

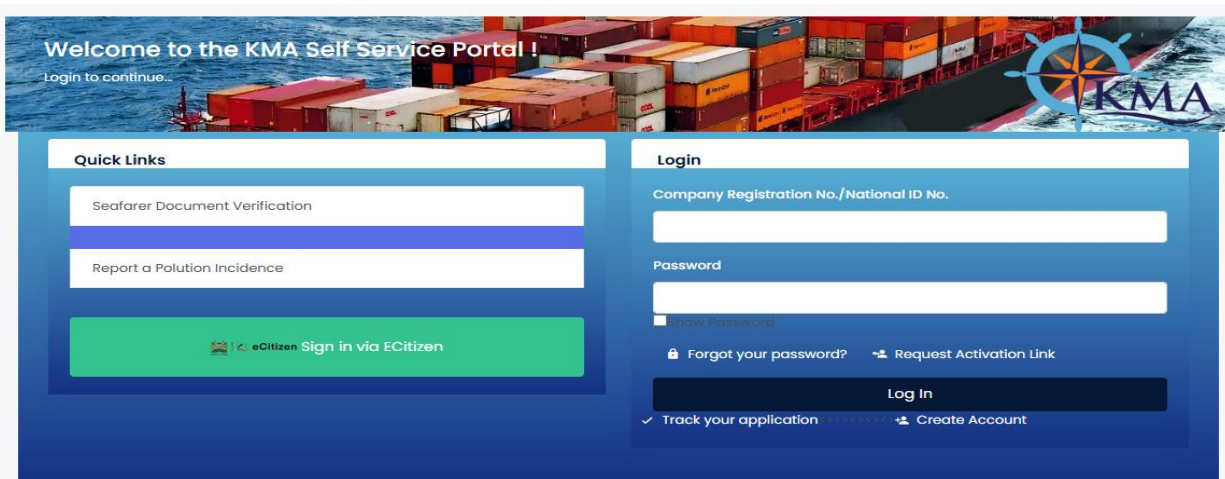
GUIDANCE NOTES FOR RENEWAL OF LICENCES/CERTIFICATES

In preparation for the license renewal process, you are required to clear all outstanding **OGEFREM Commission, D.R.Congo Fuel Levy, Port State Control & Vessel Inspection Fees invoices**. Concerns with the corresponding invoices if any, are to be raised with cash@kma.go.ke.

In addition, you will be required to submit a duly completed monitoring and evaluating tool for the specific licensing conditions as provided in the Maritime Transport Operators Regulations, 2024 at the time of submitting your application available at <https://kma.go.ke/download/monitoring-evaluation-tool/> (this is applicable to local shipping lines, shipping agents and cargo consolidators only). Kindly note that, this is a mandatory requirement. All new applications are required to ensure they are compliant with the respective licensing conditions before submitting their applications.

In addition, the Maritime Transport Operators (foreign Shipping lines, Local Shipping Lines, Shipping Agents & Cargo Consolidators) are required to follow the below procedure when submitting their registration/licence renewal applications

1. Create an account using valid company details through the public portal to be accessed 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; (shipping lines to utilize shipping lines credentials).



Welcome to the KMA Self-Service Portal !
Login to continue...

Quick Links

- Seafarer Document Verification
- Report a Pollution Incidence
-  eCitizen Sign in via ECitizen

Login

Company Registration No./National ID No.

Password

☐ Remember Password

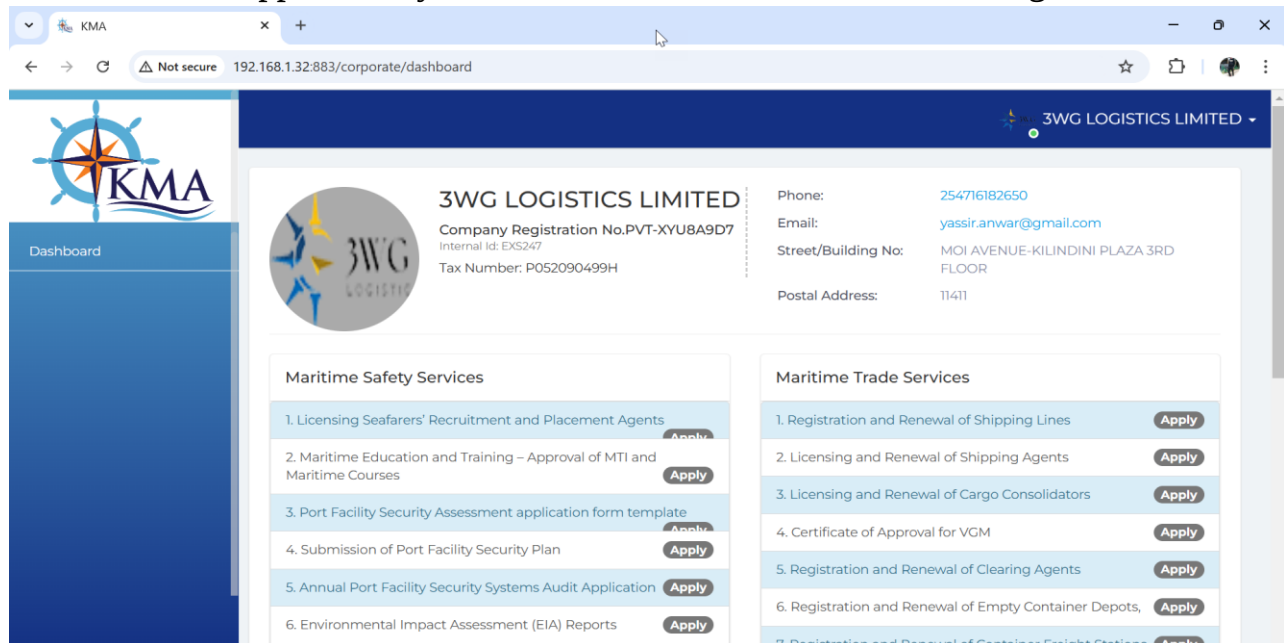
 Forgot your password?  Request Activation Link

Log In

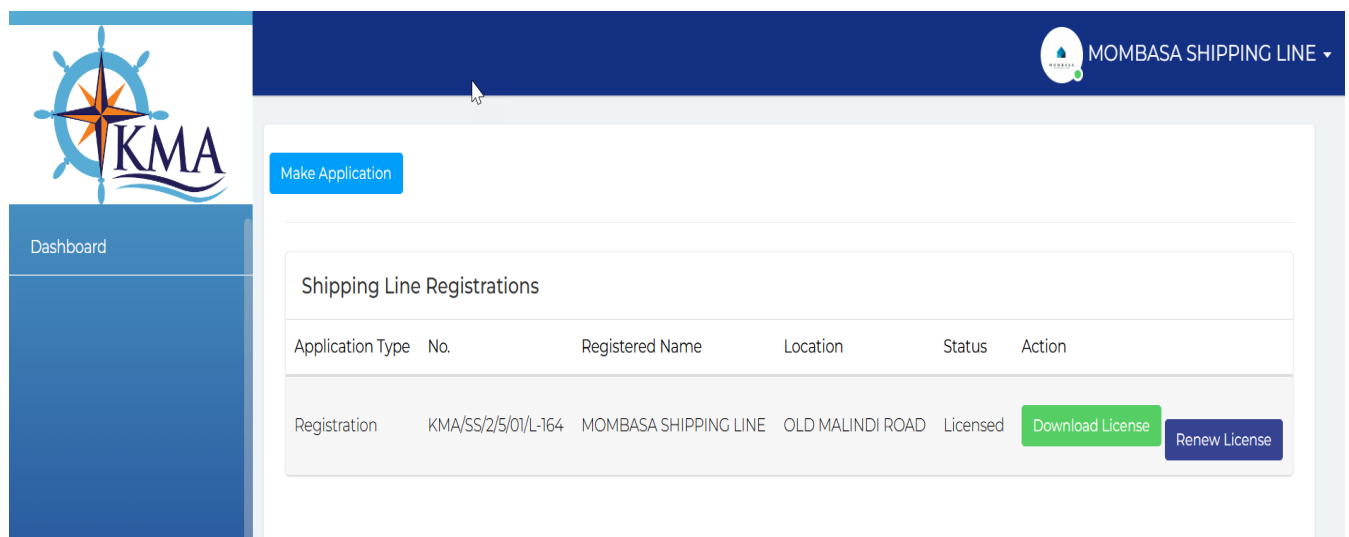
✓ Track your application  Create Account

2. Existing companies, log in with your credentials. If you forgot your password click on "forgot password/request activation link". Use the link to reset your password. The link will be sent to the earlier provided email address.

3. Choose the application you want to undertake after successful log in.



4. Click on “Make Application” if it is the first time and renew License for existing MTOs.



5. Shipping line: choose the “Shipping Line Type Required”- Update shipping Line Type - Choose Local/Foreign.

The screenshot shows the MOMBASA SHIPPING LINE dashboard. On the left is a blue sidebar with the KMA logo and a 'Dashboard' link. The main content area has a dark blue header with the MOMBASA SHIPPING LINE logo and a 'Make Application' button. Below this is a 'Shipping Line Registrations' section containing a table with the following data:

Application Type	No.	Registered Name	Location	Status	Action
Registration	KMA/SS/2/5/01/L-164	MOMBASA SHIPPING LINE	OLD MALINDI ROAD	Licensed	Download License ☐ Shipping Line Type Required to continue with other operations Update Shipping Line Type

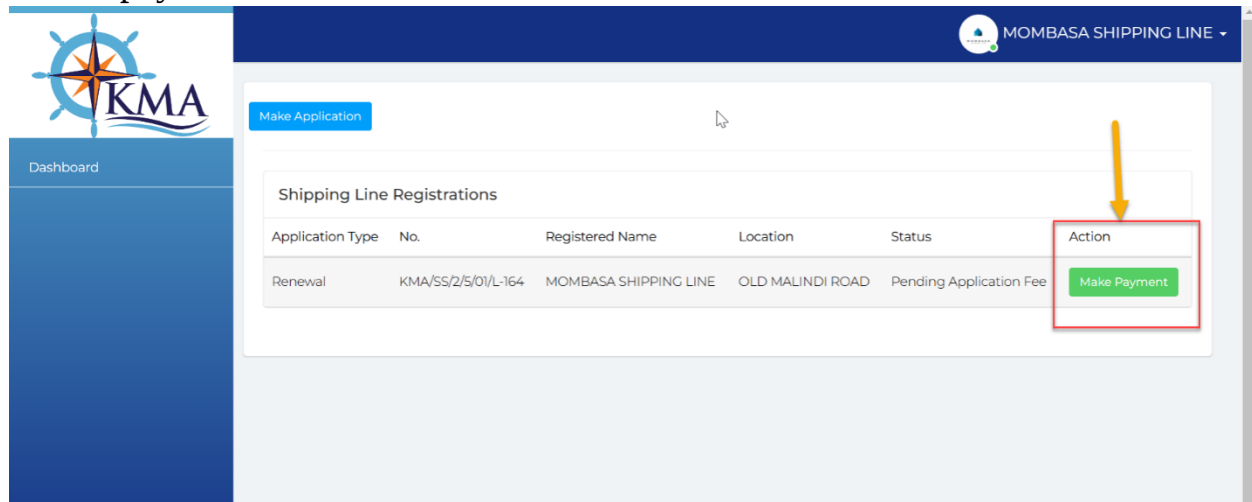
Shipping lines to choose the type before proceeding.

6. Click “Make Application/renew” license as below:

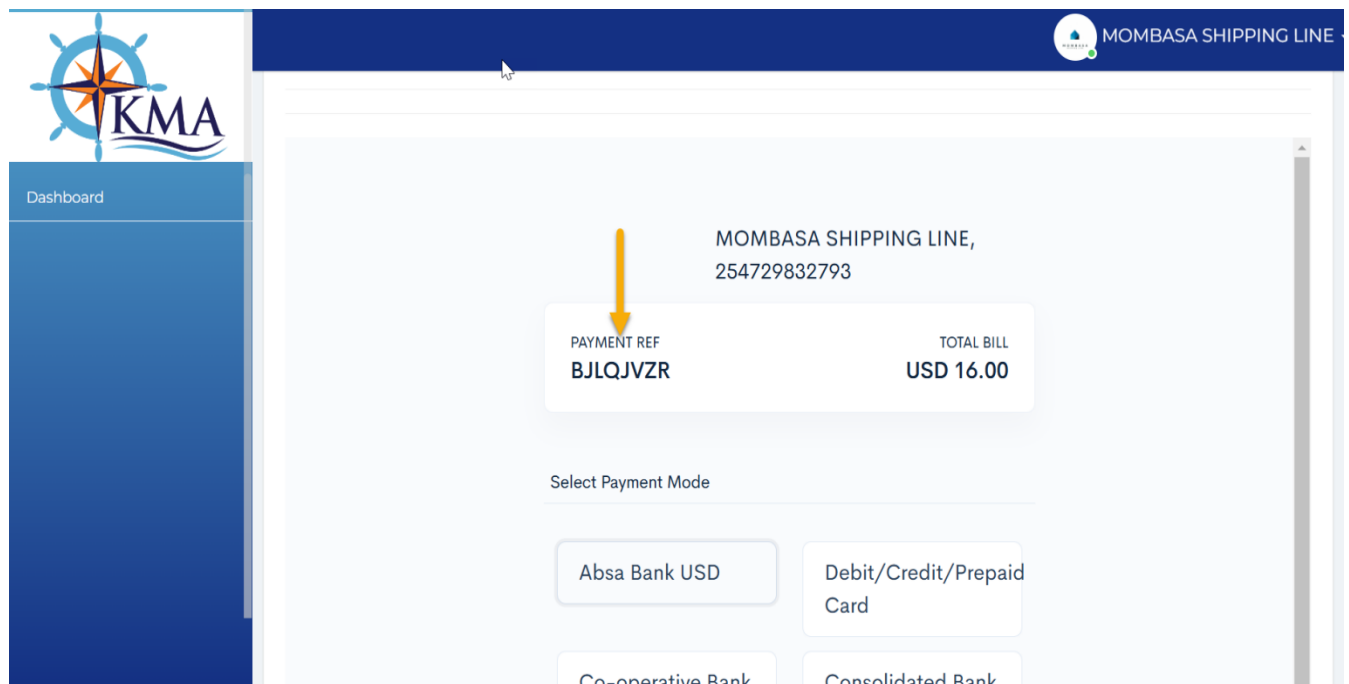
This screenshot shows the same dashboard as the previous one, but with the 'Download License' and 'Renew License' buttons visible in the 'Action' column of the 'Shipping Line Registrations' table. The table data is as follows:

Application Type	No.	Registered Name	Location	Status	Action
Registration	KMA/SS/2/5/01/L-164	MOMBASA SHIPPING LINE	OLD MALINDI ROAD	Licensed	Download License Renew License

7. After the pop up message “Your license /renewal request has been sent successfully” the status will change to: pending certificate/ license processing fee payment.



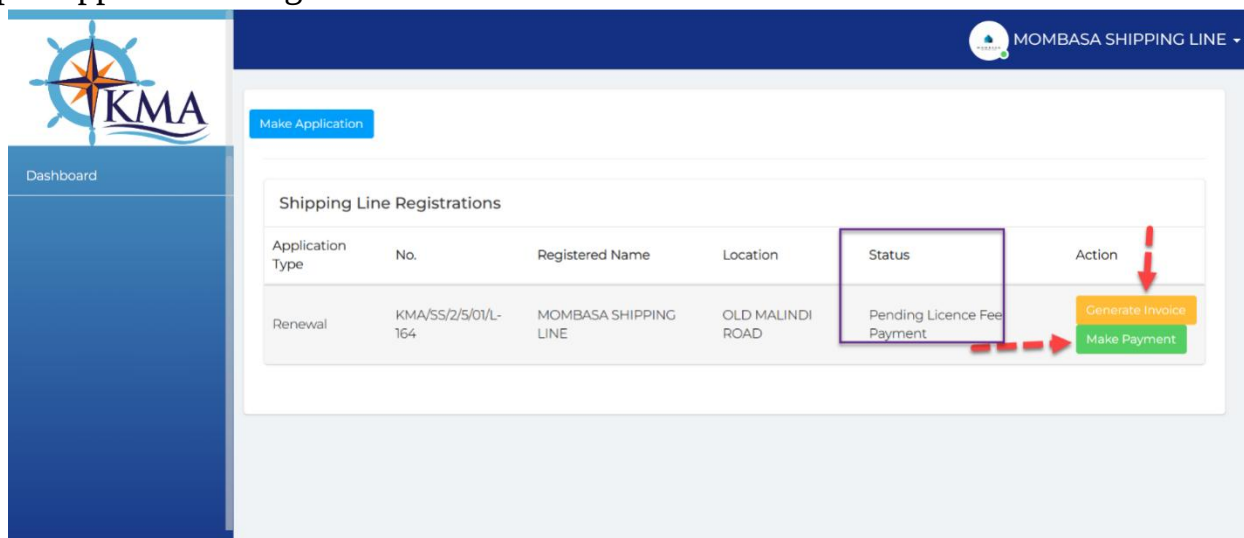
8. E-citizen payment details:



Pay	USD To
Download Payment Instructions <u>eCitizen Payment Instructions</u> ----- ----- ----- KCB Banking Application No: B JLQJVZR 1. Visit KCB Branch 2. Ask to make E-Citizen cash payment 3. Bill Reference Number: BJLQJVZR 4. Amount: USD 16.00 Once you have made the deposit. Click complete below. ----- ----- -----	

9. Present the payment reference to the selected bank and make the payment/s.
10. Upon payment. Status changes to pending approval, signaling the commencement of internal vetting process.

11. Upon approval. You get the below:



12. Make payment through E-citizen process flow earlier illustrated.

13. Certificate/License will automatically be issued to the provided email.
Applicant may also download the license on their portal.

Points to note

- 1) Details on the respective requirements and application forms are available on <https://kma.go.ke/maritime-service-providers-licences>
- 2) 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;
- 3) All uploaded/submitted documents should be in PDF format.
- 4) All licensing/registration related communications should be directed to licensing@kma.go.ke only.
- 5) Applications sent outside the online platform will **NOT** be processed.
- 6) You are advised to follow the prompt messages under each step and the process will be seamless.
- 7) The status of license processing can be tracked through the self-service portal.

For further inquiries please contact: licensing@kma.go.ke;