



NOTICE TO ALL MARITIME SERVICE PROVIDERS

(Shipping Lines, Shipping Agents & Cargo Consolidators)

This is to inform all Maritime Service Providers that our licensing/registration process is currently on an online platform. Requests for the 2024 new applications and renewals are to be made through the self-service portal, which will be opened as from **1st November, 2023 to 15th December, 2023**.

Please take note of the following guidelines when submitting applications:

1. All applicants are required to create an account using valid company details through: <https://public.kma.go.ke:8443/>. Use the official company email address/es to register in the portal for receipt of your credentials and feedback from the Authority;
2. Once your account is created onto the self-service-portal, log in using the provided credentials;
3. Submit **all requirements** as guided by the checklist. Details on the respective requirements and application forms are available on <https://kma.go.ke/maritime-service-providers-licences/>.
4. Generate Invoice, make payment to the bank account indicated on the invoice, send the processing fee bank slip to the email cash@kma.go.ke for receipt issuance. Note that receipting prompts subsequent processes and is therefore a **mandatory requirement**.
5. Clear all outstanding **OGEFREM, Port State Control & vessel inspection fees invoices** before submitting an application. Concerns with the corresponding invoices if any are to be raised with cash@kma.go.ke.
6. All uploaded/submitted documents should be in **PDF format**.
7. All licensing/registration related communications should be directed to licensing@kma.go.ke **only**.
8. Upon approval, a proforma invoice will be emailed to respective email address/es. The applicants that require the final invoices should request the same from the Accounts department.
9. Applications sent outside the online platform will **NOT** be processed.

You are advised to follow the prompt messages under each step and the process will be seamless. The status of license processing can be tracked through the self-service portal. For further inquiries please contact: licensing@kma.go.ke

John O. Omingo
AG. DIRECTOR GENERAL