



### KMA KEY SERVICES AND TIMELINES

	Services	Requirements	User charges	Time line
1.	Vessel inspection and licensing for vessels of 24m and below	<p>Sailing vessels and vessels propelled by oars or paddles</p> <p>i)of up to 4 metres in length ii) And for every metre or part thereof, over 4 metres</p> <p>Mechanically propelled vessels and vessels tilled with auxiliary engines</p> <p>i)of up to 4 metres in length ii)And for every metre or part thereof, over 4metres</p>	<p>0.5 USD \$</p> <p>0.1 USD \$</p> <p>10 USD \$</p> <p>1 USD \$</p>	Response in 3 days
2.	Inspection of safety equipment	<p>For vessels of 24 metres and below plying Coastal and all inland water bodies other than L.Victoria</p> <p>i)from 0-10 tons ii)Every 10 tons or part thereof, exceeding 10 tons</p>	<p>40 USD \$</p> <p>40 USD \$</p>	Response in 3 days
		<p>For vessels of 24 metres and below plying L. Victoria only, sailing vessels and vessels propelled by oars or paddles;</p> <p>i. Of upto 4 metres in length ii. And for every metre or part thereof, over 4 metres mechanically propelled vessels and vessels tilled with auxiliary engines;</p> <p>iii. Of upto 4 metres in length iv. And for every metre or part thereof, over 4 metres</p>	<p>5 USD \$</p> <p>1 USD \$</p> <p>10 USD \$</p> <p>1 USD \$</p>	
3.	Issuance of Continous discharge certificate	<p>i)Kenya citizen of 18 years and above ii)STCW 95 Certificates iii) Photocopy of National ID iv)Two (2) passport size photos iv) Written application letter</p>	20 USD \$	Processing of application 3 days
4.	Replacement of mutilated/ filled up expired CDC	<p>i)Mutilated/filled up/expired CDC book ii) passport size photos iii)Self application</p>	20 USD \$	Processing of application 3 days
5.	Replacement of lost CDC	<p>i)Police abstract ii)Photocopy/receipt of the lost book iii)Provision for Continuous Discharge iv)Certificate (CDC) for 6 months v)Fee for new CDC</p>	<p>Kshs.150</p> <p>20 USD \$</p>	Processing of application 3 Days

6.	Search and rescue services	None	Free	Available 24 hours
7.	Intervention in disputes involving seafarers and ship owners	Formal request	Free	Immediately

8.	Crew listing and endorsement of vessel articles	i)Where the number of crew does not exceed 5 persons ii)For each person in excess of 5	40 USD \$ 5 USD \$	
9.	Registration of ship agents	i). Copy of certificate of incorporation ii). Copy of memorandum/articles of association iii)Copy of pin certificate iv)Official application iv) Application fee v)Annual license fee	5 USD \$ 250 USD \$	5 Days
10.	Registration of shipping line	i)Official application ii) Copies of tariffs for each route iii) Copies of documents to show proof of nationality iv) Copies of documents to show the names and location/address of the shipping line and shipping agent v)Copies of the conditions carriage (Bill of lading clauses) for each route  vi)Application fee vii)Registration fee viii)Annual Renewal Fee	5 USD \$ 3,000 USD 1,000 USD	5 days
11	Provision information on seaborne trade produced quarterly	Formal request	Free	Immediately

	Service	Requirements	User Fees	Timeline
<b>COMMERCIAL SHIPPING DEPARTMENT (CSD)</b>				
12.	Licensing of Ship agents & cargo consolidators	<p>1. Official application</p> <p><b>2. Certified copies of:</b></p> <p style="padding-left: 40px;">a) The Applicant's (Company) <b>KRA PIN Certificate,</b></p> <p style="padding-left: 40px;">(b) The Applicant's (Company) <b>Certificate of Incorporation,</b> and</p> <p style="padding-left: 40px;">(c) The Applicant's (Company) <b>Memorandum &amp; Articles of Association.</b></p> <p><b>3. Certified copy</b> of current <b>company annual returns</b> from the register of companies (for companies more than 18 months since incorporation) or <b>Company search</b> (CR 12) showing current Directors (for companies less than 18 months since incorporation) (<b>annual requirement</b>).</p> <p><b>4. Certified copy</b> of dully executed <b>Tenancy Agreement</b> or <b>Lease/Sub-Lease Agreement</b> or copy of <b>Title Deed</b> for the occupied office premises or <b>certified copy of Offer Letter</b> attached with current <b>rent fee remittance.</b></p> <p><b>5. Tariff Structure</b> on <b>company letter head</b> and <b>dated</b> (<b>annual requirement</b>).</p> <p>6. A Brief Professional Profile of <b>key person(s)</b> in-charge of <b>operations</b> on the <b>company letter head.</b></p>		<b>15 days</b>

		<p><b>7.Certified copies of:</b></p> <p>(a) Local Directors' <b>Identity Cards/Passports,</b></p> <p>(b) Local Directors' <b>KRA PIN Certificates,</b></p> <p>(c) Foreign director to present <b>Notarized passport copies.</b></p> <p><b>8. Certificate of Good Conduct</b> for the <b>local Directors.</b></p> <p><b>9.</b>Application processing fee</p> <p><b>10.</b>Annual license renewal fee</p>	<p>15USD</p> <p>250USD</p>	
13.	Registration of shipping line	<p>1. Duly <b>filled, dated and stamped</b> application form by the <b>Principal/Local owner's representative.</b></p> <p>2. <b>Notarized</b> Certificate of Incorporation or <b>Registration Certificate</b> from the Principal's chamber of commerce.</p> <p>3. <b>Legible original</b> copy of the Bill of Lading.</p> <p>4. <b>Current and dated</b> schedule of route tariffs on the Principals letter head (<b>annual requirement</b>).</p> <p>5. Application processing fee</p> <p>6.Regsitration fee</p> <p>7. Annual license renewal fee</p>	<p>15USD</p> <p>3000USD</p> <p>1000USD</p>	<b>15 days</b>

14.	Maritime Transport Logistics (MTL) Curricula approval	Duly filled questionnaire with the indicated requirements: a) Diploma in MTL curricula book b) Certificate in MTL curricula book	1255/= 935/=	10 working days upon satisfying all requisite requirements  Immediately  Immediately
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No	Service	Customer Requirements	User Fees	Timeline
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**PROCUREMENT DEPARTMENT**

15.	<b>Prequalification of suppliers</b>	a) Submission of complete tender document as required within stipulated timelines.	<b>FREE if downloaded from KMA's website &amp; payment of Kshs. 1000.00 if picked from the Authority.</b>	<b>14 working days</b>
16.	<b>Payment to Suppliers</b>	a) Submission of Tax Invoice and Delivery Notes	<b>FREE</b>	<b>30 days.</b>
17.	<b>Processing of Quotations</b>	a) Submission of duly filled Request for Quotation forms by the invited firms.	<b>FREE</b>	<b>7 days</b>
18.	<b>Processing and award of tenders</b>	a) Submission of tenders within the stipulated time frame.	<b>FREE if downloaded and Kshs. 1000.00 if picked from the Authority</b>	<b>30 days</b>
19.	<b>Disposal of Assets</b>	a) Notice of disposal to prospective bidders.	<b>FREE if downloaded and Kshs.</b>	<b>30 days</b>

		b) Submission of duly filled tender document by the bidders	<b>1000.00 if picked from the Authority</b>	
	<b>Service</b>	<b>Requirement</b>	<b>User charges</b>	<b>Time Lines</b>
<b>FINANCE DEPARTMENT</b>				
20.	Supplier Payment	-Full names of payee -KRA PIN and or ID -Company registration certificate -Bank account details -Contact details -Valid Invoice(Tax compliance) -Current Statement	No charge	Within 30 days or as per contractual terms.
21.	Client Billing	-Full names of client -KRA PIN and or ID -Business registration certificate -Contact details(Phone, email, physical address) -Name of vessel(s) where applicable. -Contact person(including contact details)	No charge	Invoice dispatched within 3 working days.

*All correspondence will be acknowledged within 2 working days and responded to within 5 working days*

**COMMITTED TO EXCELLENCE IN SERVICE DELIVERY**

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