

<u>User Guide for Maritime Transport Operators Registration/License</u> <u>Renewal (foreign Shipping lines, Local Shipping Lines, Shipping</u> <u>Agents & Cargo Consolidators)</u>

The licensing portal will open on 15th November 2024 to receive MTOs applications. Please be guided by the below step by step illustrations to make applications. Where an action applies to a specific category, the same has been categorically guided:

- 1. To access the Authority's services visit the portal through <u>https://public.kma.go.ke:8443/</u>
- 2. For new applicants, click on "Create Account" select the applicable group as Individual, Corporate or Government.



3. Enter the relevant details and attach the required documents. Use the official company email address/es to register in the portal for receipt of your credentials and feedback from the Authority; (Shipping agents on registration of Shipping lines are to utilize shipping lines credentials).

C C public.kma.go.ke:8443/	createaccount		*
Welcome to the K Create Account	MA Self Service Portal ! Create Account as: Corporate		
Company Name	Company Registration Number	Tax Number	Phone Number
			254712345678
E-Mail	Company Logo	Country of Operation	Postal Addres
	Choose File No file chosen	Select	~
Postal Code	Street/Building	Password	Repeat Password
	Crec	ate Account	

4. For existing users, log in with your credentials. If you have forgotten your password, click on "Forgot Your Password/Request Activation Link". Use the link to reset your password. The link will be sent to the registered email address.

Velcome to the KMA Self Service Portal !	
Quick Links	Login
Seafarer Document Verification	Company Registration No./National ID No.
Report a Polution Incidence	Password
💥 🗠 oCitizen Sign in via ECitizen	Forgot your password? Request Activation Link
	Log In

5. Upon successful log in, select the service of interest.

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KM	LA CON		Phone:			
Dashboard	internal id:	EX5247	Street/Building No:			
			Postal Address:			
	Maritime Safety Services		Maritime Trade Services			
	1. Licensing Seafarers' Recruitmer	nt and Placement Agents	1. Registration and Renewal of Shipping Lines	Apply)	
	2. Maritime Education and Trainin	ng – Approval of MTI and	2. Licensing and Renewal of Shipping Agents	Apply	F.	
	3 Port Facility Security Assessme	ent application form template	3. Licensing and Renewal of Cargo Consolidators	Apply	•	
	4 Submission of Part Facility Sec	Apple Apple Apple	4. Certificate of Approval for VGM	Apply	•	
	5 Annual Dat Scalin Scalin S		5. Registration and Renewal of Clearing Agents	Apply	•	
	S. Annual Port Facility Security Sy	stems Audit Application Apply	6. Registration and Renewal of Empty Container Depot	s, Apply)	
	6. Environmental Impact Assessm	hent (EIA) Reports	7 Penistration and Penewal of Container Freight Statio	Apply		

6. For new applicants click on "Make Application" while for existing licensed customers select "Renew License".

KMA	Make Application	13					
Dashboard	Shipping Line	Registrations					
	Application Type	No.	Registered Name	Location	Status	Action	
	Registration		HMOMBASA SHIPPING LINE	OLD MALINDI ROAD	Licensed	Download License	Renew License

7. Existing Shipping lines are required to update their profiles and will receive message prompt *"Shipping Line Type required to continue with other operations"*. Click "Update Shipping Line Type"- Select "Local" or "Foreign".

Dashboard Shipping Line Registrations Application Type No. Registered Name Location Status Action Registration Image: Comparison of the time of the time of the time of ti	Application Type No. Registered Name Location Status Action Ownload License Comparison Download License Shipping Line Type Required to continue with other operations Update Shipping Line Type	KMA	Make Application	
Application Type No. Registered Name Location Status Action Registration Image: Control of the control of	Application Type No. Registered Name Location Status Action Registration Licensed Licensed Download License Shipping Line Type Required to continue with other operations Update Shipping Line Type	ashboard	Shipping Line Registrations	
Registration License License License Update Shipping Line Type	Registration Licensed Licensed Licensed Ucensed Ucense		Application No. Registered Name Location Status Action	
Update Shipping Line Type	Update Shipping Line Type		Registration Licensed Licensed	e Type Required to continue 🗙
			Update Shipping	Line Type

Shipping lines to choose the type before proceeding.

8. Upon successful update Click "Make Application/renew" license as below:

KMA	Make Application					
Dashboard	Shipping Line Registratio	ons				
	Application Type No.	Registered Name	Location	Status	Action	
	Registration		OLD MALINDI ROAD	Licensed	Download License	Renew License

- 9. Fill the required information and attach the relevant supporting documents as listed. Click on Submit application
- 10. A message "Your license /renewal request has been sent successfully" will be displayed and the status of the application will change to: "Pending certificate/ license processing fee payment".

Click on the "Make Payment" tab. The system will redirect you to ecitizen

KMA	Make Application			⊳	<u> </u>	1
Dashboard	Shipping Line	Registrations				
	Application Type	No.	Registered Name	Location	Status	Action
	Renewal	\square		$)$ \square	Pending Application Fee	Make Payment
					0.	

11. On the E-citizen, select the bank to which the payment will be made.

Dashboard	PAYMENT REF BJLQJVZR TOTAL BILL USD 16.00	
	Select Payment Mode Absa Bank USD Debit/Credit/Prepaid Card	
	Co-operative Rank Consolidated Rank	
<u>eCitizen P</u>	ayment Instructions	
KCB Banki	ing	
Application 1. Visit 2. Ask t 3. Bill R 4. Amon Once you h complete b 	n No: BJLQJVZR KCB Branch to make E-Citizen cash payment Reference Number: BJLQJVZR unt: USD 16.00 have made the deposit. Click pelow.	

- 12. Present the payment reference to the selected bank and make the payment(s).
- 13. Upon payment the status of the application will change to "Pending Approval". This will be the commencement of internal application vetting process.
- 14. Upon approval of the application, the status will change to "Pending License Fee Payment" as indicated below

KMA	Make Application	1				-
ashboard	Shipping Li	ine Registratic	ons			
	Application Type	No.	Registered Name	Location	Status	Action
	Renewal	\square		OLD MALINDI ROAD	Pending Licence Fee Payment	Generate Invoice Make Payment
					_	

Click "Generate Invoice". A proforma invoice for Registration/License fee will be sent to your registered email. Thereafter, click on "Make Payment" and the system will redirect you to e-citizen.

- 15. Make payment through E-citizen process flow as illustrated in steps 11 and 12.
- 16. Upon payment the status of the application will change to "Licensed".
- 17. 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 documents to be attached in the system are to be in PDF format.
- 4) All licensing/registration related communications should be directed to <u>licensing@kma.go.ke</u> only
- 5) Applications sent outside the online platform will <u>NOT</u> be processed.
- 6) You are advised to follow the prompts under each step.
- 7) The status of license processing can be tracked through the self-service portal.

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