



DIRECTORATE OF ELECTRICITY AND RENEWABLE ENERGY

APPLIANCE REGISTRATION

USER MANUAL

Registration of Electric Appliances under the Standards and Labelling Process (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. Table 1 shows the appliances and their applicable standards

Table 1: Appliance and respective applicable standards

SNO	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
d.	Self-Ballasted Lamps	KS 2446 - 1/2 : 2013
e.	Double Capped Fluorescent Lamps	KS 2448- 1 : 2013
f.	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). Table 2 shows respective appliance registration fees.

Table 2: Appliance Registration Fees

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)

HOW TO APPLY FOR REGISTRATION

Step One: Account Creation

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

1.2. Click on the **online services portal** (See figure 1)

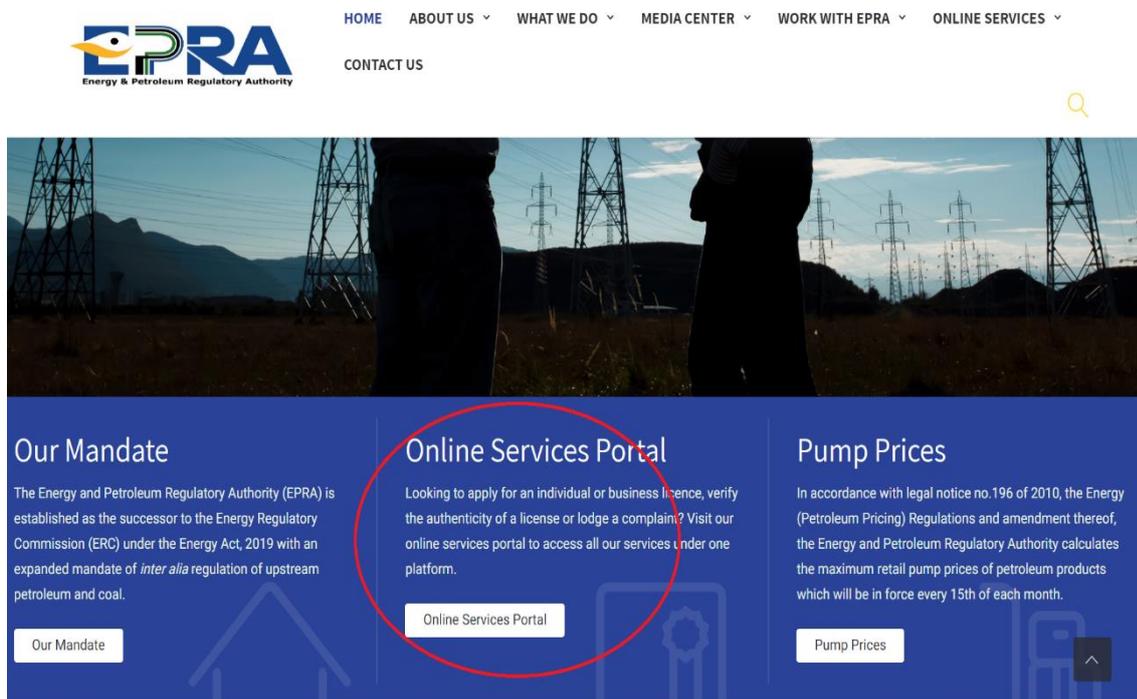


Figure 1: Online services tab/link

1.3. Click on “**Create Account**” in case you do not have an account with us, (See figure 2), otherwise login to your profile and skip to **step five (5)** for the next steps on how to submit your application.

Username *

Username cannot be blank.

Password *

Password cannot be blank.

Security Code

qqkixs

Remember Me

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

Figure 2: Creating new account

1.4. Choose **create business account** option. (See figure 3)

Create Account

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

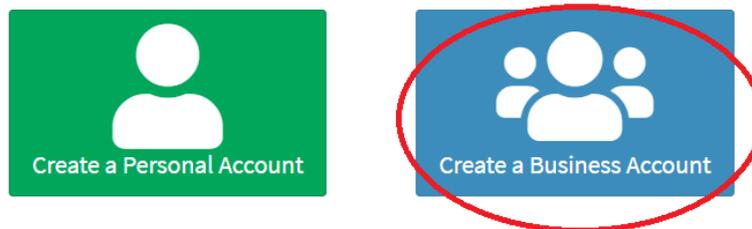


Figure 3: Creating Business Account

1.5. Fill in your business account details, then click **sign up** (See figure 4)

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 *


Figure 4: Signing Up a Business Account

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

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 doesn't 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

Figure 5: Account activation link/email

- 1.7. Activate your account by clicking on the link sent to the email entered in 1.5 above
- 1.8. **Login** to your created business account using your **username** and **password** (see figure. 6).

EPRA Licencing Portal

Username *

Password *

Security Code

lofoyaw

Remember Me

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

Figure 6: Login Window

Step Two: Appliance Class selection and Details

2.1. Select “Appliance Labels” 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

Appliances Labels

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. VAT registration certificate
3. Valid Tax Compliance Certificate from Kenya Revenue Authority

Press the button below to continue.

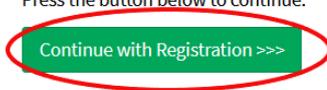


Figure 7: Selection of license type

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

Note: The fields with an *asterisk are mandatory (See figure 8)

Licence Application: Appliances Labels

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

Company Name
Energy Efficiency Test Account

Email * ignatius.chirchir@erc.go.ke | **Telephone *** 0712178281 | **KRA PIN *** A00000001

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

Physical Address *
Eagle Plaza

Registration Date 2019-05-09 | **Business Permit No** | **VAT Number**

Business Type --SELECT-- | **Business Registration No** | **Designation**

Mobile Number * 0712178281 | **Country** KENYA | **County *** Nairobi

Next >>

Figure 8: Bio data

2.3. Select the **type of electric appliance** you are applying, then click **next** (See figure: 9).

Licence Application: Appliances Labels

Bio Data Licence Class Directors Appliance Details Documents Payment Submit Application

Licence Class

Non-Ducted Air Conditioners

<< Previous **Next >>**

Figure 9: License Class

2.4. Fill in the details of the company directors, then click **next** (See figure. 10)

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	
Ignatius Chirchir	KENYA	28745179	Director and Shareholder	Edit

<< Previous **Next >>**

Figure 10: Company Directors

2.5. Fill in the **Appliance Details** (See figure 11).

The screenshot shows a form titled "Edit Appliance" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus:

- Appliance Name:** Text input field containing "XXX Air Conditioner".
- Manufacturer:** Dropdown menu with "--SELECT--" selected.
- Manufacturer's Model Number:** Text input field containing "XYZ - 123WW".
- Importer's Brand:** Dropdown menu with "--SELECT--" selected.
- Importer's Model Number:** Text input field containing "XYZ - 123WW".
- Testing Laboratory:** Dropdown menu with "--SELECT--" selected.
- Country of Origin:** Dropdown menu with "CHINA" selected.

Below these fields is a section titled "Attach Test Reports for this model" with a table:

Report ID	Report Name	Action	File Name
1)	Accreditation Certificate of Testing Lab	<input type="button" value="Browse..."/>	Air conditioners.pdf
2)	Appliance Test Report	<input type="button" value="Browse..."/>	Air conditioners.pdf
3)	Appliance Test Certificate	<input type="button" value="Browse..."/>	Air conditioners.pdf

At the bottom of the form, there is a green button labeled "Save & Upload Reports" which is circled in red.

Figure 11: Description of Appliance Details

Step Three: File Uploads

3.1. Attach all the **company documents** listed, and then click **upload files** (See figure 12).

The screenshot shows a document upload interface with the following text:

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="Browse..."/>	Air conditioners.pdf
2) VAT registration certificate (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf
3) Valid Tax Compliance Certificate from Kenya Revenue Authority (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf
4) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf
5) CR12 from the Registrar of companies (Not older than one (1) year) for limited companies (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf
6) Business Permit from the County Government (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf
7) Work Permits Class "G" for foreign directors as per CR12 (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf
8) Title Deed or Valid Lease Agreement of the office (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf
9) Product Identity Document (PID)	<input type="button" value="Browse..."/>	Air conditioners.pdf

At the bottom, there are two buttons: "<< Previous" and "Upload Files". The "Upload Files" button is circled in red.

Figure 12: File uploading

Step Four: Registration Fee Payment and Application Submission

4.1. 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 13)

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 **AP130667** 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

Save Payment

<< Previous

Figure 13: Payment options

4.2. Enter **Payment Confirmation Code**, click **Check** and then **submit** your application. (See figure 14).

Update Payments

Select your payment option

M-PESA 

Bank Deposit 

Confirm Transaction Was Successful

Enter Confirmation Mpesa Code

e.g NEU887EGBU

Okay

Send Request to you phone

Save Payment

<< Previous

Figure 14: Payment Confirmation

4.3. 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

Step Five: Appliance Category Selection

5.1. Click on **License Management** and go to **my licences** in the drop down Menu. (See figure 15).

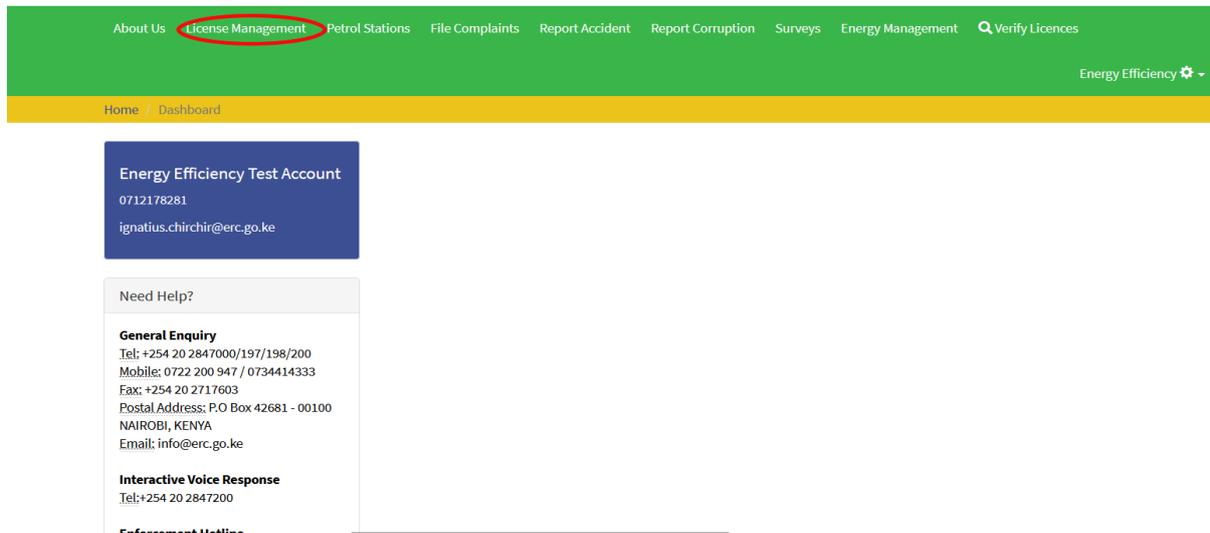


Figure 15: License Management Tab

5.2. Click on **View Licence**. (See figure 16)

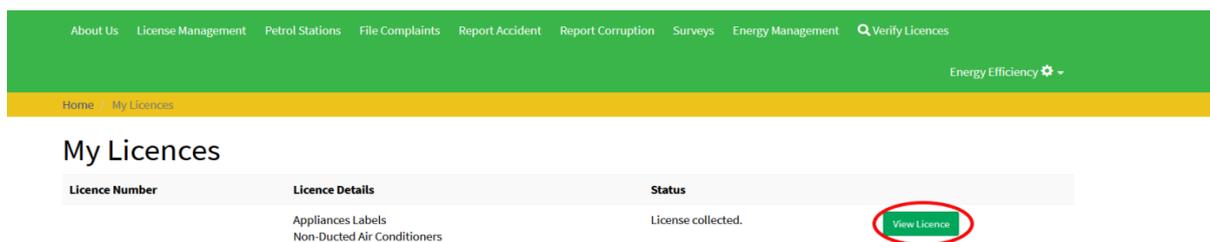
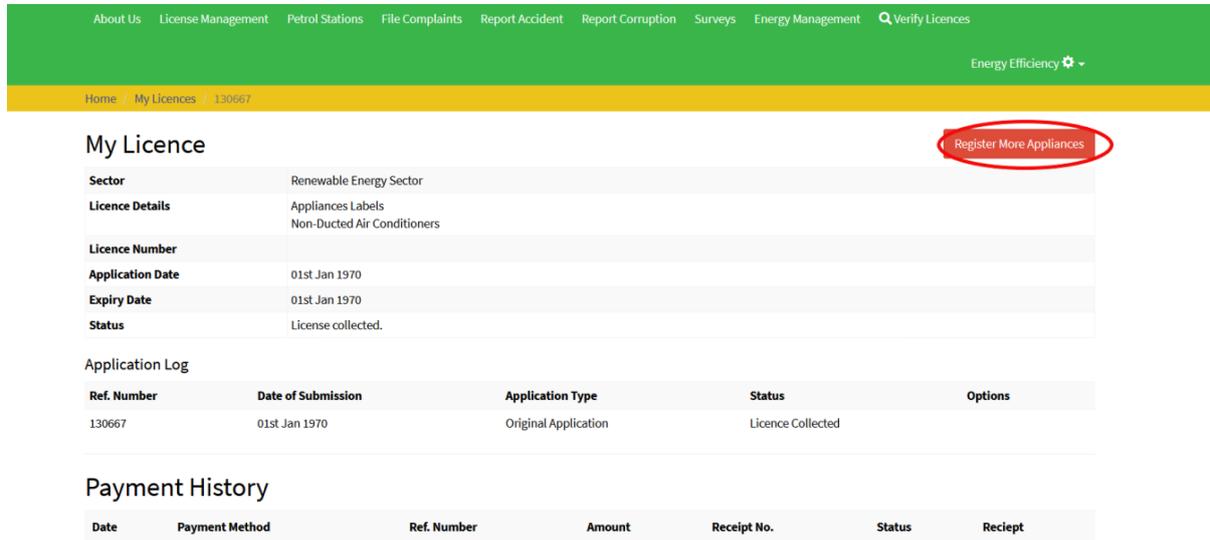


Figure 16: View Licence Tab

Step Six: Appliance Details and Documents Uploads

6.1. Click on **Register More Appliances**, (See figure 17)



The screenshot shows the 'My Licence' page. At the top right, there is a green navigation bar with 'Energy Efficiency' and a gear icon. Below it, a yellow breadcrumb trail reads 'Home / My Licences / 130667'. The main content area is titled 'My Licence' and contains a table with the following data:

Sector	Renewable Energy Sector
Licence Details	Appliances Labels Non-Ducted Air Conditioners
Licence Number	
Application Date	01st Jan 1970
Expiry Date	01st Jan 1970
Status	License collected.

Below the table is an 'Application Log' section with a table:

Ref. Number	Date of Submission	Application Type	Status	Options
130667	01st Jan 1970	Original Application	Licence Collected	

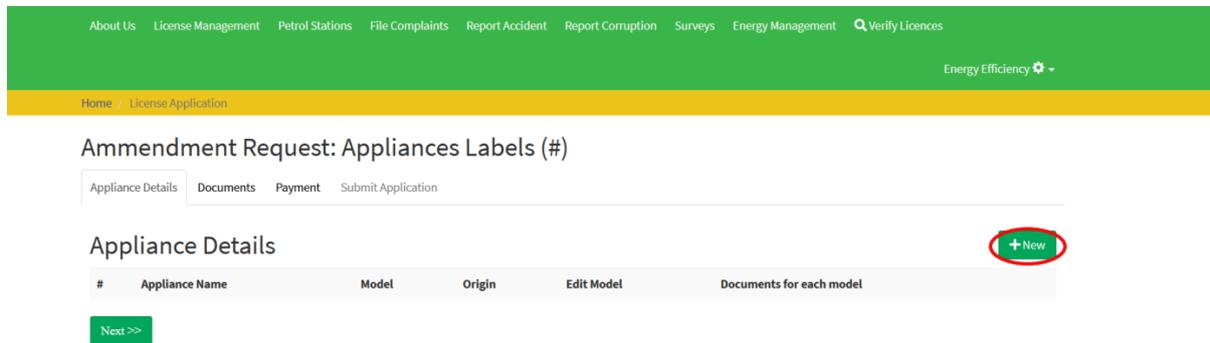
At the bottom is a 'Payment History' section with a table:

Date	Payment Method	Ref. Number	Amount	Receipt No.	Status	Receipt
------	----------------	-------------	--------	-------------	--------	---------

A red circle highlights the 'Register More Appliances' button in the top right corner of the page.

Figure 17: Register More Appliances Tab

6.2. Go to **+New**, (See figure 18)



The screenshot shows the 'Amendment Request: Appliances Labels (#)' page. At the top right, there is a green navigation bar with 'Energy Efficiency' and a gear icon. Below it, a yellow breadcrumb trail reads 'Home / License Application'. The main content area is titled 'Amendment Request: Appliances Labels (#)' and has tabs for 'Appliance Details', 'Documents', 'Payment', and 'Submit Application'. The 'Appliance Details' tab is active. Below the tabs is a table with the following data:

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

Below the table is a green button labeled 'Next >>'. A red circle highlights the '+ New' button in the top right corner of the page.

Figure 17: + New tab

6.3. Add appliance details as shown below and click on **Save & Upload reports**, (See figure 18)

Add Appliances

Appliance Name: ZYX Air Conditioner

Manufacturer: --SELECT--

Manufacturer's Model Number: ZYX - 123ZZ

Importer's Brand: --SELECT--

Importer's Model Number: ZYX - 123ZZ

Testing Laboratory: --SELECT--

Country of Origin: CHINA

Attach Test Reports for this model

- 1) Accreditation Certificate of Testing Lab Air conditioners.pdf
- 2) Appliance Test Report Air conditioners.pdf
- 3) Appliance Test Certificate Air conditioners.pdf

Figure 18: Save and Upload Reports

Step Seven: Registration Fee Payment and Application Submission

7.1. 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**, (See figure 19)

Amendment Request: Appliances Labels (#)

Appliance Details | Documents | Payment | Submit Application

Appliance Details

#	Appliance Name	Model	Origin	Edit Model	Documents for each model
1	ZYX Air Conditioner 1316	ZYX - 123ZZ	CHINA	Edit Record <input type="button" value="Delete Record"/>	Accreditation Certificate of Testing Lab <input type="button" value="x"/> Appliance Test Report <input type="button" value="x"/> Appliance Test Certificate <input type="button" value="x"/>

Figure 19: + New and Next Tab

7.2. Upload the company documents as guided and click on **Upload Files**, (See figure 20)

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="Browse..."/>	Air conditioners.pdf petroleum/130667_Po2KV1596453793_2.pdf
2) VAT registration certificate (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf petroleum/130667_AdUXX1596453793_4.pdf
3) Valid Tax Compliance Certificate from Kenya Revenue Authority (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf petroleum/130667_dQ4s1596453793_5.pdf
4) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf petroleum/130667_MfwP91596453793_6.pdf
5) CR12 from the Registrar of companies (Not older than one (1) year) for limited companies (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf petroleum/130667_jdzdM1596453793_1.pdf
6) Business Permit from the County Government (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf petroleum/130667_8aW-v1596453793_95.pdf
7) Work Permits Class "G" for foreign directors as per CR12 (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf
8) Title Deed or Valid Lease Agreement of the office (Mandatory)	<input type="button" value="Browse..."/>	Air conditioners.pdf petroleum/130667_TsMCB1596453793_96.pdf
9) Product Identity Document (PID)	<input type="button" value="Browse..."/>	Air conditioners.pdf petroleum/130667_5x_cj1596453793_194.pdf

Figure 20: File upload

7.3. 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 21)

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

M-PESA C2B Payment Guidelines

- Go to **M-PESA** Menu on your mobile phone
- Select **Pay Bill**
- Enter **899000** as the Business Number
- Enter **AM66985** 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 21: Payment Options

7.4. Enter **Payment Confirmation Code**, click **Check** and **Submit** your application.
(See figure 22).

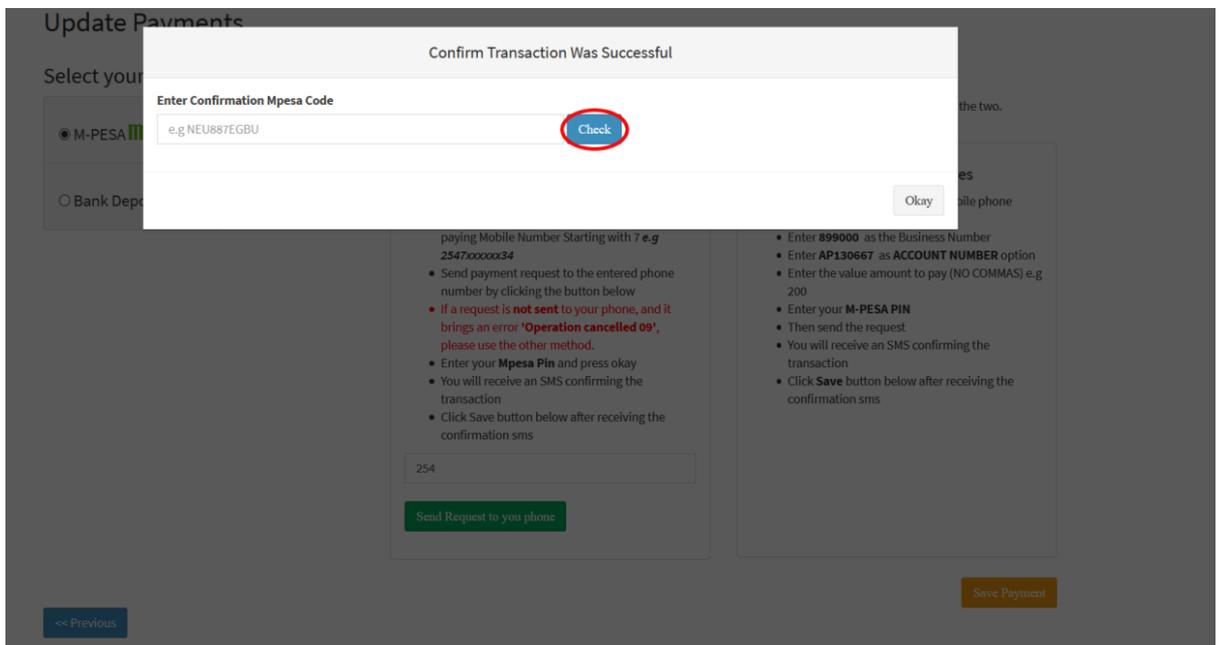


Figure 22: Payment Options

7.5. 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.
(See figure 23)

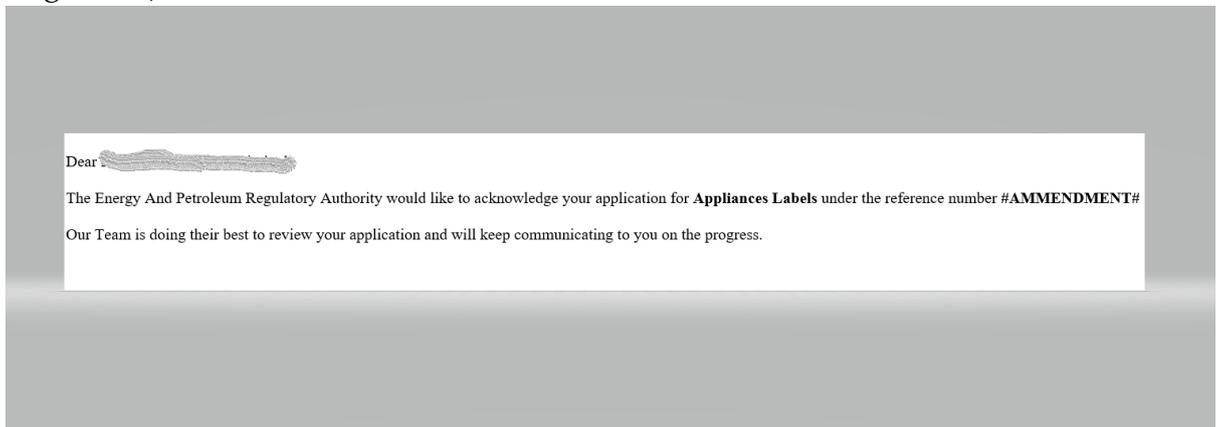


Figure 23: Confirmation Email