



**a) Requirements for Licence for Transport of LPG in Cylinders:**

1. Certificate of Incorporation / Business Registration Certificate;
2. 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*);
3. Legible Copies of Identification Documents (IDs/Passports for all the directors);
4. Valid Work Permits Class "G" or "D" 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*);
5. A valid Tax Compliance Certificate for the applicant from the Kenya Revenue Authority;
6. A valid Motor Vehicle Inspection Certificate from the National Transport and Safety Authority for each prime mover and trailer;
7. Log book for each prime mover and trailer (*Attach a valid lease agreement if vehicle not in the name of the applicant*);
8. A paired list of prime movers and trailers where necessary (*In Microsoft Excel*);
9. A valid Fire certificate for each vehicle from the County Government;
10. A summary Highway Emergency Response Plan from the applicant; and
11. A valid Single Business Permit for the premises of operation from the respective County Government.

**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 – *Transport of LPG in Cylinders*;
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) Requirement 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" or "D" 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 Motor Vehicle Inspection Certificate from the National Transport and Safety Authority for each prime mover and trailer;
6. Log book for each prime mover and trailer (*Attach a valid lease agreement if vehicle not in the name of the applicant*);
7. A paired list of prime movers and trailers where necessary (*In Microsoft Excel*);
8. A valid Fire certificate for each vehicle from the County Government;
9. A summary Highway Emergency Response Plan from the applicant; and
10. A valid Single Business Permit for the premises of operation from the respective County Government.

**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.