER** option
- Enter the value amount to pay (NO COMMAS) e.g 200
- Enter your **M-PESA PIN**
- Then send the request
- You will receive an SMS confirming the transaction
- Click **Save** button below after receiving the confirmation sms

<< Previous

Save Payment

1.26 You will receive a confirmation on the email you used to create the account indicating that the application has been submitted successfully as shown below.



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