



**a) Requirements for Licence for Export and Wholesale of LPG in Bulk:**

1. 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)
2. Certificate of Incorporation / Business Registration Certificate
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors
5. Single Business Permit to operate business from the respective County Government
6. Supply agreement/letter of intent from a licensed LPG importer
7. Valid Work Permits Class "G" for all foreign directors working in Kenya (Foreign directors not resident in Kenya should provide a notarized declaration. Any employee given Powers of Attorney by a foreign director should provide a copy of their ID)
8. Proof of presence in the Kenyan market by submitting a scan of either:
  - a. A valid licence for Import, Export and Wholesale of LPG; or
  - b. A supply agreement with a holder of a valid licence for Import, Export and Wholesale of LPG.

**b) Online application procedure:**

To apply, visit the [Licensing Portal](#) on the EPRA website and follow the following steps:

1. Click "*Create Account*";
2. Click on "*License Management*" then select "*New Licence Application*";
3. Select the preferred Category in this case - *Export and Wholesale of LPG in Bulk*;
4. Read and accept the licence conditions provided and click on "*Proceed with registration icon*";
5. Follow the application process step by step by filling in the required information and click "*Save*";
6. Attach the required documents as per the licence category; and
7. Submit the application.

**c) Requirements for renewal:**

1. 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*);
2. Legible Copies of Identification Documents (*IDs/Passports for all the directors*);
3. Valid Work Permits Class "G" for all foreign directors working in Kenya (*Foreign directors not resident in Kenya should provide a notarized declaration. Further, any employee given Powers of Attorney by a foreign director should provide a copy of their identification document*);
4. A valid Tax Compliance Certificate for the applicant from the Kenya Revenue Authority;
5. A valid Single Business Permit for the premises of operation from the respective County Government;
6. Proof of presence in the Kenyan market by submitting a scan of either:
  - a) A valid licence for Import, Export and Wholesale of LPG; or
  - b) A supply agreement with a holder of a valid licence for Import, Export and Wholesale of LPG.

**d) Licence processing period, duration and charges:**

1. Applications for licences are evaluated within 30 calendar days from date of receipt.
2. The licence is valid for a period of one year from the date of issuance.
3. No fees are charged for Petroleum Business Licences issued by EPRA.