



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 or 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 **company letter head** and **dated** (**annual requirement**).
7. A Brief Professional Profile of **key person(s)** in-charge of **operations** on the **company letter head**.
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. **Security Clearance** of the **Company** by the relevant **National Security Organ**. However, note that this requirement shall be carried out in accordance with the relevant legal provisions. In addition, the applying entity should fulfill any other requirement(s) under any written law (**annual requirement**).
11. Annual License fee of **US 250** (Two Hundred and Fifty US Dollars) upon approval.

Certification of the documents should be done by an advocate

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