



KENYA MARITIME AUTHORITY

APPLICATION FOR REGISTRATION / RENEWAL OF A SHIPPING AGENT

1. Name of Applicant:
.....
2. Postal Address:
.....
3. (a) Number of Certificate of Incorporation.....

(b) Date of Establishment:
.....
4. Registered Place of Business.....
5. Tel No.....Cellphone No.....
6. Email Address.....
7. Type of License applied for (Please Check one): New Renewal
8. Previous Registration Number: Year:
9. Type of Service

 Liner shipping Cruise ship Operation

 Tramp shipping. Coaster
10. What Business other than that of shipping line is carried out by the applicant?
.....
.....
11. Particulars of Shareholding:

Name	Nationality	Address	Percentage

12. Volume of cargo loaded and discharged in the last two years. (Please give break –down separately in respect of each year).

Year	Loaded			Discharged		
	Containerized (TEUs & Tons)	Conventional (Tons)	Liquid (Tons)	Containerized (TEUs & Tons)	Convectio nal (Tons)	Liquid (Tons)
1 st						
2 nd						

Number of passengers disembarked and embarked in the last two years. (Please give break –down separately in respect of each year).

Year	No. of Passengers Disembarked	No. of Passengers Embarked
	Liquid Cargo	Liquid Cargo
1 st		
2 nd		

I/We hereby declare that the information given is correct to the best of my/our knowledge and I/We undertake to abide by the above stated Regulations.

Signed on this day.....of in the year.....

Name: Designation:

Signature:

(Stamp or Seal)

This application shall be accompanied by the following—

1. A duly filled, dated and stamped Application Form obtainable from Kenya Maritime Authority Office or website at a non-refundable fee as prescribed in the Merchant Shipping (Fees) Regulations.
2. A copy of the registration certificate.
3. A copy of the official payment receipt for the application processing fee, issued by the Licensing Authority (KMA).
3. Certified copies of:
 - (a) The Applicant's KRA Tax Compliance (for existing companies);
 - (b) The Applicant's KRA PIN Certificate (for new companies);
 - (c) The Applicant's (Company) Certificate of Incorporation; and
 - (d) The Applicant's (Company) Memorandum & Articles of Association.
4. Certified copy of current company annual returns from the register of companies or company search (CR12) showing current Directors (annual requirement).
5. Certified copy of duly 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 prescribed template (annual requirement).
7. Professional profile of the entire staff on the company letter head, dated and in the prescribed template (annual requirement).
8. Certified copies of:
 - (a) local directors' identity cards/passports;
 - (b) local directors' KRA PIN certificates; and
 - (c) foreign directors' passport copies.
9. Certified copies of Certificate of Good Conduct for the local directors.
10. Annual license fee as prescribed in the Third Schedule

Certification of the documents should be done by Commissioner of Oath/ Notary Public