	
Institution/Organization Name:		Energy & Petroleum Regulatory Authority	
Affiliations; Ministry / Department/ County/ Parent Company:		Ministry of Energy	
Economic Sector Alignment:		Energy Sector	
Big 4 Alignment:		Enabler	
Accounting Officer:		Daniel Kiptoo Bargarior, Director General	
Period: FY		2021/2022	
Process Documentation			
Service Name		Application and renewal of energy audit firm license	
Brief Description Document Purpose/ Service		Procedure for application and renewal of energy audit firm license in accordance with <i>The Energy (Energy Management) Regulations, 2012</i>	
Document Control: Change Record/ Version Number		Revision Zero (0)	
Process Owner: Name and Position		Dr. Eng. Joseph Oketch, PhD Director, Electricity and Renewable Energy	
Process Writer (s); Name and Position			
Process Reviewer (s) Name and Position			
REQUIREMENTS/STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	a) Before starting the application process, the applicant is required to have the documents specified in Annex I. b) To apply, visit the Energy & Petroleum Regulatory Authority website through: www.epra.go.ke , scroll down and go to Online Services Portal	–	License applicant
2.	a) For a new license application proceed to Step 3 b) For license renewal go to Step 6		
3. New License Application			

3.1	a) For new applicants without an account proceed to Step 4 b) If you have an existing account go to Step 5		
4. For new applicants without an account			
4.1	Click on Create Account to create a new account	–	License applicant
4.2	Click on Create a Business Account	–	License applicant
4.3	Fill in your business details, and login details, type in the security code, and then click Signup	–	License applicant
4.4	A message will be displayed stating “ <i>Your Account has been created. Check your email for further instructions and click the activation link received so as to login.</i> ”	–	Automated system
4.5	Go to the email you provided under Login details and open the email received from Energy & Petroleum Regulatory Authority	–	License applicant
4.6	Click on the link in the email to activate your created account then proceed to Step 5	–	License applicant/ Automated system
5. For existing applicants with an account			
5.1	Access your business account by entering your username, password, and the Security Code then click on Login	–	License applicant
5.2	a) Select Energy Audit Firm under Renewable Energy Sector and a list of the required documents will appear. b) Ensure you have the listed required documents saved in the device you are using to make the application then click on Continue with Registration	–	License applicant
5.3	Fill in the required company details under the Bio Data Section then click Next	–	License applicant
5.4	Select the class of the license you are applying for, then click Next	–	License applicant
5.5	You shall then be required to provide details of the directors of your company. Click on Add Directors and fill in the details as prompted. a) You can add as many directors as required by clicking on Add Directors b) To edit any of the details of the directors, click Edit against the Director whose details you wish to edit.	–	License applicant

5.6	Click on Next to proceed if the directors details provided are correct.	–	License applicant
5.7	Fill in the details of the company's office under the Description of Premises tab. Click on Save and Continue if the details provided as correct.	–	License applicant
5.8	If the details provided in step 5.7 above are not correct, click on Edit and modify as necessary then revert to step 5.7	–	License applicant
5.9	Click on Add Staff to provide the details of your licensed staff.	–	License applicant
5.10	Note the following: a) The licensed staff should have a similar class or higher license class to the one you are applying for. b) Input the license number in the format EPRA/EA/00xxx c) You can add as many licensed staff as you have by repeating step 5.9	–	License applicant
5.11	Click on Next to proceed.	–	License applicant
5.12	Specify your area of operation. Click on Add Operation Areas to add an area of operation.	–	License applicant
5.13	You can add as many areas of operation as your company can handle by repeating step 5.12. If satisfied, click on Next to proceed.	–	License applicant
5.14	Click on Add Experience to provide details of experience of your licensed technician. Note that the experience required in this field is that of your licensed technician(s) and should be relevant to class of license applied for.	–	License applicant
5.15	Repeat step 5.14 to add more experience and Edit to modify incorrect data that you may have entered. If the details provided are correct, click on Next to proceed.	–	License applicant
5.16	Click on Add Institution to provide details of your company's banker or financial institution.	–	License applicant

5.17	<p>a) You can add as many bankers as your company may have by repeating step 5.17.</p> <p>b) However, if the information provided is not correct, click on Delete and repeat step 5.17 to provide correct details.</p> <p>c) If correct click on Next to proceed.</p>	–	License applicant
5.18	Click on Save to add testing tools that the company has. Add as many tools as your company may have. Click on Next to proceed.	–	License applicant
5.19	<p>Click on Add Referees to provide the details of your referees.</p> <p>Take note of the following: -</p> <p>a) You are required to provide a minimum of two (2) referees of which at least one (1) must be licensed by EPRA.</p>	–	License applicant
5.20	Enter your Referee's Licence Number and click on Confirm Referee's Licence	–	Automated System
5.21	Confirm the details of the Referee and click Save	–	License applicant
5.22	<p>a) To add another referee, scroll down and click on Previous and go to Step 5.19</p> <p>b) To view or edit the details of the referee you have provided, scroll down and click on Previous</p> <p>c) If there's no additional referees to be provided, continue to Step 5.23</p>	–	License applicant

5.23	<p>You shall be required to upload the following documents:</p> <ul style="list-style-type: none"> a) Certificate of Incorporation b) Valid Tax Compliance Certificate from the Kenya Revenue Authority c) Legible copies of identification documents i.e. IDs/ Passports for all the company directors d) Certified copy of VAT certificate e) Licensed Auditors Consent Letter (using EPRA template) f) CR 12 from the registrar of companies (Not older than 1 year for limited companies) g) Copy of Auditor's license h) Business Permit from County Government i) Title deed or Valid Lease Agreement of the office. 	–	License applicant
5.24	<p>Take note of the following requirements when uploading the required documents</p> <ul style="list-style-type: none"> a) Ensure all your files have different names b) For large file(s), you can reduce the file size by compress the file e.g. using a PDF COMPRESSOR 	–	License applicant
5.25	<p>For each of the listed required documents, do the following</p> <ul style="list-style-type: none"> a) Click on Choose Files b) Click on the Browse button. Go to where the document is saved, select it and then click Open c) Once you have browsed and selected all the required Files, click on Upload Files 	–	License applicant
5.26	Click on Submit to submit your application for review	–	License applicant
5.27	Once you submit your new application, you will receive an email confirming submission of the application	–	Automated system
5.28	You can see the status of the application by logging to your account, go to License Management, and click on Application History	–	License applicant

5.29	The licence application shall be processed within 30 days from the date of submission.	30	EPRA
5.30	The application shall be reviewed for material completeness		EPRA
5.31	For materially complete applications, the applicant shall be notified of an inspection to verify the submitted documents and mandatory tools required. The inspection is conducted at the applicant's premise or EPRA office		EPRA
5.32	Successful applicants during the inspection shall be notified via email to download their licence	-	EPRA and licence applicant
5.33	<p>The licensee shall download the licence from their online account by:</p> <ul style="list-style-type: none"> • Logging into their account • Go to license management then • Go to My license, then view license <p>Download license using the download license link provided.</p>	-	License applicant
6. License Renewal Application			
6.1	Visit EPRA website, i.e., www.epra.go.ke , scroll down and go to Online Services Portal	-	License applicant
6.2	Access your individual account by entering your username, password, and the Security Code then click on Login	-	License applicant
6.3	Go to license management and click on My Licenses	-	License applicant
6.4	Go to the license you want to renew and click on View Licence	-	License applicant
6.5	Apply for renewal of the licence by clicking Renew License Now	-	License applicant
6.6	Click on Add New Returns to provide the details of works done	-	License applicant
6.7	Select Return Type and click on Continue	-	License applicant
6.8	Provide the details of the all the works done and click on Submit Data	-	License applicant

6.9	Go back to License Management, My Licenses, view the license you want to renew, click on Renew License Now. Fill in the required biodata details under the Bio Data Section then click Next	–	License applicant
6.10	Update details of directors then click on Next	–	License applicant
6.11	Update description of premise, then click on Save & Continue	–	License applicant
6.12	Update details of area of operation then click Next	–	License applicant
6.13	Attach all the company documents listed then click Upload Files	–	License applicant
6.14	Confirm if all the details captured are accurate, then click on Submit Application	–	License applicant
6.15	Once you submit your renewal application, you will receive an email confirming submission of the application	–	Automated system
6.16	You can see the status of the application by logging to your account, go to License Management, and click on Application History	–	License applicant
6.17	The license application shall be processed within 30 days from the date of submission	-	EPRA
6.18	The application shall be reviewed for material completeness before approval.	–	EPRA
6.19	Once approved, the licensee shall download the license from their online account by: <ul style="list-style-type: none"> • Logging into their account, then • Go to license management then • Go to My license, then view license Download license using the download license link provided	–	Licence applicant

EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
The mandatory field(s) indicated by a red star (*) or the word Mandatory is not filled/provided	1.	The system displays error message on the field that has not been provided.	–	Automated System
A minimum of two (2) referees have not been provided	1.	The Next button is not displayed/ does not appear	–	Automated System

Application/ Renewal fees has not been confirmed	1.	The Next button is not displayed/ does not appear	–	Automated System
The application was started but has not been submitted	1.	Once you have logged in to the system, go to License Management and click on Application History	–	Automated System
	2.	The pending application will indicate the Status as Draft. Click on Resume Application	–	Automated System
	3.	Proceed from Step 5.28 for a new license application and from Step 6.5 for license renewal	–	Automated System

PROCESS MAPS/VISUALS

1. NEW LICENSE APPLICATION

1.1 Visit the Energy & Petroleum Regulatory Authority official website: www.epra.go.ke

1.2 Click on the **Online Services Portal** tab (see Fig. 1).



Fig. 1: Online Services tab

2. NEW APPLICANTS WITHOUT AN ACCOUNT

2.1 Click on the **Create Account** tab to create new account (see Fig. 2).

The image is a screenshot of the EPRA Licencing Portal. The title 'EPRA Licencing Portal' is at the top. Below it are input fields for 'Username', 'Password', and 'Security Code'. The 'Security Code' field includes a CAPTCHA image with the text 'meeopig' and a 'Refresh' button. Below the input fields is a checkbox labeled 'Remember Me' and a large green 'Login' button. At the bottom, there is a 'Create Account' button, which is highlighted with a red rectangle, and a 'Reset Password' link.

Fig. 2: Creating new account

2.2 Choose **Create a Business account** tab to create a business account (see Fig. 3)

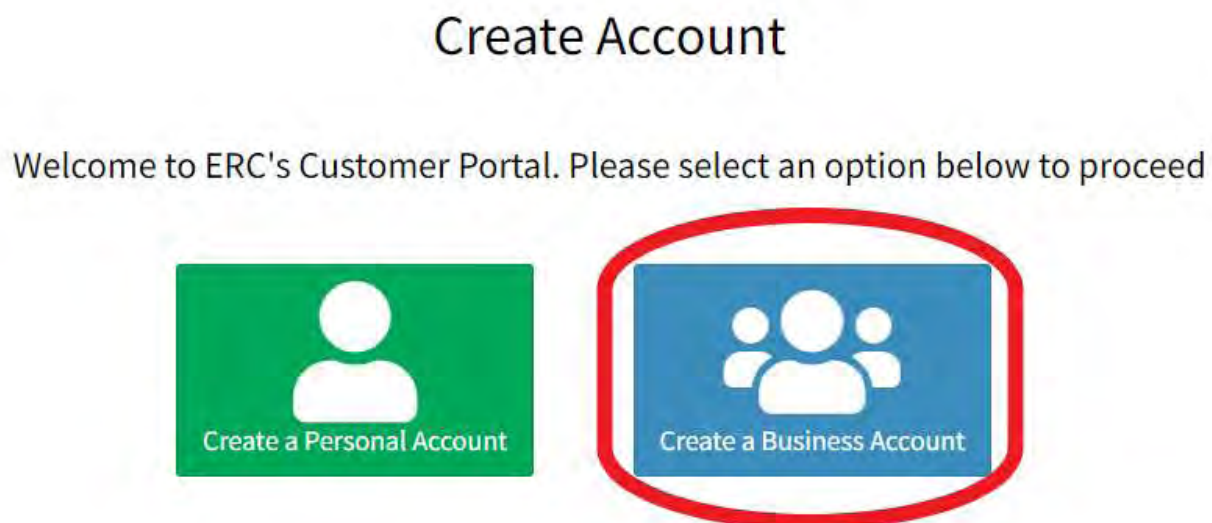


Fig.3: Creating a business account

2.3 Fill in your business account details, then click **Sign up** (see Fig 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 *



Please Type the Security Code above here:

Fig. 4: Signing up a business account

2.4 Once you signed up, you will receive the message below in your email account registered in the system (see Fig. 5).

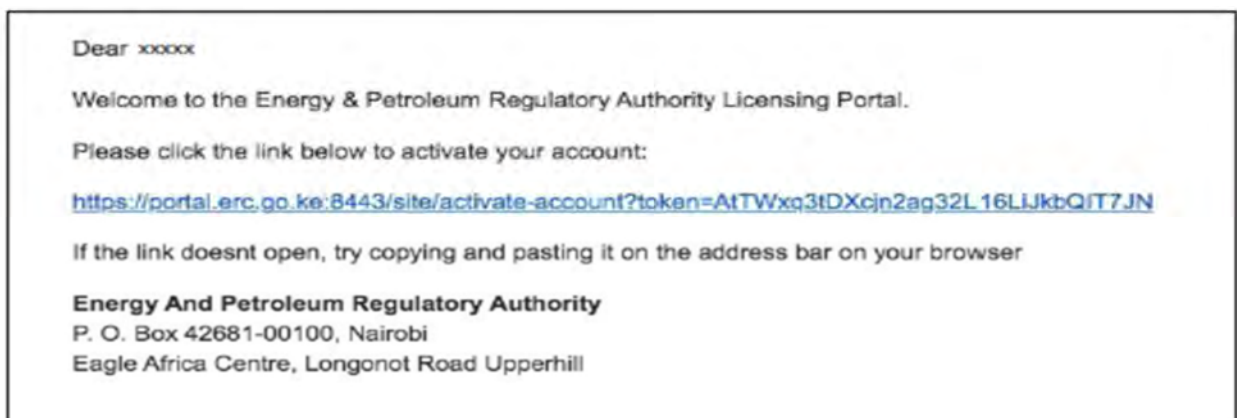


Fig. 5: Account activation email and link

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

3 EXISTING APPLICANTS WITH AN ACCOUNT ALREADY CREATED

3.1 **Login** to your business account using your username and password (see Fig. 6)



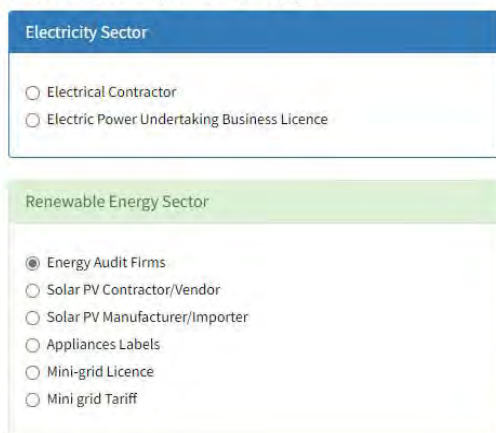
The image shows the EPRA Licencing Portal login interface. It features a title 'EPRA Licencing Portal' at the top. Below the title are three input fields: 'Username' with a red asterisk, 'Password' with a red asterisk, and 'Security Code'. The 'Security Code' field contains the text 'meeopig' and a 'Refresh' button. Below the 'Security Code' field is a checkbox labeled 'Remember Me'. At the bottom of the form is a large green 'Login' button, which is highlighted with a red oval. Below the 'Login' button are two links: 'Create Account' and 'Reset Password'.

Fig.6: Logging in to your account

3.2 Select the 'Energy Audit firms' license type, then click **Continue with Registration** tab (see Fig. 7).

New Licence Application

Select the License you want to apply for



The image shows the 'New Licence Application' form. It has two main sections: 'Electricity Sector' and 'Renewable Energy Sector'. The 'Electricity Sector' section has two radio buttons: 'Electrical Contractor' and 'Electric Power Undertaking Business Licence'. The 'Renewable Energy Sector' section has a radio button selected for 'Energy Audit Firms', and other options include 'Solar PV Contractor/Vendor', 'Solar PV Manufacturer/Importer', 'Appliances Labels', 'Mini-grid Licence', and 'Mini grid Tariff'.

Energy Audit Firms

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. Licensed Auditors Consent Letter (using ERC format)
6. CR12 from the Registrar of companies (Not older than one (1) year) for limited companies
7. Copy of Auditor's Licence
8. Business Permit from the County Government
9. Title Deed or Valid Lease Agreement of the office

Press the button below to continue.

Continue with Registration >>>

Fig.7: Selection of license type

3.3 Complete registration by filling the bio data section, then click **Next** (see Fig. 8)

Licence Application: Energy Audit Firms

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

Documents Submit Application

Company Name

BUSINESS DETAILS

Email * Telephone * KRA PIN *

businessdetails@gmail.com

Postal Address Postal Code Town

Physical Address *

Registration Date Business Permit No VAT Number

Business Type Business Registration No Designation

Mobile Number * Country County *

KENYA

Next >>

Fig. 8: Biodata

3.4 Select the class of the license you are applying for, then click **Next** (see Fig. 9).

Licence Application: Energy Audit Firms

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

Documents Submit Application

Licence Class

--SELECT--

<< Previous Next >>

Fig. 9: License class

3.5 Fill in the details of the company directors, then click **Next** (see Fig. 10).

Licence Application: Energy Audit Firms Category A

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

Documents Submit Application

Directors

+ Add Directors

Director Name	Nationality	ID/Passport No.	Director/Partner Type
<< Previous			

Fig. 10: Company directors

3.6 Fill in the description of your premise, then click on **Save & Continue** (see Fig.11).

Licence Application: Energy Audit Firms Category A

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

Documents Submit Application

Business Premises

Building Name	Premises Type	Town/District	Physical Address
<< Previous Save & Continue			

Fig.11: Description of premise

3.7 Fill in the details of your licensed staff by clicking on **Add Staff** then click Next (see Fig 12).

Licence Application: Energy Audit Firms Category A

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

Documents Submit Application

Licensed Staff

Licence Number

Staff Name	Licence Number	Expiry Date
<div> <input type="button" value="Previous"/> <input type="button" value="Next"/> </div>		

Fig. 12: Licensed staff

3.8 Fill in the details of your area of operations then click **Next** (see Fig. 13).

Licence Application: Energy Audit Firms Category A

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

Documents Submit Application

Regions of Operation

#	Operation Area	Description
<div> <input type="button" value="Previous"/> <input type="button" value="Next"/> </div>		

Specify your Region of Operation

Region

Details

Fig.13: Areas of operation

3.9 Fill in details of your work experience that is relevant to the class of license you are applying for, then click **Next** (see Fig. 14).

Licence Application: Energy Audit Firms Category A

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

Documents Submit Application

Work Experience (Describe Activities Relevant to Licence Applied for) + Add Experience

Institution	BusinessType	Starting Date	Ending Date	Position
-------------	--------------	---------------	-------------	----------

<< Previous **Next >>**

Fig.14: Work experience

3.10 Fill in the details of your financial Institution/ banker then click **Next** (see Fig. 15).

Licence Application: Energy Audit Firms Category A

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

Documents Submit Application

Bankers/Financial Institutions

#	Institution Name	Branch
1		

Delete

Specify your Banker / Financial Institution

Institution Name

Branch

Tel **Email**

Add Institution

<< Previous **Next >>**

Fig.15: Financial institutions

3.11 Fill in the details of all the testing tools which the company has, then click **Next** (see Fig. 16)

Licence Application: Energy Audit Firms Category A

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

Documents Submit Application

Tools

#	Tool	Make	Serial No.	Quantity
---	------	------	------------	----------

Name of the Tool

Make

Serial Number

Quantity

Save

<< Previous

Next >>

Fig 16: Testing tools

3.12 Fill in the details of at least two referees by clicking **Add Referees** then click **Next** (see Fig.17).

Licence Application: Energy Audit Firms Category A

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

Documents Submit Application

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

+ Add Referees

Licence No.	Name	Occupation	Job Title	Email	Telephone Number

<< Previous Next >>

Fig.17: Referees

3.13 Attach all the company documents listed, then click **Upload Files** (see Fig. 18).

Licence Application: Energy Audit Firms Category A

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

Documents 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)	Choose Files No file chosen
2) Valid Tax Compliance Certificate from Kenya Revenue Authority (Mandatory)	Choose Files No file chosen
3) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors (Mandatory)	Choose Files No file chosen
4) Certified copy of VAT certificate	Choose Files No file chosen
5) Licensed Auditors Consent Letter (using ERC format) (Mandatory)	Choose Files No file chosen
6) CR12 from the Registrar of companies (Not older than one (1) year) for limited companies (Mandatory)	Choose Files No file chosen
7) Copy of Auditor's Licence (Mandatory)	Choose Files No file chosen
8) Business Permit from the County Government (Mandatory)	Choose Files No file chosen
9) Title Deed or Valid Lease Agreement of the office (Mandatory)	Choose Files No file chosen

<< Previous Upload Files

Fig 18: Uploading company documents

3.14 Confirm if all the details captured are accurate, then click on **Submit Application** (see Fig. 19).

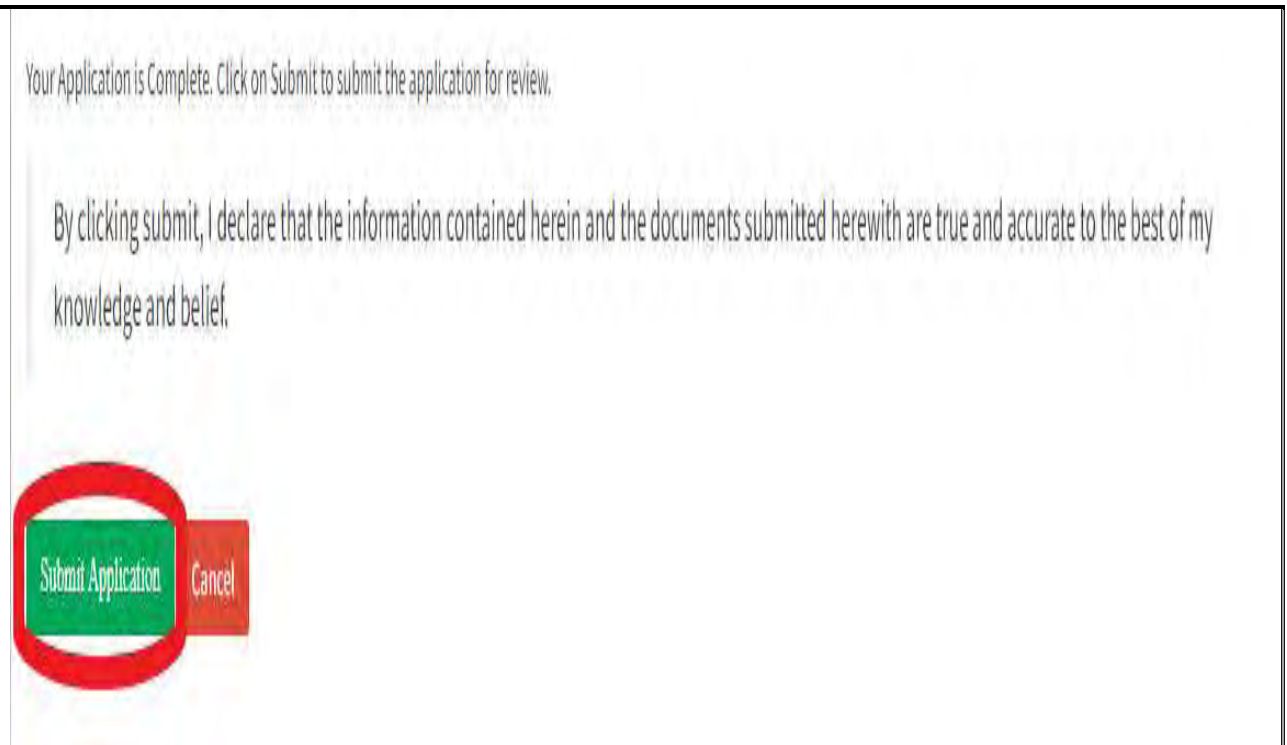


Fig. 19: Submission of application

4 LICENSE RENEWAL

4.1 Visit the Energy & Petroleum Regulatory Authority official website: www.epra.go.ke

4.2 Click on the **Online Services Portal** (see Fig. 20).



Fig.20: Online services tab

4.3 **Login** to your business account using your username and password (see Fig. 21).



The image shows the login page of the EPRA Licencing Portal. At the top, the title "EPRA Licencing Portal" is displayed in a large, bold, black font. 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 preceded by the "voxyeo" logo and a "Refresh" button with a circular arrow icon. Below the "Security Code" field is a text prompt: "Please Type the Security Code above Here!". A checkbox labeled "Remember Me" is checked. At the bottom of the form, there are three buttons: "Login" (highlighted with a red border and a green background), "Create Account", and "Reset Password".

Fig. 21: Login

4.4 Go to **License Management**, then click on **My Licenses** (see Fig 22).

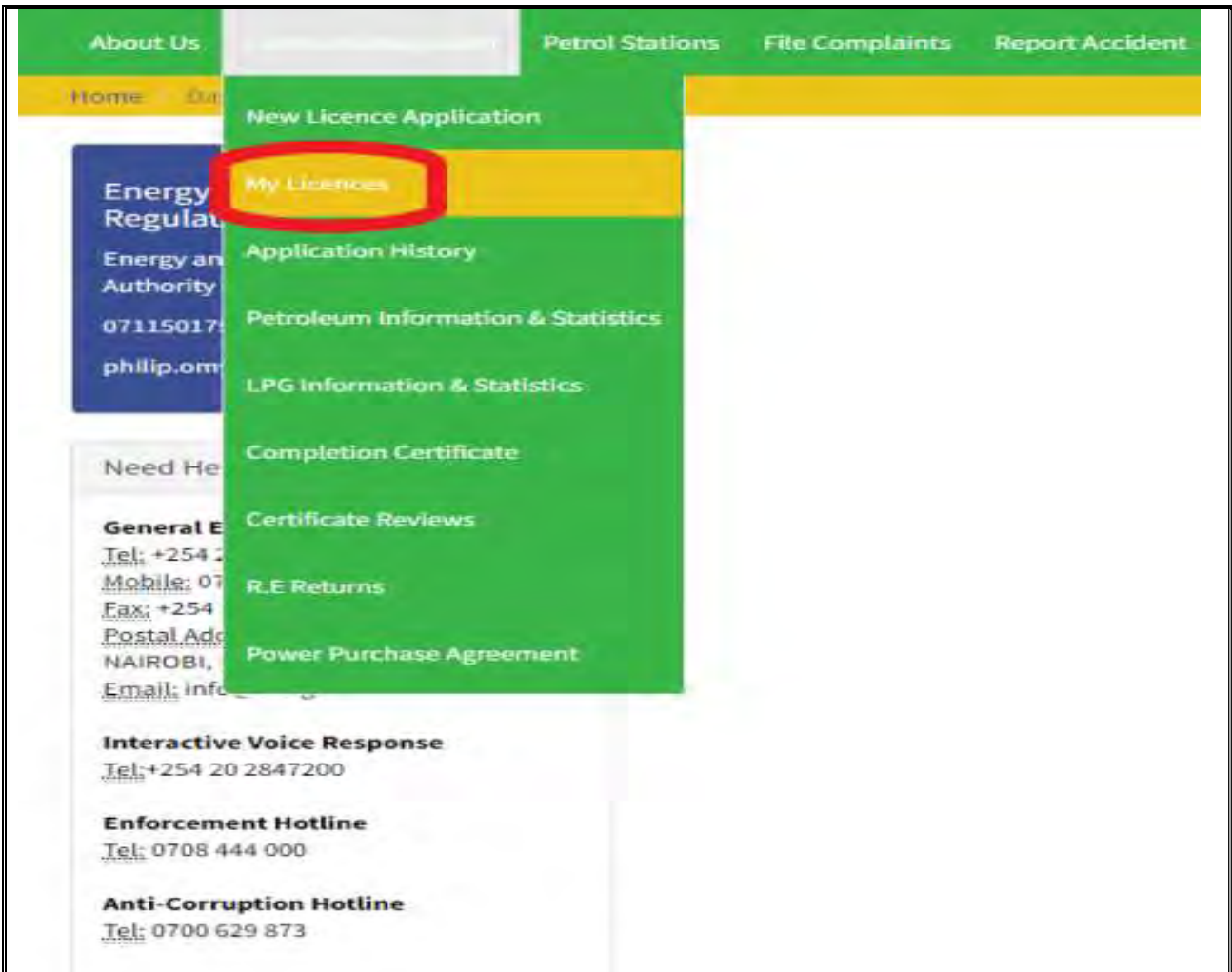


Fig.22: My Licenses

4.5 View the licence you want to renew by clicking **View Licence** (see Fig. 23).

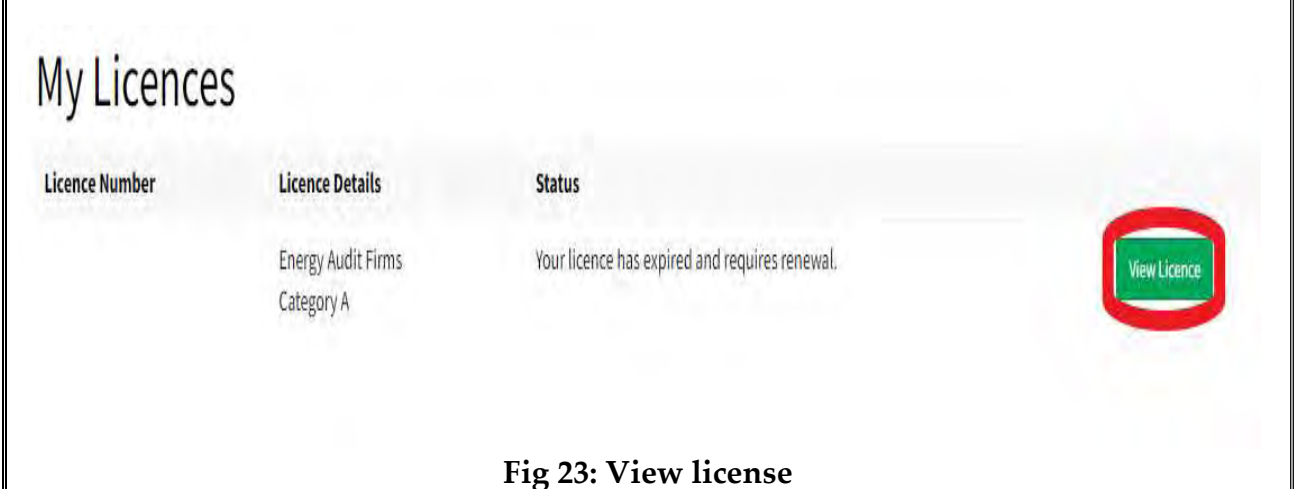


Fig 23: View license

4.6 Proceed to apply for renewal of your licence by clicking **Renewal License Now** (see Fig. 24)

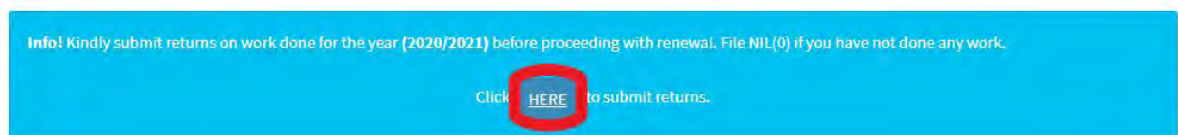


The screenshot shows a 'My Licence' section with a table of details. A red circle highlights the 'Renew Licence Now' button in the top right corner.

My Licence	
Sector	Renewable Energy Sector
Licence Details	Energy Audit Firms Category A
Licence Number	
Application Date	06th Dec 2021
Expiry Date	01st Jan 1970
Status	Your licence has expired and requires renewal.

Fig 24: Renew license prompt

4.7 Submit returns on work done for the previous year by clicking '**HERE**' (see Fig 25).



The screenshot shows a blue banner with white text. A red circle highlights the 'HERE' link in the text 'Click **HERE** to submit returns.'

Info! Kindly submit returns on work done for the year **(2020/2021)** before proceeding with renewal. File NIL(0) if you have not done any work.

Click **HERE** to submit returns.

Fig 25: Returns

4.8 Provide details of returns by clicking on **Add New Returns** (see Fig. 26).

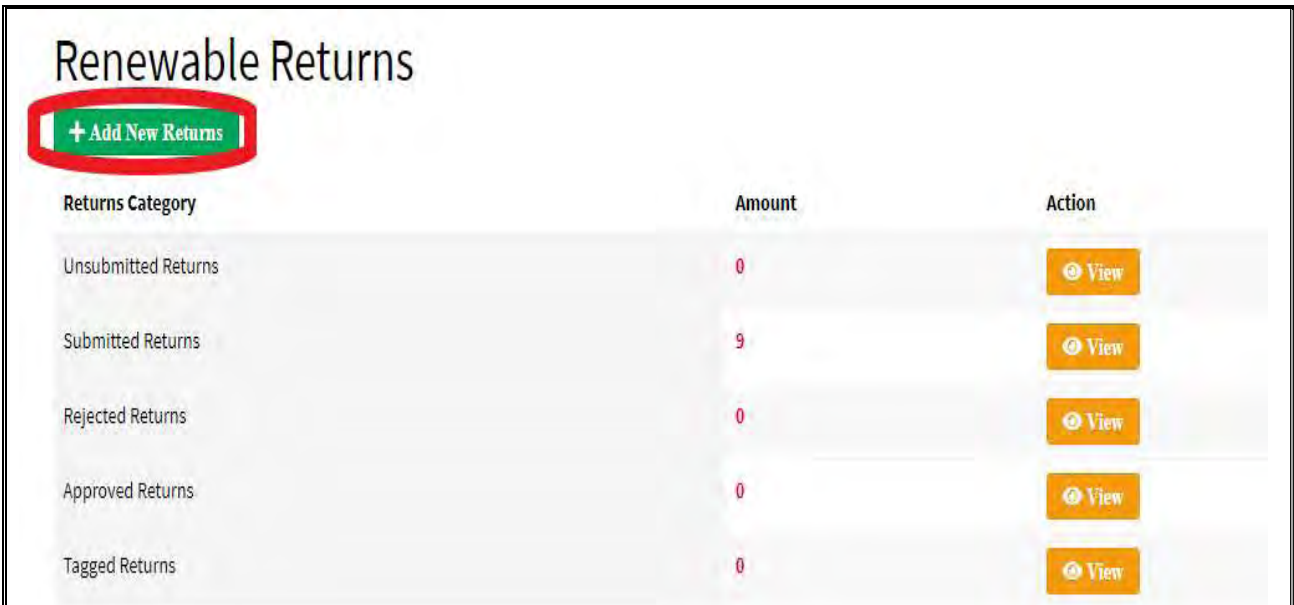


Fig 26: Add new returns

4.9 Select return type, then click on **Continue** (see Fig. 27)

Select Return Type

Type of return *

Energy Audits Done

Year *

2020/2021

Number Of Returns

0

Close x

Continue >>>

Fig 27: Return type

4.10 Fill in the details of the returns, then click **Submit Data** (see Fig 28).

Energy Audit Returns

Category : Energy Audit Returns

Year : 2020/2021

Close x

Description of Audited Premise	Type of Business	Projected Energy Saving	Projected Financial Saving	Investment Cost	Type of Audit	General Location (Region/District/County)	Site Contact
	Select				Select All		

Save Data

Submit Data

Fig 28: Submission of data

- 4.11 Go back to **License Management, My Licenses**, view the license you want to renew, click
on **Renew License Now**. Update any information in the biodata section and click **Next** (see Fig. 29).

Licence Renewal: Energy Audit Firms (#)

Bio Data Directors Description of Premises Areas of Operation Documents 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 >>

Fig 29: Update biodata section

4.12 Update details of the directors then click on **Next** (see Fig. 30).

Licence Renewal: Energy Audit Firms (#)

Bio Data **Directors** Description of Premises Areas of Operation Documents Submit Application

Directors

[+ Add Directors](#)

Director Name	Nationality	ID/Passport No.	Director/Partner Type
<div><div>Next >></div></div>			

Fig. 30: Update directors' details

4.13 Update description of premise, then click on **Save & Continue** (see Fig. 31).

Licence Renewal: Energy Audit Firms (#)

Bio Data Directors **Description of Premises** Areas of Operation Documents Submit Application

Business Premises

Bulding Name	Premises Type	Town/District	Physical Address
<div><div>Save & Continue</div></div>			

Fig 31: Update premise description

4.14 Update details of area of operation then click **Next** (see Fig. 32).

Licence Renewal: Energy Audit Firms (#)

Bio Data Directors Description of Premises **Areas of Operation** Documents Submit Application

Regions of Operation

#	Operation Area	Description
---	----------------	-------------

Specify your Region of Operation

Region

Details

Add Operation Areas

Next >>

Fig. 32: Update area of operation

4.15 Attach all the company documents listed then click **Upload Files** (see Fig. 33).

Licence Renewal: Energy Audit Firms (#)

Bio Data Directors Description of Premises Areas of Operation Documents 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)	<input type="button" value="Choose Files"/> No file chosen
2) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
3) CR12 from the Registrar of companies (Not older than one (1) year) for limited companies (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
4) Energy Auditor's consent letter (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
5) Professional Indemnity Insurance Cover for the Energy Audit Firm (Mandatory)	<input type="button" value="Choose Files"/> No file chosen
<input type="button" value="Upload Files"/>	

Fig 33: Documents upload

4.16 Confirm if all the details captured are accurate, then click on **Submit Application** (see Fig. 34).

Your Application is Complete. Click on Submit to submit the application for review.

By clicking submit, I declare that the information contained herein and the documents submitted herewith are true and accurate to the best of my knowledge and belief.

Fig. 34: Submission of application

4.17 Once you submit your renewal application, you will receive a confirmation email (see Fig. 35).

Dear xxxx,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for
..... 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

Fig 35: Confirmation email

ANNEX I: REQUIREMENTS FOR ENERGY AUDIT FIRM LICENCE APPLICATION AND RENEWAL

A. New Application

1. Certified copy of the certificate of incorporation or business registration certificate.
2. Certified copy of Form CR 12 from the Registrar of Companies or Form CR 13 from the Registrar of Companies issued within the last twelve months from the date of issue.
3. Certified copies of identification documents (National Identification Card or Passports) for all the company's directors.
4. Certified copy of a valid Work Permit Class "G" for foreign directors working in Kenya or notarized declaration of non-residence for foreign directors not residing in Kenya.
5. Certified copy of a valid Single Business Permit from the County Government.
6. Copy of PIN Certificate.
7. Copy of a valid tax compliance certificate.
8. Proof of occupancy of the applicant's office.
9. Signed consent letter between the energy audit firm and energy auditor attested by a commissioner for oaths clearly indicating the engagement period, which period shall not be less than one year using a template prescribed by the Authority as at the time of application. The template is provided in Annex II.
10. List of energy audit instruments such as Power Quality Analyzer, Power Meter, Flux Meter, Contact Temperature Thermometer, Humidity Meter, Air Flow Meter, Flue Gas Analyzer, Tachometer, Multimeter and Ultrasonic Leak Detector

B. Renewal Application

1. Certified copy of Form CR 12 from the Registrar of Companies or Form CR 13 from the Registrar of Companies issued within the last twelve months from the date of issue.
2. Certified copies of identification documents (National Identification Card or Passports) for all the company's directors.
3. Certified copy of a valid Work Permit Class "G" for foreign directors working in Kenya or notarized declaration of non-residence for foreign directors not residing in Kenya.
4. Certified copy of a valid Single Business Permit from the County Government.
5. Copy of a valid tax compliance certificate.
6. Proof of occupancy of the applicant's office.
7. Summary of the energy audits conducted

8. Signed consent letter between the energy audit firm and energy auditor attested by a commissioner for oaths clearly indicating the engagement period, which period shall not be less than one year using a template prescribed by the Authority as at the time of application. The template is provided in Annex II.
9. Professional Indemnity Cover



ANNEX II: ENERGY AUDITOR'S CONSENT AND DECLARATION LETTER

To: The Chairman

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

(i) Consent

I (Energy Auditor)
of National ID No....., holding energy auditor Licence No
valid till (*insert Date*) issued by the Energy and Petroleum
Regulatory Authority, do hereby affirm that I am working for/engaged to (*Energy Audit
firm*)..... as their full-time licensed
energy auditor from (*insert date*)

(ii) Declaration

I **declare** that based on my energy auditor licence;

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

I further **assure** that;

- (i) I will report to the Authority any malpractice related to energy audit works involving the energy audit firm to whom I am engaged,
- (ii) When I intend to leave the present energy audit firm, 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 Energy Auditor Licence for your verification and record.

Signed

Licensed Energy Auditor

Signature _____ ID No _____ Date _____

Postal Address _____ Post Code _____

Telephone Number _____ Email _____

Energy Auditor firm (Director)

Signature _____ ID No _____ Date _____

Postal Address _____ Post Code _____

Telephone Number _____ Email _____

Contractor's Stamp/Seal

Attested by Commissioner for Oaths/Notary

Energy & Petroleum Regulatory Authority