



## Customer Notice

### **GUIDELINES ON LICENSING OF PORT COMMERCIAL SERVICES**

The Kenya Ports Authority wishes to notify our esteemed customers that beginning 1<sup>st</sup> July 2024, licences for carrying out commercial activities within port facilities will be processed on fiscal year basis, i.e. 1<sup>st</sup> July to 30<sup>th</sup> June.

The new arrangement has been necessitated by the need to streamline the licensing process to enhance efficiency. This guideline is applicable to all commercial business activities rendered in all the port facilities managed by the Authority as specified in the KPA Tariff. Below are the key highlights:

1. **Licensing duration:** Licences will be issued and be valid within a financial year (1<sup>st</sup> July to 30<sup>th</sup> June), renewable in similar cycles.
2. **Application form:** Available under the quick links section of our website. It is applicable for both first-time applicants and renewals.
3. **Application process:** Applicants are required to fill the application form, attach the mandatory supporting documents, scan, and submit by email to the address provided on the application form.
4. **Licensing fees:** Upon approval of an application, the applicants will be advised through email, to pay the applicable fees specified in the KPA Tariff. Licence is issued when it is confirmed that payment has been received.
5. **Application timelines and renewal deadlines:** It is advisable to apply for new licences or initiate renewal in good time to avoid unnecessary disruption. During the transition period, existing licences will remain valid until they reach their expiry dates indicated on the licences.

Any queries or concerns may be addressed through [commercialteam@kpa.co.ke](mailto:commercialteam@kpa.co.ke)

  
Capt. William K. Ruto AFNI, MBS.  
**MANAGING DIRECTOR**  
**23<sup>rd</sup> May 2024**