	
<b>Institution/Organization Name:</b>		Energy & Petroleum Regulatory Authority	
<b>Affiliations; Ministry / Department/ County/ Parent Company:</b>		Ministry of Energy	
<b>Economic Sector Alignment:</b>		Petroleum Sector	
<b>Big 4 Alignment:</b>		Enabler	
<b>Accounting Officer:</b>		Daniel Kiptoo Bargoria, Director General	
<b>Period: FY</b>		2021/2022	
<b>Process Documentation</b>			
<b>Service Name</b>		Application for Transportation of LPG in Bulk/ Petroleum (Except LPG) License	
<b>Brief Description</b> Document Purpose/ Service		Procedure for application and renewal of Petroleum Business license Transportation of LPG in Bulk/ Petroleum (Except LPG) License Process Documentation in accordance with <i>Legal Notice No. 8_2014 - The Energy (Licensing of Petroleum Road Transportation Business) Regulations, 2013 and Legal Notice No. 100 – Petroleum Act (Liquefied Petroleum Gas) Regulations, 2019</i>	
<b>Document Control:</b> Change Record/ Version Number		Revision Zero (0)	
<b>Process Owner:</b> Name and Position		Eng. Edward Mwirigi Kinyua Director, Mid and Downstream Petroleum and Gas	
<b>Process Writer (s);</b> Name and Position			
<b>Process Reviewer (s)</b> Name and Position			
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
1.	Visit the EPRA website, i.e., <a href="http://www.epra.go.ke">www.epra.go.ke</a> , scroll down and go to <a href="#">Online Services Portal</a> click <a href="#">Licence Application</a> .	–	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-Step5 b) If you have an existing account go to Step 6		
4. For new applicants without an account			
4.1	Click on <a href="#">Create Account</a> to create a new account	–	License applicant
4.2	Click on <a href="#">Create a Business Account</a>	–	License applicant
4.3	Fill in your personal details, and login details, type in the security code, and then click <a href="#">Sign-up</a> .	–	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 <b>EPRA</b>	–	License applicant
4.6	Click on the link in the email to activate your created account then proceed to Step 5 Please note that the link sent on email expires within an hour’s time	–	License applicant/ Automated system
5. For New applicants			
5.1	Access your individual account by entering your username, password, and the Security Code then click on <a href="#">Login</a>	–	License applicant
5.2	a) Select <a href="#">Licence Management</a> click on <a href="#">New Licence Application</a> scroll down to <a href="#">Petroleum/LPG Sector</a> . Under Petroleum/LPG Sector, locate <a href="#">Petroleum Business Licence (LPG)/ Petroleum Business Licence (Except LPG)</a> and click on the <a href="#">Transport of LPG in Bulk/ Transport of Petroleum Products by Road/ Transport of LPG in Cylinders</a> . b) Ensure you have the listed required documents saved in the device you are using to make the application then click on <a href="#">Continue with Registration</a>	–	License applicant
5.3	Fill in the required personal details under the Bio Data Section then click <a href="#">Next</a>	–	License applicant
5.4	Fill in the required details under the Director’s Section then click <a href="#">Next</a>	–	License applicant

5.5	Fill in the required details under the Description of Premises, then Click on <a href="#">Next</a>	–	License applicant
5.6	Fill in the required details under Transport section, click on Add Vehicles in case of applicant has more than one vehicle, ensure you feed the required details correctly i.e. Truck/trailer Registration Number, Tanker Capacity, Truck/Trailer Chassis Number then click on <a href="#">Next</a>	–	License applicant
5.7	Under Documents Section, for every requirement do the following; a) Ensure the documents are grouped into one pdf for ease of review i.e. all fire certificates should be combined into one pdf, similarly combine the NTSA Inspections; Calibration and Logbooks/Lease agreements b) Click on the Choose Files 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 <a href="#">Upload Files</a>	–	License applicant
5.8	Under Submit Applications, confirm all information regarding the category of licence selected is well inputted including the correct spelling for the Truck/Trailer Registration numbers, once done click on <a href="#">Submit Application</a> .	–	License applicant
5.9	Once you submit your new application, you will receive an email and text message confirming submission of the application	–	Automated system
5.10	You can see the status of the application by logging to your account, go to License Management, and click on <a href="#">Application History</a> Your Application will be reviewed and if found to be materially Complete as per the Requirements, an online driver certificate will be issued within 30 days for download.	–	License applicant
<b>6. License Renewal Application</b>			
6.1	Visit EPRA website, i.e., <a href="http://www.epra.go.ke">www.epra.go.ke</a> , scroll down and go to <a href="#">Online Services Portal</a> , click on Licence Application	–	License applicant

6.2	Access your individual account by entering your username, password, and the Security Code then click on <a href="#">Login</a>	–	License applicant
6.3	Go to license management and click on <a href="#">My Licenses</a>	–	License applicant
6.4	Go to the license you want to renew and click on <a href="#">View Licence</a> <b>Please note to apply for Renewal at least 30 days before expiry of the License as per the Conditions of the awarded License.</b>	–	License applicant
6.5	Apply for renewal of the licence by clicking <a href="#">Resume Renewal</a>	–	License applicant
6.6	Fill in the required personal details under the Bio Data Section then click <a href="#">Next</a>	–	License applicant
6.7	Fill in the required details under the Director Section then click <a href="#">Next</a>	–	License applicant
6.8	Fill in the required details under the Description of Premises, then Click on <a href="#">Next</a>	–	License applicant
6.9	Fill in the required details under Transport section, click on Add Vehicles in case of applicant has new vehicle that was previously not indicated in the licence, if you wish to remove some Vehicles one can click on <a href="#">edit</a> , then click on <a href="#">delete truck entry</a> then click on <a href="#">Next</a>	–	License applicant
6.10	Under Documents Section, for every requirement do the following; <ul style="list-style-type: none"> <li>a) Ensure the documents are grouped into one pdf for ease of review i.e. all fire certificates should be combined into one pdf, similarly combine the NTSA Inspections; Calibration and Logbooks/Lease agreements</li> <li>b) Click on the Choose Files button. Go to where the document is saved, select it and then click Open</li> <li>c) Once you have browsed and selected all the required Files, click on <a href="#">Upload Files</a></li> </ul>	–	License applicant
6.11	Once you submit your license renewal application, you will receive an email confirming submission of the application	–	Automated system

6.12	<p>You can see the status of the application by logging to your account, go to License Management, and click on <a href="#">Application History</a></p> <p>Your Application will be reviewed and if found to be materially Complete as per the Requirements, an online driver certificate will be issued within 30 days for download.</p>	–	License applicant
<b>7. License Amendment Application</b>			
7.1	Visit EPRA website, i.e., <a href="http://www.epra.go.ke">www.epra.go.ke</a> , scroll down and go to <a href="#">Online Services Portal</a> , click on Licence Application	–	License applicant
7.2	Access your individual account by entering your username, password, and the Security Code then click on <a href="#">Login</a>	–	License applicant
7.3	Go to license management and click on <a href="#">My Licenses</a>	–	License applicant
7.4	Go to the license you want to amend and click on <a href="#">View Licence</a>	–	License applicant
7.5	Click on the <a href="#">Amend Licence</a> and select from the drop down the specific change e.g. ' <a href="#">Addition of Trucks</a> ' then click Next.	–	License applicant
7.6	Click on ' <a href="#">Click here to add trucks</a> ' and fill in the details as requested	–	License applicant
7.7	<p>Click on '<a href="#">Click here to add trucks</a>' and fill in the details as requested</p> <p>Please ensure you key the truck number/Trailer number as required within the table provided</p> <p>After keying in, type under '<a href="#">Details on this Change</a>' click on Save data then click on Submit amendment application</p>	–	License applicant
7.8	Once you submit your license amendment application, you will receive an email confirming submission of the application	–	Automated system

7.9	<p>You can see the status of the application by logging to your account, go to License Management, and click on the specific Licence amended, then follow along the Amendment history for the status of your amendment.</p> <p>Your Application will be reviewed and if found to be materially Complete as per the Requirements, a licence will be issued within 30 days for download.</p>	–	License applicant
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#### EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
The mandatory field(s) indicated by a red star (*) or the word <b>Mandatory</b> is not filled/provided	1.	The system displays error message on the field that has not been provided.	–	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 <a href="#">Application History</a>	–	Automated System
	2.	The pending application will indicate the Status as Draft. Click on <a href="#">Resume Application</a>	–	Automated System
	3.	Proceed from Step 5.3 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 EPRA website: [www.epra.go.ke](http://www.epra.go.ke) and click on the online services portal



1.2 New Applicants Without an Account (*If you have an existing account proceed to 1.3*)

1.2.1 Click on create account to create new account



## EPRA Licencing Portal

**Username \***

**Password \***

**Security Code**

**decoasy** [Refresh](#)

Please Type the Security Code above Here!

☒ Remember Me

[Login](#)

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


### 1.2.2 Choose create Business account icon/tab

EPRA Energy & Petroleum Regulatory Authority


Home Create Account

## Create Account

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



Create a Personal Account



Create a Business Account

### 1.2.3 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 \***

Refresh

Please Type the Security Code above Here!

Signup

1.2.4 Once you sign up, you will receive the message below in your email registered in the system

Dear xxxxx

Welcome to the Energy & Petroleum Regulatory Authority Licensing Portal.

Please click the link below to activate your account:

<https://portal.erc.go.ke:8443/site/activate-account?token=AtTWxc3tDXcjin2ag32L16LIJkbQIT7JN>

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

### Existing Applicants with an Account


1.3 Login to your individual account using your username and password

## EPRA Licencing Portal

**Username \***

**Password \***

**Security Code**

**jocel**  Refresh

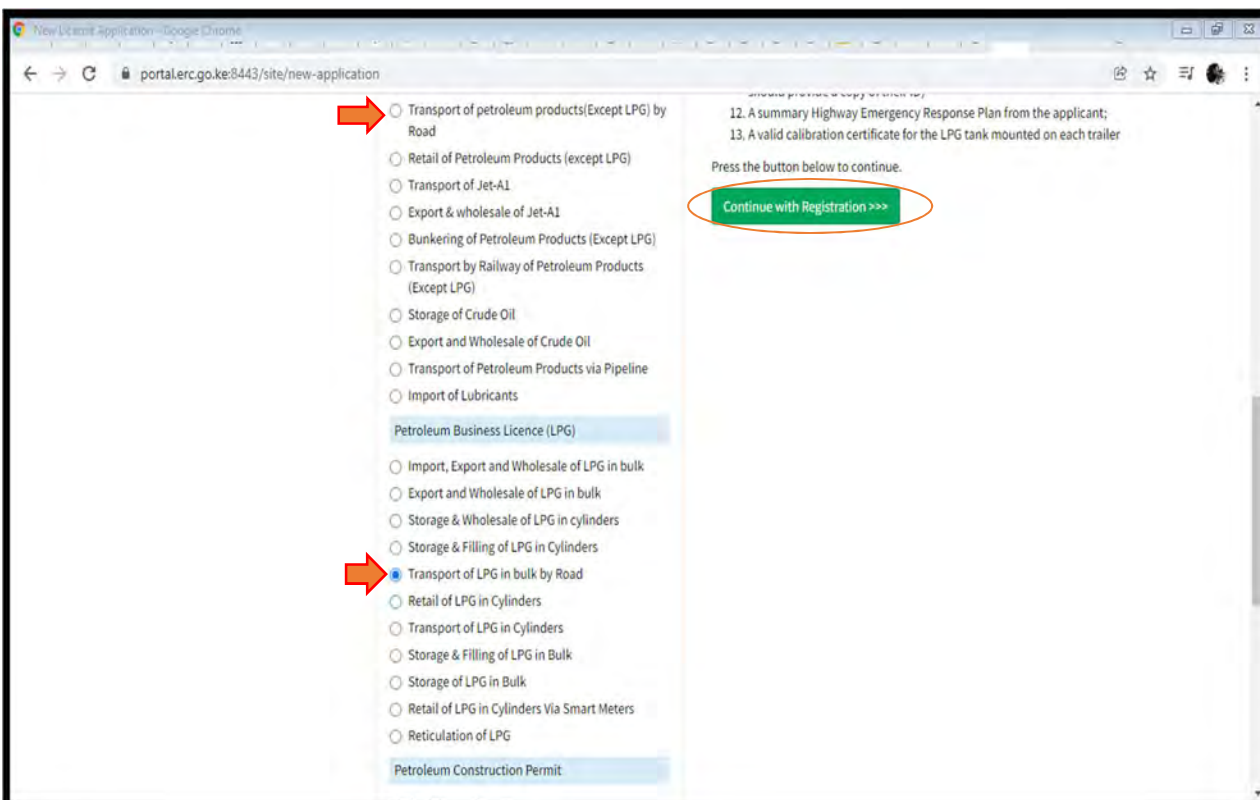
Please Type the Security Code (above this):

☒ Remember Me

**Login**

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

1.4 Locate Petroleum Sector, scroll down to Petroleum Business Licence (LPG) and select the transport of LPG in Bulk/Petroleum by road type then click continue with registration



portalerc.go.ke:8443/site/new-application

- ☐ Transport of petroleum products(Except LPG) by Road
- ☐ Retail of Petroleum Products (except LPG)
- ☐ Transport of Jet-A1
- ☐ Export & wholesale of Jet-A1
- ☐ Bunkering of Petroleum Products (Except LPG)
- ☐ Transport by Railway of Petroleum Products (Except LPG)
- ☐ Storage of Crude Oil
- ☐ Export and Wholesale of Crude Oil
- ☐ Transport of Petroleum Products via Pipeline
- ☐ Import of Lubricants
- Petroleum Business Licence (LPG)**
  - ☐ Import, Export and Wholesale of LPG in bulk
  - ☐ Export and Wholesale of LPG in bulk
  - ☐ Storage & Wholesale of LPG in cylinders
  - ☐ Storage & Filling of LPG in Cylinders
  - ☒ Transport of LPG in bulk by Road
  - ☐ Retail of LPG in Cylinders
  - ☐ Transport of LPG in Cylinders
  - ☐ Storage & Filling of LPG in Bulk
  - ☐ Storage of LPG in Bulk
  - ☐ Retail of LPG in Cylinders Via Smart Meters
  - ☐ Reticulation of LPG
- Petroleum Construction Permit**

12. A summary Highway Emergency Response Plan from the applicant;  
13. A valid calibration certificate for the LPG tank mounted on each trailer

Press the button below to continue.

**Continue with Registration >>>**

### 1.5 Complete registration by filling bio data section, then click next

Licence Application: Petroleum Business Licence (LPG) Transport of LPG in bulk by Road

Bio Data Directors Description of Premises Transport Documents Submit Application

Company Name  
Demonstration

Email \*  
onepiece@gmail.com

Telephone \*  
0700000000

KRA PIN \*  
A0000000

Postal Address  
12345

Postal Code  
00100

Town  
Nairobi

Physical Address \*  
KAYOLE

Registration Date  
Registration Date

Business Permit No.

VAT Number

Business Type  
--SELECT--

Business Registration No.

Designation

Mobile Number \*  
0700000000

Country  
KENYA

County \*  
Narok

Next >>

### 1.6 Select the directors of the company, click on add directors, fill in the information then click save, once the information is saved click on next. In case some changes needs to occur, click on edit

portal.erc.go.ke:8443/site/profile?LicenceTypeID=4&Category=11&stage=14&LicenceClassID=0

**EPRA**  
Energy & Petroleum Regulatory Authority

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

Home > Licence Application >

### Licence Application: Petroleum Business Licence (LPG) Transport of LPG in bulk by Road

Bio Data Directors Description of Premises Transport Documents Submit Application

#### Directors

+ Add Directors

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

<< Previous

---

portal.erc.go.ke:8443/site/profile?LicenceTypeID=4&Category=11&stage=14&LicenceClassID=0

#### Add Directors

First Name \* Middle Name Last Name \*

Type ID \* No. of Shares \*

Nationality \* Residence ID/Passport Number \*

Postal Address

Town Postal Code

Telephone Email \* Fax

Save

portal.erc.go.ke:8443/site/profile?LicenceTypeID=4&Category=11&stage=14&LicenceClassID=0

**EPRA**  
Energy & Petroleum Regulatory Authority

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

home / Licence Application

### Licence Application: Petroleum Business Licence (LPG) Transport of LPG in bulk by Road

Bio Data | **Directors** | Description of Premises | Transport | Documents | Submit Application

**Directors** + Add Directors

Director Name	Nationality	ID/Passport No.	Director/Partner Type
art kin lob	AFGHANISTAN	12345678	Director <a href="#">Edit</a>

<< Previous Next >>

1.7 Select description of premises and click on Add Premises and fill in the sections, click save , then click next.

portal.erc.go.ke:8443/site/profile?LicenceTypeID=4&Category=11&stage=14&LicenceClassID=0

**EPRA**  
Energy & Petroleum Regulatory Authority

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home / Licence Application

### Licence Application: Petroleum Business Licence (LPG) Transport of LPG in bulk by Road

Bio Data | Directors | **Description of Premises** | Transport | Documents | Submit Application

**Business Premises** + Add Premises

Building Name	Premises Type	Town/District	Physical Address

<< Previous

Register Premises

Building Name \*

Premises Type \*  
--SELECT--

Town/District \*

Street/Market/Road \*

Plot No. \*

Space (Sq Feet)

Capital Available

Save

1.8 Fill in your Transport section, click on Add Vehicles, select the type of vehicle and fill the sections indicated i.e. Truck/trailer Registration Number, Tanker Capacity, Truck/Trailer Chassis then click [next](#)

EPRA  
Energy & Petroleum Regulatory Authority

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

Home > Licence Application

Licence Application: Petroleum Business Licence (LPG) Transport of LPG in bulk by Road

Bio Data Directors Description of Premises Transport Documents Submit Application

Tracks and Trailers

NB: Please note misspellings and wrong truck/trailer information will lead to application rejection.

Vehicle Type Registration No. Trailer Registration No.

<< Previous

Add Vehicles



**Add Vehicles**

Please use the below format. Use Capital Letters

Vehicle Type: --SELECT--  
Track Number: e.g. KCB 553L

Trailer Chassis No.:  
Trailer Registration: e.g. ZE 5980  
Trailer Maximum Capacity:

**Submit**

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**EPRA**  
Energy & Petroleum Regulatory Authority

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

Home > License Application

**Licence Application: Petroleum Business Licence (LPG)** Transport of LPG in bulk by Road

Bio Data | Directors | Description of Premises | Transport | Documents | Submit Application

**Tracks and Trailers**

NB: Please note misspellings and wrong truck/trailer information will lead to application rejection.

Vehicle Type	Registration No.	Trailer Registration No.	
Lorry	knb123		<b>Edit</b>
Lorry	knb123		<b>Edit</b>

**<< Previous** **Next >>**

1.9 Select Documents click on choose file for each requirement browse and click on the file, once done then click upload files



portal.erc.go.ke/8443/site/profile?LicenceTypeID=4&Category=11&stage=4&LicenceClassID=0

## Licence Application: Petroleum Business Licence (LPG) Transport of LPG in bulk by Road

Bio Data   Directors   Description of Premises   Transport   Documents   Submit Application


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

Current Document

- 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) **(Mandatory)**  No file chosen
- 2) Certificate of Incorporation / Business Registration Certificate **(Mandatory)**  No file chosen
- 3) Valid Tax Compliance Certificate from Kenya Revenue Authority **(Mandatory)**  No file chosen
- 4) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors **(Mandatory)**  No file chosen
- 5) Single Business Permit to operate business from the respective County Government **(Mandatory)**  No file chosen
- 6) Fire Clearance Certificate for the vehicle(s) from the respective County Fire Department **(Mandatory)**  No file chosen
- 7) A valid certificate of report on examination of the LPG tank mounted of each trailer (from an inspector certified by the Directorate of Occupational Safety and Health Services) **(Mandatory)**  No file chosen
- 8) A valid Motor Vehicle Inspection Certificate for each prime mover and trailer **(Mandatory)**  No file chosen

portal.erc.go.ke/8443/site/profile?LicenceTypeID=4&Category=11&stage=4&LicenceClassID=0

- 4) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors **(Mandatory)**  No file chosen
- 5) Single Business Permit to operate business from the respective County Government **(Mandatory)**  No file chosen
- 6) Fire Clearance Certificate for the vehicle(s) from the respective County Fire Department **(Mandatory)**  No file chosen
- 7) A valid certificate of report on examination of the LPG tank mounted of each trailer (from an inspector certified by the Directorate of Occupational Safety and Health Services) **(Mandatory)**  No file chosen
- 8) A valid Motor Vehicle Inspection Certificate for each prime mover and trailer **(Mandatory)**  No file chosen
- 9) Log book for each prime mover and trailer (Attach a valid lease agreement if vehicle not in the name of the applicant); **(Mandatory)**  No file chosen
- 10) A list of vehicles; paired prime movers and trailers where necessary (In Microsoft Excel) **(Mandatory)**  No file chosen
- 11) 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)  No file chosen
- 12) A summary Highway Emergency Response Plan from the applicant; **(Mandatory)**  No file chosen
- 13) A valid calibration certificate for the LPG tank mounted on each trailer **(Mandatory)**  No file chosen



1.10 Move to the submit section and double check whether all information is okay, then click Submit Application


portal.erc.go.ke:8443/site/profile?LicenceTypeID=4&Category=11&stage=6&LicenceClassID=0

trailer

Log book for each prime mover and trailer (Attach a valid lease agreement if vehicle not in the name of the applicant);	petroleum/326464_laao1638357751_27.png
A list of vehicles; paired prime movers and trailers where necessary (in Microsoft Excel)	petroleum/326464_BNVkO1638357751_28.png
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)	petroleum/326464__gqsy1638357751_163.png
A summary Highway Emergency Response Plan from the applicant;	petroleum/326464_uUlnj1638357751_246.pdf
A valid calibration certificate for the LPG tank mounted on each trailer	petroleum/326464_wPR771638357751_256.png

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.

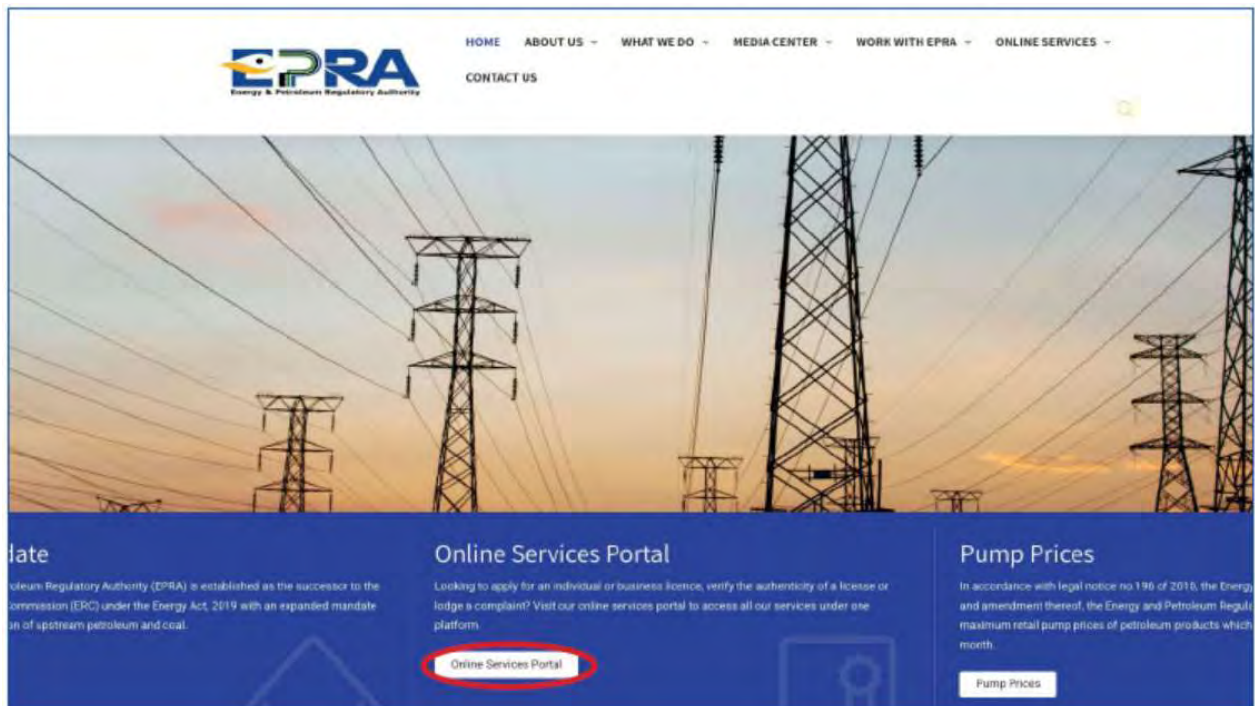
 **Submit Application** **Cancel**

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KENYA VISION 2030

## 2. LICENSE RENEWAL

2.1 Visit the EPRA website: [www.epra.go.ke](http://www.epra.go.ke) and click on the online services portal



2.2 Login to your individual account using your username and password

## EPRA Licencing Portal

**Username \***

**Password \***

**Security Code**

**jocai** [Refresh](#)

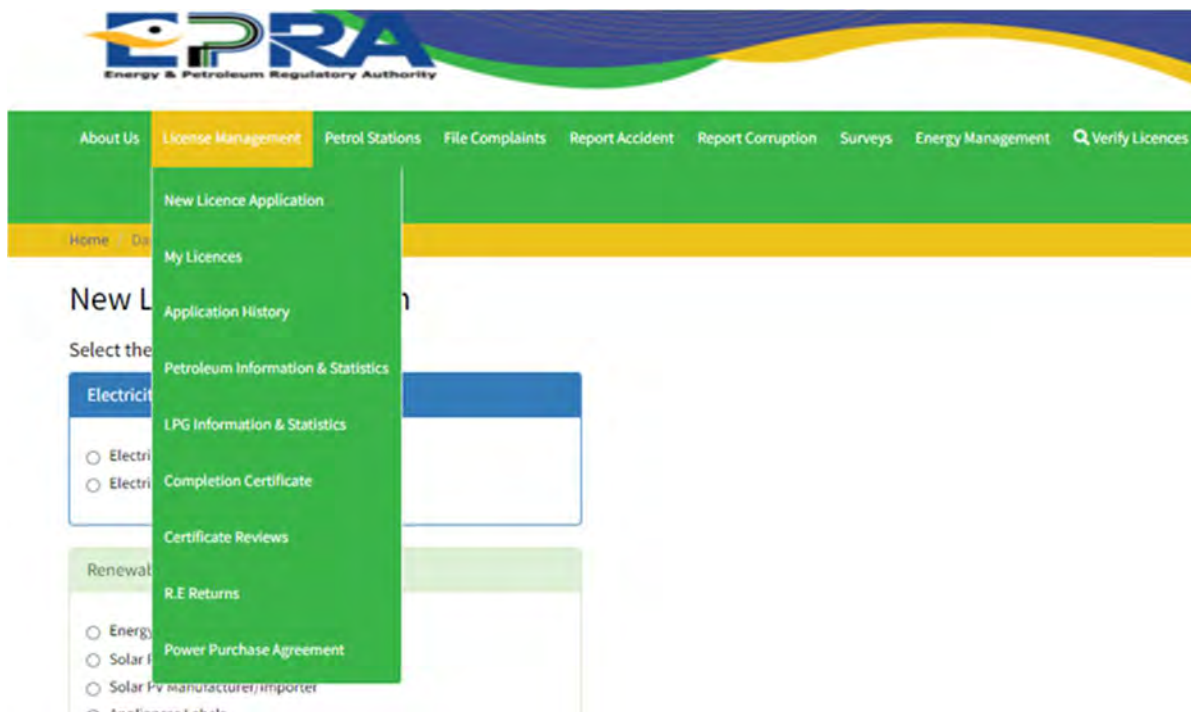
Please Type the Security Code above Here!

☒ Remember Me

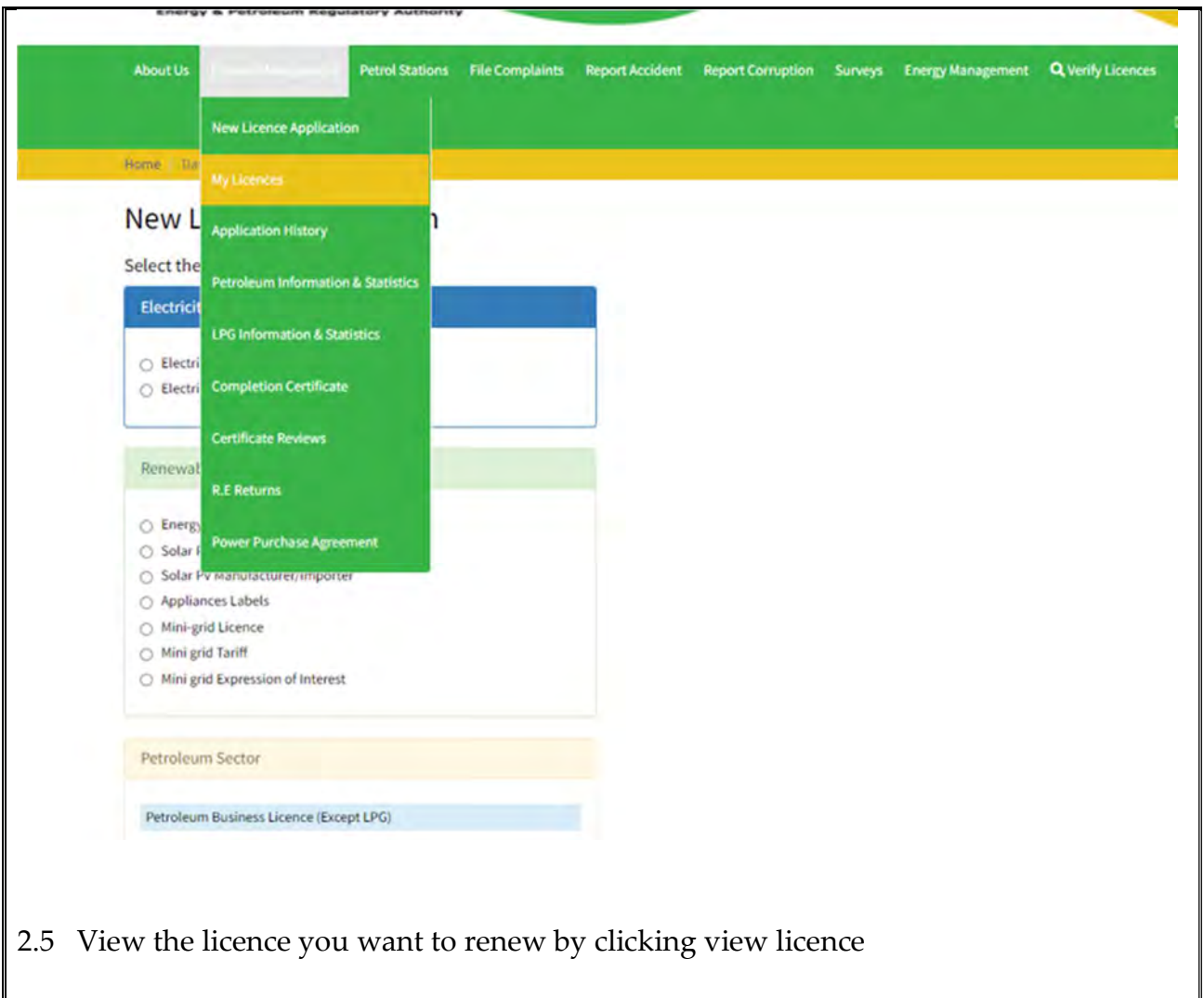
[Login](#)

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

### 2.3 Go to license management



### 2.4 Click on My Licences





The screenshot shows the EPRA (Energy & Petroleum Regulatory Authority) website. The header includes the EPRA logo and navigation links: About Us, License Management, Petrol Stations, File Complaints, Report Accident, Report Corruption, Surveys, Energy Management, and Verify Licences. The user is logged in as 'lungalungafuel'. The main heading is 'My Licences'. Below it is a table listing several licences.

Licence Number	Licence Details	Status	Action
ERC/LPG/580	Petroleum Business Licence (LPG) Category Transport of LPG in bulk by Road	Your licence has expired and requires renewal.	<a href="#">View Licence</a>
ERC/LPG/620	Petroleum Business Licence (LPG) Category Transport of LPG in bulk by Road	Your licence has expired and requires renewal.	<a href="#">View Licence</a>
ERC/LPG/580	Petroleum Business Licence (LPG) Category Transport of LPG in bulk by Road	Your licence has expired and requires renewal.	<a href="#">View Licence</a>
ERC/LPG/862	Petroleum Business Licence (LPG) Category Transport of LPG in bulk by Road	Your licence has expired and requires renewal.	<a href="#">View Licence</a>
EPRA/PET/2834	Petroleum Business Licence (Except LPG) Category Export and Wholesale of Petroleum Products(Except LPG)	Licence has been renewed.	<a href="#">View Licence</a>
ERC/LPG/1102	Petroleum Business Licence (LPG) Category Transport of LPG in bulk by Road	Your licence has expired and requires renewal.	<a href="#">View Licence</a>
ERC/LPG/1103	Petroleum Business Licence (LPG)	Your licence has expired and requires renewal.	<a href="#">View Licence</a>

2.6 Proceed to apply for renewal of your licence by clicking Resume Renewal

The screenshot shows the EPRA website with the user logged in as 'lungalungafuel'. The main heading is 'My Licence'. To the right of the heading are three buttons: 'Renew Licence Now' (highlighted with a red arrow), 'Download Licence', and 'Amend Licence'. Below the heading is a table showing licence details.

<b>Sector</b>	Petroleum & Gas Sector
<b>Licence Details</b>	Petroleum Business Licence (LPG) Category Transport of LPG in bulk by Road
<b>Licence Number</b>	ERC/LPG/580
<b>Application Date</b>	03rd Oct 2018
<b>Expiry Date</b>	01st Sep 2015
<b>Status</b>	Your licence has expired and requires renewal.

Below the licence details is an 'Application Log' table.

Ref. Number	Date of Submission	Application Type	Status	Options
20692	03rd Oct 2018	Original Application	Expired	
2029	15th Sep 2015	Licence Renewal	Approved	
6666	19th Feb 2018	Licence Renewal	Approved	

2.7 Complete your profile if there is any missing data, then click next

portal.erc.go.ke:8443/site/renew?ref=20692

Home License Application

### Licence Renewal: Petroleum Business Licence (LPG) (#)

Bio Data Transport Documents Submit Application

**Company Name**  
LUNGA LUNGA TRANSPORTERS LTD.

**Email \*** lungalunga@transport@yahoo.com **Telephone \*** 0777635385 **KRA PIN \*** P051381840T

**Postal Address** 248 **Postal Code** 00507 **Town** NAIROBI

**Physical Address \*** DEPOT PLAZA, LUNGA LUNGA ROAD, INDUSTRIAL AREA

**Registration Date** 2011-12-05 **Business Permit No** **VAT Number**

**Business Type** Partnership **Business Registration No** CPR/2011/62191 **Designation** ABDULLAH SALAD ALI - DIRECTOR

**Mobile Number \*** 0716635385 **Country** KENYA **County \*** Nairobi

**Next >>**

2.8 Input the Vehicles required, then click next

portal.erc.go.ke:8443/site/renew?ref=20692&stage=18

Home License Application

### Licence Renewal: Petroleum Business Licence (LPG) (#)

Bio Data Transport Documents Submit Application

**Tracks and Trailers**

**NB: Please note misspellings and wrong truck/trailer information will lead to application rejection.**

Vehicle Type	Registration No.	Trailer Registration No.
	KBW076J-ZD2240	
	KBR274P-ZD9639	

**Add Vehicles** **Edit** **Edit** **Next >>**

2.9 Attach the required documents, then click upload files



portal.erc.go.ke/8443/site/renew?ref=20692&stage=4

## Licence Renewal: Petroleum Business Licence (LPG) (#)

Bio Data   Transport   Documents   Submit Application


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


Current Document

- 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) **(Mandatory)**  No file chosen
- 2) Valid Tax Compliance Certificate from Kenya Revenue Authority **(Mandatory)**  No file chosen
- 3) Legible Copies of Identification Documents i.e. IDs/Passports for all the Company directors **(Mandatory)**  No file chosen
- 4) Single Business Permit to operate business from the respective County Government **(Mandatory)**  No file chosen
- 5) Fire Clearance Certificate for the vehicle(s) from the respective County Fire Department **(Mandatory)**  No file chosen
- 6) A valid certificate of report on examination of the LPG tank mounted of each trailer (from an inspector certified by the Directorate of Occupational Safety and Health Services) **(Mandatory)**  No file chosen
- 7) A valid Motor Vehicle Inspection Certificate for each prime mover and trailer **(Mandatory)**  No file chosen
- 8) Log book for each prime mover and trailer (Attach a valid lease agreement if vehicle not in the name of the applicant);  No file chosen

portal.erc.go.ke/8443/site/renew?ref=20692&stage=4

- 5) Fire Clearance Certificate for the vehicle(s) from the respective County Fire Department **(Mandatory)**  No file chosen
- 6) A valid certificate of report on examination of the LPG tank mounted of each trailer (from an inspector certified by the Directorate of Occupational Safety and Health Services) **(Mandatory)**  No file chosen
- 7) A valid Motor Vehicle Inspection Certificate for each prime mover and trailer **(Mandatory)**  No file chosen
- 8) Log book for each prime mover and trailer (Attach a valid lease agreement if vehicle not in the name of the applicant); **(Mandatory)**  No file chosen
- 9) A list of vehicles; paired prime movers and trailers where necessary (In Microsoft Excel) **(Mandatory)**  No file chosen
- 10) 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)  No file chosen
- 11) A summary Highway Emergency Response Plan from the applicant; **(Mandatory)**  No file chosen
- 12) A valid calibration certificate for the LPG tank mounted on each trailer **(Mandatory)**  No file chosen



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2.10 Submit your renewal application for review.

portal.erc.go.ke:8443/site/profile?LicenceTypeID=4&Category=11&stage=6&LicenceClassID=0

trailer	
Log book for each prime mover and trailer (Attach a valid lease agreement if vehicle not in the name of the applicant);	petroleum/326464_laao1638357751_27.png
A list of vehicles; paired prime movers and trailers where necessary (in Microsoft Excel)	petroleum/326464_BNVkO1638357751_28.png
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)	petroleum/326464_gqsy1638357751_163.png
A summary Highway Emergency Response Plan from the applicant;	petroleum/326464_uUlnj1638357751_246.pdf
A valid calibration certificate for the LPG tank mounted on each trailer	petroleum/326464_wPR771638357751_256.png

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.

**Submit Application** **Cancel**

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KENYA VISION 2030

2.11 Once you submit your renewal application, you will receive a confirmation email

Dear **xxxx**,

The Energy and Petroleum Regulatory Authority would like to acknowledge your application for Transport of LPG in Bulk/ Transport of Petroleum products by Road (Except LPG) renewal application

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

Kind Regards,

Licencing Systems

### 3. LICENSE AMENDMENT

3.1 Visit the EPRA website: [www.epra.go.ke](http://www.epra.go.ke) and click on the online services portal



3.2 Login to your individual account using your username and password

3.3 Go to license management



Energy & Petroleum Regulatory Authority

About Us

License Management

Petrol Stations

File Complaints

Report Accident

Report Corruption

Surveys

Energy Management

Verify Licences

Home / Dashboard

New Licence Application

My Licences

Application History

Petroleum Information & Statistics

LPG Information & Statistics

Completion Certificate

Certificate Reviews

R.E Returns

Power Purchase Agreement

Select the type of licence you want to apply for

Electricity

☐ Electricity

☐ Electricity

Renewable Energy

☐ Energy

☐ Solar

☐ Solar Pv manufacturer/importer

☐ Bio-fuel/coal/ shale

### New Licence Application

Select the type of licence you want to apply for

Electricity

☐ Electricity

☐ Electricity

Renewable Energy

☐ Energy

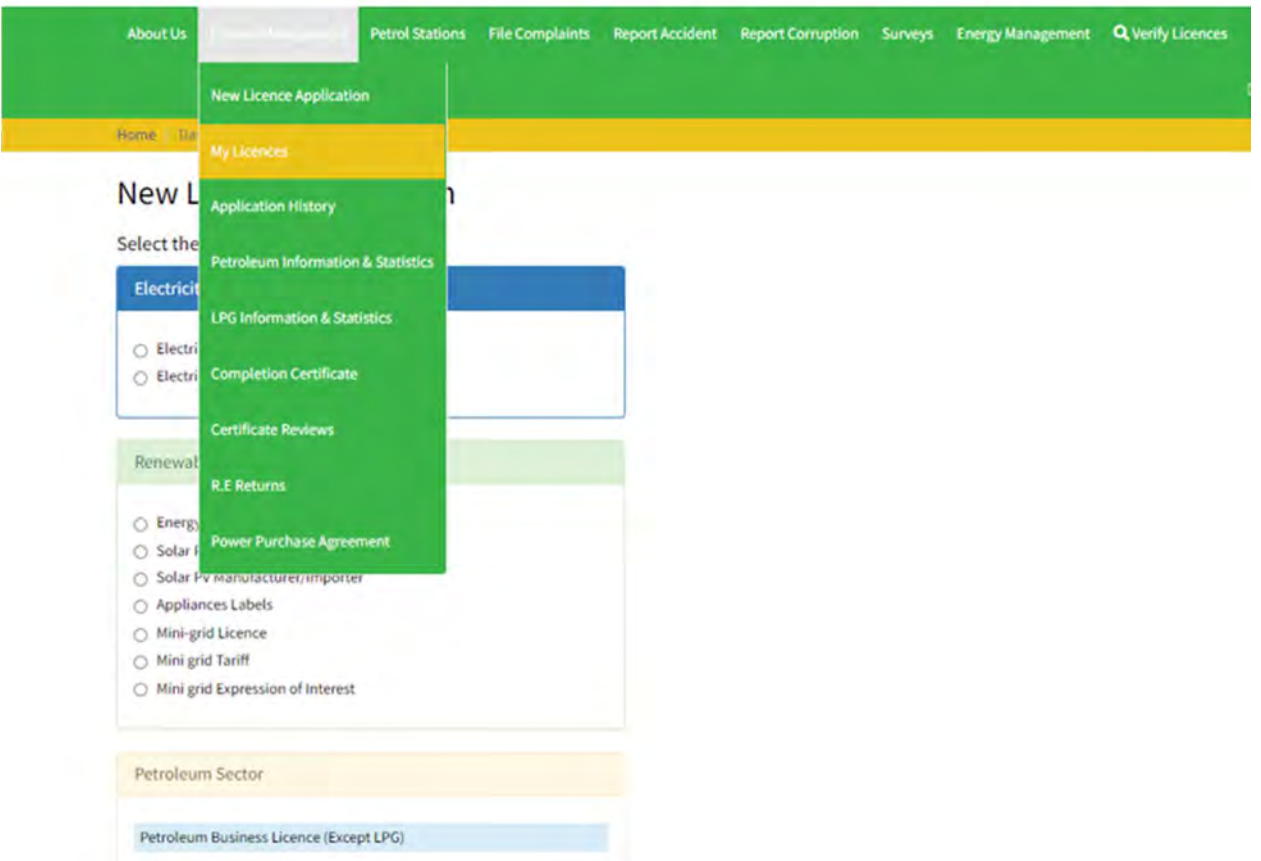
☐ Solar

☐ Solar Pv manufacturer/importer

☐ Bio-fuel/coal/ shale

### 3.4 Click on My Licences

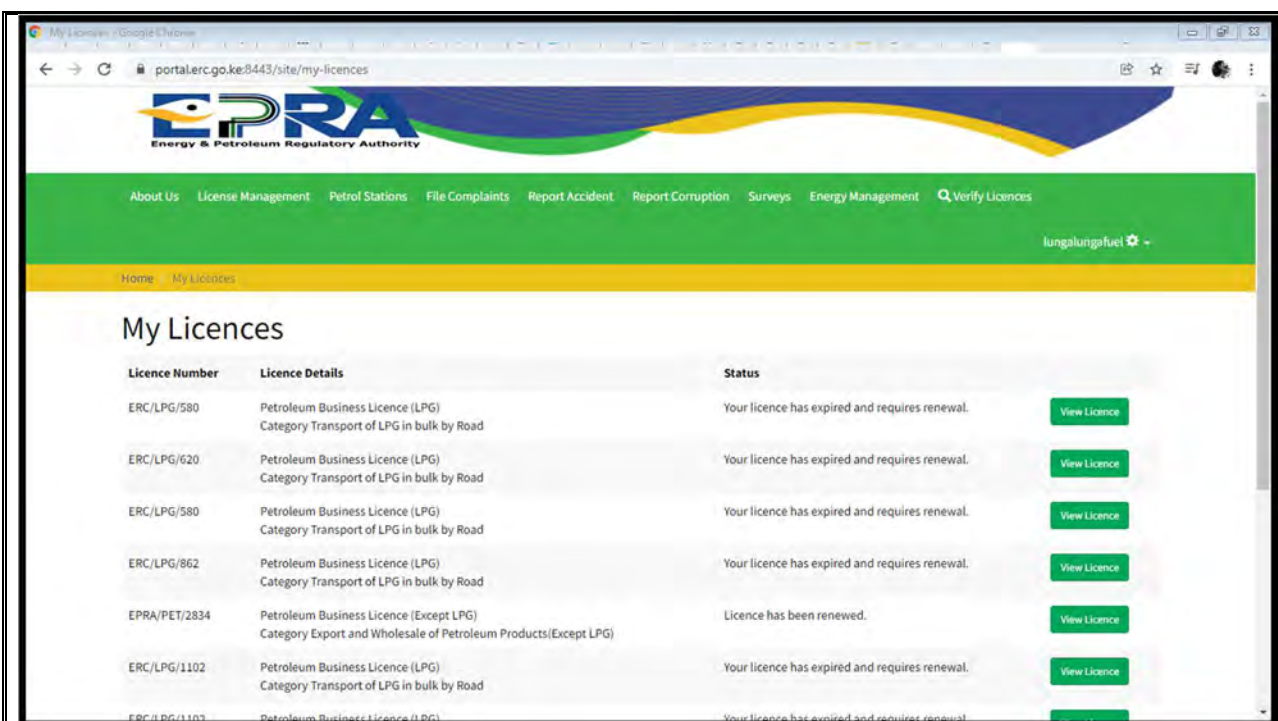




The screenshot displays the EPRA/ERS/CS Portal interface. At the top, a green navigation bar contains links: About Us, Home, Petrol Stations, File Complaints, Report Accident, Report Corruption, Surveys, Energy Management, and Verify Licences. Below this, a yellow banner features 'New Licence Application' and 'My Licences' buttons. The 'New Licence Application' dropdown menu is open, listing options: Application History, Petroleum Information & Statistics, LPG Information & Statistics, Completion Certificate, Certificate Reviews, R.E Returns, and Power Purchase Agreement. To the left, a 'Select the' section includes radio buttons for Electricity, LPG, and Renewal. Below this, a 'Petroleum Sector' section is visible, with 'Petroleum Business Licence (Except LPG)' highlighted. The page number '3.5' is located at the bottom left of the screenshot area.

3.5 View the licence you want to amend by clicking view licence





3.6 Proceed to apply for amendment of your licence by clicking on 'Amend Licence'



3.7 Select the specific amendment Application you wish to pursue, e.g. Addition of Trucks;

Indicate the ammendments you wish to do below

☐ Addition of Trucks

☐ Change of Premises

☐ Change of Business/Company Name

☐ Addition of Cylinder Brands

☐ De-registration of Trucks (LPG)

☐ De-registration of Trucks (Except LPG)

☐ Additional Locomotives

[Next](#) [Cancel](#)

3.8 Proceed to list the truck/trailer registration details as requested for within the table provided as below

## Licence Ammendment

[Back](#)

### Ammdement Details

#### #1 ADDITION OF TRUCKS

[Click here to Add Vehicles](#)

#	Vehicle Type	Truck Reg. No.	Trailer Reg. No.	
1	Lorry	KCZ 005Z	ZG 2988	<a href="#">Edit</a>

#### Details on this Change

Please add the following

#### Supporting Documents

Fire Clearance Certificate for the vehicle(s) from the respective County Fire Department

[Choose Files](#)

Fire certificate.pdf

A valid Motor Vehicle Inspection Certificate for each prime mover and trailer

[Choose Files](#)

NTSA INS...EPORT.pdf

Log book for each prime mover and trailer (Attach a valid lease agreement if vehicle not in the name of the applicant);

[Choose Files](#)

Logbooks ...ments.pdf

Valid certificate(s) of calibration for the LPG tank(s)

[Choose Files](#)

Calibration ZD1108.pdf

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

[Save Data](#)[Delete Request](#)

- 3.9 Attach the required documents, then click upload files, once you key in the under [Details on this change](#), you will activate the [Submit amendment application](#) for review, Once you submit your amendment application, you will receive a confirmation email.

## Licence Ammendment

[Back](#)

### Ammdement Details

[Submit Amendment Application](#)

#### #1 ADDITION OF TRUCKS

[Click here to Add Vehicles](#)

#	Vehicle Type	Truck Reg. No.	Trailer Reg. No.	
1	Lorry	KCZ 005Z	ZG 2988	<a href="#">Edit</a>

#### Details on this Change

Please add the following

#### Supporting Documents

Fire Clearance Certificate for the vehicle(s) from the respective County Fire Department

[View](#) | [Delete](#)

A valid Motor Vehicle Inspection Certificate for each prime mover and trailer

[View](#) | [Delete](#)

Log book for each prime mover and trailer (Attach a valid lease agreement if vehicle not in the name of the applicant);

[View](#) | [Delete](#)

Valid certificate(s) of calibration for the LPG tank(s)

[View](#) | [Delete](#)

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

[Save Data](#)[Delete Request](#)



## ANNEX I: REQUIREMENTS

### **a) Requirements for Licence for Transport of LPG in Bulk by Road:**

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" 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 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 valid calibration certificate for the LPG tank mounted on each trailer;
10. A valid certificate of report on examination of the LPG tank mounted of each trailer (*from an inspector certified by the Directorate of Occupational Safety and Health Services*);
11. A summary Highway Emergency Response Plan from the applicant; and
12. A valid Single Business Permit for the premises of operation from the respective County Government.

### **b) Requirements for Licence for Transport of Petroleum Products (Except LPG) by Road:**

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" 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 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 valid calibration certificate for the tank mounted on each trailer;
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.

**c) 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" 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 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.