



**REQUIREMENTS FOR LICENSING OF SHIPPING AGENTS UNDER THE
MERCHANT SHIPPING ACT 2009**

1. A duly **filled, dated** and **stamped** Application form obtainable from Kenya Maritime Authority office and website at a non-refundable fee of **USD. 5** (Five US Dollars);
2. A **copy** of the **official Payment Receipt** issued by the Licensing Authority (KMA) for the application processing fee.
3. **Certified copies** of:
 - (a) The Applicant's (Company) **KRA PIN Certificate**,
 - (b) The Applicant's (Company) **Certificate of Incorporation**, and
 - (c) The Applicant's (Company) **Memorandum & Articles of Association**.
4. **Certified copy** of current **company annual returns** from the register of companies (for companies more than 18 months since incorporation) or **Company search** (CR 12) showing current Directors (for companies less than 18 months since incorporation) (**annual requirement**).
5. **Certified copy** of dully executed **Tenancy Agreement** or **Lease/Sub-Lease Agreement** or copy of **Title Deed** for the occupied office premises or **certified copy** of **Offer Letter** attached with current **rent fee remittance**.
6. **Tariff Structure** on the **company letter head, dated and** in the **template** on the reverse side (**annual requirement**).
7. A Brief Professional Profile of **Top Management** as per the **template** on the reverse side on the **company letter head (annual requirement)**.
8. **Certified copies** of :
 - (a) Local Directors' **Identity Cards/Passports**;
 - (b) Local Directors' **KRA PIN Certificates**
 - (c) Foreign director to present **Notarized passport copies**.
9. **Certificate of Good Conduct** for the **local Directors**.
10. Annual License fee of **US 250/-** (Two Hundred and Fifty Dollars) upon approval.

Certification of the documents should be done by an advocate

Bank: Kenya Commercial Bank
Account Name: *Kenya Maritime Authority*
Account No.: 1167698452
Branch: Kilindini - Mombasa
Currency: US Dollars

6. Template for **Tariff Structure** (to be provided on the **company letter head**)

S/No.	Destination charges description	Tariff Range (Max-Min)	
		20 TEUs	40TEUs
1.	Demurrage charges:		
2.	Detention charges		
3.	Container deposit		
4.	delivery order fees		
5.	Terminal handle charges		
6	Container cleaning charges and any other destination charge applied.		

7. Template for a brief professional profile of **Top Management** (to be provided on the company letter head)

S/No.	Name of the Manager	Professional profile details
1.		Academic qualification:- Years of experience:- Nationality:-
2.		Academic qualification:- Years of experience:- Nationality:-
3.		Academic qualification:- Years of experience:- Nationality:-
4.		Academic qualification:- Years of experience:- Nationality:-

Top management includes: - heads of department, heads of section sections or other operational units and any expatriate that has been engaged on an employment contract or deployment of more than three months. Directors who are involved in day to day operations should also submit their details.

NOTE: This information will be shared with Immigration Department for monitoring purposes.