



REGULATORY  
GUIDE FOR DOING  
BUSINESS IN KENYA



Republic of Kenya

MINISTRY OF EAST AFRICAN COMMUNITY  
AND REGIONAL DEVELOPMENT

BUSINESS REFORMS & TRANSFORMATION DEPARTMENT



Supported by



Launch your Business Stage

**NAVIGATING THE KENYAN BUSINESS  
REGULATORY ENVIRONMENT**

[www.kenyabusinessregulatoryguide.com](http://www.kenyabusinessregulatoryguide.com)

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## REGULATORY GUIDE FOR DOING BUSINESS IN KENYA

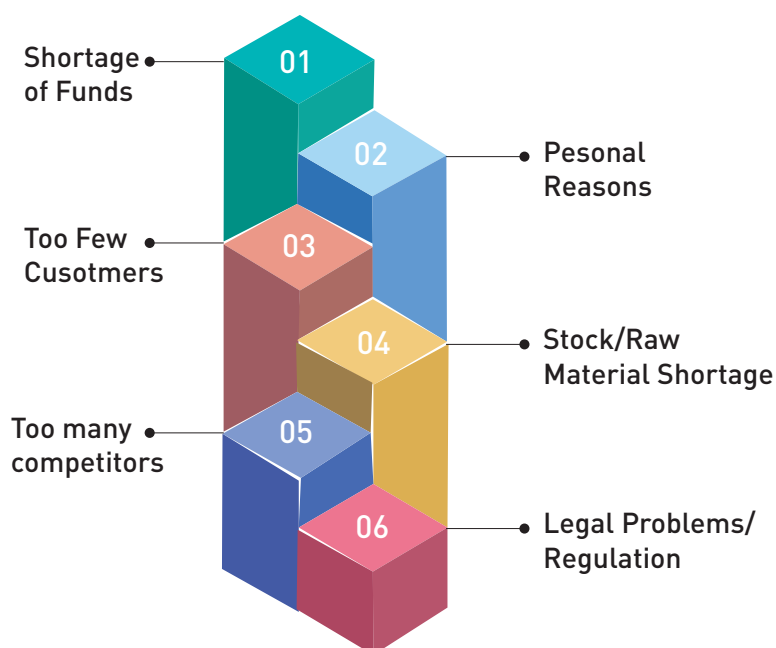
# Overview



Many of Kenya's entrepreneurs especially start-ups and Micro small medium enterprises face numerous challenges navigating the regulatory environment leading to a high informality rate of 79 percent (KNBS MSME Report 2016).

The state of informality leads to lack of sufficient data for government as well as other stakeholders make optimal policy and other interventions needed to develop SMEs as well as impedes SMEs from becoming globally competitive. Kenyan SMEs have a mortality rate of 75 percent within three years of inception (3 out of 5 SMEs dying) with top reasons for business closure being

## SME Reasons for Business Closure



Source: Kenya National Bureau of Statistics MSME Report 2016

Further SMEs face a variety of challenges that continue to impeded their growth as illustrated below

## SME Challenges



Source: Kenya National Bureau of Statistics MSME Report 2016

# Government Reforms

The Government's economic plan, implemented over the past six years, has addressed various bottlenecks facing businesses such as increasing connectivity by expanding affordable power supply, rail and road networks, ports, markets locally and internationally, affordable financing mechanism and other initiatives that complement the Ease of Doing Business agenda.

The Government is committed to improving the business environment in Kenya to make the country the preferred destination for local and international investors.

The government has in particular placed emphasis on reforms that directly improve processes and costs associated with a broad range of business-related measures such as Company Registration, construction permits, Property Transfers, Commercial litigation, the insolvency framework amongst others. This has been made possible through enacting legislation, re-engineering processes, eliminating red tape, in critical areas that facilitate efficiency in the public sector space interface with the private sector.

In collaboration with the private sector, the Government continues to identify and implement cross-cutting reforms to improve the business regulatory environment on the platform of the Ease of Doing Business Reforms Agenda. Some of the areas in scope have included:



Starting  
a business



Dealing with  
construction  
permits



Getting  
electricity



Registering  
property



Getting  
credit



Protecting  
investors



Paying  
taxes



Trading across  
borders among  
others

To improve Kenya's business environment, the Government in 2014 established a multi-institutional Business Environment Delivery Unit, which draws membership from various ministries, departments and agencies. The Delivery Unit is mandated to champion the implementation of various business reforms in partnership with the private sector. In 2018, H.E the President strengthened this approach by establishing the Department of Business Reforms and Transformation: a dedicated and resourced Government organ to implement initiatives that make Kenya more competitive both locally and internationally

The department of business reforms and transformation (Ease of doing business) under the ministry of east Africa community and regional development supported by UK Kenya Tech hub among other partners have created an SME Business regulatory toolkit that espouses to help SMEs

1. Engage with and understand the Kenyan regulatory environment in an easy and accessible manner
  2. Develop awareness to unblock regulatory barriers and enable SMEs in navigating regulatory complexities
  3. Assist in refining Kenya's business regulatory environment through feedback
- 

This toolkit is freely available to entrepreneur in Kenya and is structured in an easy to unders manner to enable you get the information they need in one place.

The toolkit is broken down into for key business development stages and enumerates the regulatory requirements as well as identifies key regulators within each stage.



Plan  
Your  
Business



Launch  
Your  
Business



Manage  
Your  
Business



Grow  
Your  
Business

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The toolkit across the four stages provides guidance for regulations and support agencies that are cross cutting to all business as well as to the following identified sectors:



Agriculture



Education



Energy



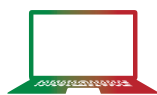
Health



Manufacturing



Tourism



ICT



Finance



Import-Export



Construction

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## Introduction

Business Registration Service (BRS) is mandated to oversee the operations of the Companies Registry, Movable Property Security Rights Registry (Collateral Registry), Insolvency (Official Receivers) Registry and the Hire Purchase Registry.

## Basics of Company Registration

### a-What is incorporation?

Incorporation is the process by which a new or existing business registers as a company. A business cannot be registered as a company unless it has been incorporated and registered at the Companies Registry under the Companies Act, 2015.

### b-Who can incorporate a company?

One or more legal persons (which includes individuals, companies, government owned entities, non-profit organizations and other legal persons excluding an unincorporated Trust) can form a company by subscribing their names to a memorandum of association.

### c-Which types of companies are available?

There are five types of companies:

#### 1 Private company limited by shares

This type of company has share capital and the liability of each member is limited to the amount, if any, unpaid on their shares.

A private company cannot offer its shares for sale to the general public and may not have more than fifty (50) members.

#### 2 Unlimited company

This type of company has no limit on the liability of its members

#### 3 Public limited company

A public company has share capital and limits the liability of each member to the amount unpaid on their shares.

It may offer its shares for sale to the general public and may be listed at the securities

#### 4 Company limited by guarantee

This type of company does not have share capital and its members are guarantors rather than shareholders.

The liability of members is limited to the amount they agree to contribute to the company's assets if it is liquidated

#### 5 Foreign Companies

This type of a Company is a Branch of a Company registered outside of Kenya, that has established a place of business in Kenya (For more details, see PN/07 – Foreign Companies)

# Requirement for registering a company

## Company registration form (Form CR1)

Tick here

## Application for reservation of a company name (Form CR14)

**NB:** The name search process and company registration have been combined into one process and applicant is no longer required to have form CR14 (Application for reservation of company name) Applicant must submit at least 3 names and then proceed to apply for company registration. The registrar of companies will register the approved name (amongst the minimum of 3 submitted for reservation)

Tick here

## Memorandum of association

Tick here

## Particulars of the directors and secretary (Form CR2 and Form CR10)

Tick here

## Statement of nominal capital

Tick here

Articles of association (however if model articles are adopted in entirety, there is no need for a copy to be lodged at the Companies Registry for filing)

Tick here

## Notification of the residential address of directors and company secretary (Form CR8 and CR12)

Tick here

Kenyan national identification numbers of each director and secretary or, Kenyan foreigner certificate number, or in the case of a director who is not a Kenyan citizen and is not resident in Kenya, the director's passport number will suffice

Tick here

a passport-sized photograph of each director and the company secretary

Tick here

## d-What is the registered office?

Every company must have a registered office. The registered office must be a physical location where notices and other communication can be delivered to the company. The registered office does not need to be the place where the company carries on its day-to-day business.

## e-How many shareholders should a company have?

A company may have one natural shareholder. A private company must not have more than 50 members. There is no limit on the number of members that a company limited by guarantee, a public company or an unlimited company may have.

## f-How many directors can a company have?

A private company may have one director while a public company or a company limited by guarantee must have at least two directors. At least one company director must be a natural person. All directors who are natural persons must be at least 18 years old.





### **g-Must a company have a Company secretary?**

Private companies with a share capital of less than KES 5,000,000 are not required to have a secretary. However, all public companies must have a secretary. A company secretary must be qualified under the Certified Public Secretaries of Kenya Act.

### **h-Certificate of incorporation**

- The certificate of incorporation is conclusive evidence that the requirements of the Companies Act 2015 as to registration have been complied with and that the company is duly registered under the Act. The certificate will state: the name and registration number of the company
- the date of incorporation
- whether it's a limited or unlimited company, and if limited whether it is limited by shares or by guarantee
- whether it is a private or public company
- With a verifiable security feature.

The certificate of incorporation must be signed, sealed and authenticated by the Registrar of Companies.

### **i-How much does it cost to register a company?**

The total registration fees for all companies is KES. 10,750/= (or as statutorily prescribed), and is regardless of the nominal share capital, where applicable. This comprises of the registration fee, Official Search Results and convenience fee. No stamp duty is payable at the point of incorporation of a company.



## Registering your business



The incorporation of a Company is a one step, one day process. This is done online on the eCitizen website {<https://www.ecitizen.go.ke/> }

It is important to note the following when choosing a company name (s):

- A company name may not contain more than 160 characters.
- The name of a limited company that is a private company must end with “Limited” or “Ltd”.
- The name of a limited company that is a public company incorporated under the 2015 Act must end with “plc” or “Public Limited Company”.
- Offensive or abusive words are not allowed either. Offensive words in vernacular (mother tongue) are not allowed either.
- Political names
- The name should not be identical to an already reserved name or to the name of an already registered company, business name, LLP, partnership. (Unless the existing company, business, LLP or partnership is part of the same group as the company and consents in writing to the use of the proposed name).
- The name should not be the same as or similar to that of a registered trademark. (it may therefore be important to also conduct a search at the trademarks registry)
- Names containing the words “co-operative”, “society”, or “trade union” are not allowed
- Numbers may be used in any part of a name
- A full stop, comma, colon, semi-colon or hyphen may be used
- The following punctuation marks may be used: an apostrophe (’), brackets/parenthesis (), exclamation mark (!), Guillemet (◀◀→→), inverted comma, question mark, solidus (\ /)
- The following signs and symbols may be used only if they are not one of the first three letters of a company name: \*, =, #, %
- The name should not start with the words “Kenya” as the same is reserved for government owned entities.

Applicants can now obtain the Certificate of Incorporation, Official Search (previously CR12; list of directors/shareholders of the new registered company), KRA PIN, PAYE, VAT, NHIF and NSSF numbers electronically as part of the online company registration process.

# Registration of local companies by foreigners

The procedure of registration of a local company by a foreigner is almost similar to the registration of local company by a citizen but for the requirements. During the registration process, a foreigner will only use their passport to register the company unlike for locals who require a Kenya Revenue Authority PIN for registration.

More about registration { [https://eregulations.invest.go.ke/objective/search?l=en&embed=&includeSearch=true&filter\\_tab=1&flt\\_4=42&flt\\_31=325](https://eregulations.invest.go.ke/objective/search?l=en&embed=&includeSearch=true&filter_tab=1&flt_4=42&flt_31=325) }

## Procedure for registration of foreign companies in specific locations in Kenya

Nairobi- {<https://eregulations.invest.go.ke/procedure/460/358?l=en&includeSearch=true>}

Mombasa- {<https://eregulations.invest.go.ke/procedure/465/363?l=en&includeSearch=true> }

Kisumu- {<https://eregulations.invest.go.ke/procedure/467/365?l=en&includeSearch=true> }

## Application for Single Business Permit

### Business Permit Basics

As part of the Kenya Government efforts to improve the business environment for SMEs the following are selected reforms under single business permit (Ease of doing Business Reform milestone report 2020)

1. Through the Industrial Training (Training Levy) (Amendment) Order, 2020, Kenya has waived the registration requirement for companies with up to 100 employees for the first 12 months after registration..
2. Kenya waived registration of a business premise with the Directorate of Occupational Safety and Health.

### Other interesting Start a business reforms

#### Business Area

Number of procedures

#### Baseline-2014

10

#### 2019

7

#### Business Area

Time taken to set up business

#### Baseline-2014

32 Days

#### 2019

14 Days

#### Business Area

Cost of setting up business

#### Baseline-2014

38% Income per capita

#### 2019

22% Income per capita

The following counties have a self-service portal for obtaining a single business permit:



**Nairobi-** Nairobi County self service portal



**Kisumu-** Kisumu county eservices portal



**Mombasa-** Mombasa County eservices portal



**Uasin Gishu-** Uasin Gishu County Revenue Self Service Portal

## Business Permit Application Process

Application for single business permit in Nairobi follows four steps

1. Verification of business permit application form
2. Assessment of business license fees
3. Obtain invoice for business licence fees
4. Pay for licence fees and obtain unified business permit



### 1- Verification of business permit

Business permit application form (Original)

Tick here

Certificate of incorporation (Copy) or Certificate of incorporation (copy) For local companies Or Business registration certificate (copy) For sole proprietorships and partnerships Or Certificate of compliance (copy) For branches of foreign companies

Tick here

National Identity card or Passport (One director)

Tick here

Company PIN certificate

Tick here

#### Additional Information

The applicant ought to have an office or premises in which the company operations will be carried out before one can apply for the business permit



### 2-Assessment of business license fees

Business permit application form (Original)

Tick here

Certificate of incorporation (Copy) or Certificate of incorporation (copy) For local companies Or Business registration certificate (copy) For sole proprietorships and partnerships Or Certificate of compliance (copy) For branches of foreign companies

Tick here

Identity card (copy) Of one of the directors if local or Passport (original) Of one of the directors if foreign

Tick here

PIN certificate (copy) For the registered entity or for the directors if its a sole proprietor or a partnership

Tick here



### 3-Obtain invoice for business licence fees

**Requirement :** Approved business permit application form (original)



### 4-Pay for licence fees and obtain unified business permit

#### Permit payment Invoice

Tick here

- Application fees Ksh 200
- Business Permit Fee for a small workshop of up to 5 employees. Ksh 15,000
- Fire Permit Licence Ksh 4,500 (Estimated)
- Advertisement Licence Ksh 4,200 (Estimated)

#### Additional Information

- 1-All business entities ought to have a trading licence and a fire clearance certificate.
- 2-Entities dealing with consumables must in addition have a health certificate and a food hygiene licence.
- 3-An advertising signage licence is applicable for all entities with advertising signage (300mm by 600 mm or less)
- 4-It is a legal requirement that the trade licence be displayed in a conspicuous place.
- 5-Licensee who fails to display the permit shall be guilty of an offense and liable to a fine not exceeding five hundred shillings
- 6-The licence is valid for one calendar year i.e from January to December.

The procedure of obtaining the single business permit can be accessed here  
{ <https://eregulations.invest.go.ke/procedure/266/169?l=en> }

# Launch your business

## Sector Specific Regulations

Business in the following sectors have additional regulatory requirements



Agriculture



Education



Energy



Health



Manufacturing



Tourism



ICT



Finance



Import-Export



Construction



### 1-Agriculture

Permits and licenses in the agricultural sector vary depending on the sub sector. Below is a list



#### Sub sector

Milk

#### Licencing Body

Kenya Dairy Board

#### Details

Milk dealers are required to obtain relevant licenses and permits from Kenya Dairy Board. Premises dealing with milk and milk products are first inspected to establish compliance to milk quality and safety requirements prior to licensing. Routine inspections are subsequently conducted to monitor continued compliance. Non compliances may lead to suspension of license.

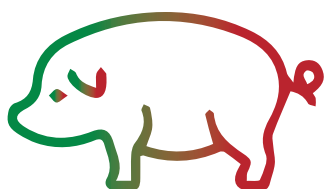
#### Business

- Processor license
- Cooling Plant License
- Milk Bar License
- Primary Producer License
- Dairy Manager License
- Export Permit
- Import Permit
- Milk Carriage Permit



<https://www.kdb.go.ke/license-categories-and-fees/>





### Sub sector

Meat, Piggery

### Licencing Body

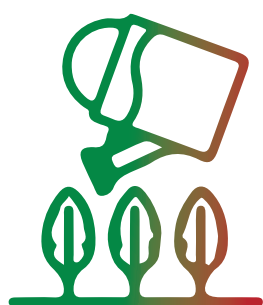
County Government

### Business

Slaughterhouse Slaughter man Meat Transport



Slaughterhouse { <https://eregulations.invest.go.ke/procedure/268?l=en&includeSearch=true> } Slaughter man License { <https://eregulations.invest.go.ke/procedure/271?l=en&includeSearch=true> } Meat Transport { <https://eregulations.invest.go.ke/procedure/272?l=en&includeSearch=true> } Pig Producer License { <https://eregulations.invest.go.ke/procedure/274?l=en&includeSearch=true> }



### Sub sector

Horticulture

### Licencing Body

Horticultural Crops Directorate ( HCD)

### Details

The Horticultural Crops Directorate ( HCD) which was formerly known as Horticultural Crops Development Authority ('HCDA') was established under the Agriculture Act, Chapter 318 of the Laws of Kenya, through Legal Notice No. 229 of 1967.

The statutory objective of the Directorate is to promote, develop and coordinate the production and marketing of horticultural produce

### Business

- 1.Export license.
- 2.Marketing agent
- 3.Ship chandlers
- 4.Horticultural nursery operators.
- 5.Horticultural importers
- 6.Clearing and forwarding agents



<https://horticulture.agricultureauthority.go.ke/index.php/our-services/licensing-and-regulation>



### Sub sector

Tea

### Licencing Body

Tea Directorate

NB: The Government of Kenya through Tea Act aims to set up Tea Board of Kenya which will take up the mandate of the Tea Directorate { <http://kenyalaw.org/kl/fileadmin/pdfdownloads/Acts/TeaActCap343.pdf> }

### Details

Regulates the tea value chain





## Business

- 1-Tea manufactures
- 2-Tea Dealers



<http://tea.agricultureauthority.go.ke/index.php/our-services/regulation-and-compliance#regulation-and-compliance>

## Sub sector

Coffee

## Licencing Body

Coffee Directorate

NB: The Government of Kenya through Coffee Act aims to set up Coffee Board of Kenya which will take up the mandate of the Coffee directorate { <https://infotradekenya.go.ke/media/Coffee%20Act%20Chapter%20333.pdf> }

## Details

Regulates the coffee value chain

## Business

- 1-Coffee Buyers
- 2-Warehouse man
- 3-Importer of processed coffee
- 4-Independent Cupping Centre
- 5-Liquorer's practitioners



<http://coffee.agricultureauthority.go.ke/index.php/our-services/regulation-and-compliance#licences-issued-by-the-regulation-and-compliance-department>



## Sub sector

Nuts and Oils

## Licencing Body

Nuts and Oils Directorate

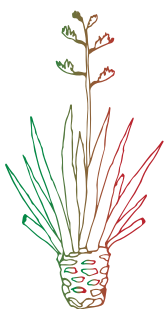
## Details

Nuts and Oil Crops Directorate is an arm of Agriculture and Food Authority (AFA) mandated to develop, promote and regulate the nuts and oil crops industry in Kenya.

## Business

Importer and Exports of nuts and oils

<http://nuts.agricultureauthority.go.ke/index.php/our-services/enforcement-and-compliance>



### Sub sector

Sisal Cotton

### Licencing Body

Fiber Crops Directorate

### Details

In 2014, the Agriculture and Food Authority (AFA) was established under Section 3 of the Agriculture and Food Authority following the operationalization of the Crops Act 2013 that repealed the Acts Cotton Act, Cap 335 Cap 335 in 1990 and Sisal Industry Act, 1946 (No. 77 of 1946) the of parliament. Subsequently the Fibre Crops Directorate was established and assumed the functions of the Sisal Board of Kenya and Cotton Development Authority. To date, the regulatory, development and promotion mandate of the fibre value chains is under the AFA-Fibre Crops Directorate

### Business

- 1-Fiber
- 2-Retailers
- 3-Fiber collection center
- 4-Fiber crops manufacturing factory (Ginneries/ Sisal Factories)
- 5-Fiber exporters and importers



<http://fibre.agricultureauthority.go.ke/index.php/our-services/regulations-compliance#registration-and-licensing>



### Sub sector

Food Crops

### Licencing Body

Food Crops Directorate

### Details

The Food Directorate was established in August 2014 pursuant to section 11(1) of Agriculture and Food Authority Act 2013, with a mandate to regulate, promote and develop scheduled food crops which are broadly categorized into three;

- 1-Cereals
- 2-Legumes
- 3-Roots & Tubers.

### Business

- 1-Large scale growers
- 2-Grower associations
- 3-Dealers-Market agents, Transporters, processors
- 4-Import/Export



<http://food.agricultureauthority.go.ke/index.php/our-services/licensing-regulation#minimum-requirements-for-the-regulatory-services>



### **Sub sector**

Sugar

### **Licencing Body**

Sugar Directorate

### **Details**

The regulatory, development, and promotion mandate of the sugar value chain is under the AFA – Sugar Directorate.

### **Business**

- 1-Dealers, out growers' institutions, umbrella out growers' institutions and umbrella millers' associations
- 2-Jaggery or a Sugar Miller
- 3-Molasses dealers
- 4-Importer/Exporters of sugar



<http://sugar.agricultureauthority.go.ke/>



### **Sub sector**

Industrial Crops

### **Licencing Body**

Miraa, Pyrethrum and Other Industrial Crops Directorate

### **Details**

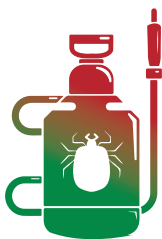
Miraa, Pyrethrum and Other Industrial Crops Directorate (MPICD) is one of the Directorates created under the Agriculture and Food Authority (AFA). The mandate of the Directorate is to regulate, develop and promote Miraa, Pyrethrum and Other Industrial crops sub-sectors in Kenya. The Directorate draws its mandate from the Agriculture and Food Authority Act (Act No. 13 of 2013) and the Crops Act (Act No. 16 of 2013). The Directorate is in the process of developing the Crops (Pyrethrum) Regulations and the Crops (Miraa) to streamline operations in the sub-sector. The functions of the Directorate are also aligned to the Constitution of Kenya 2010 and Vision 2030.

### **Business**

- 1-Grower Associations
- 2-Aggregators
- 3-Commercial Transporters
- 4-Import/Export



<http://pyrethrum.agricultureauthority.go.ke/index.php/our-services/enforcement-compliance>



### **Sub sector**

Pest Control Products

### **Licencing Body**

Pest Control Products Board

### **Details**

The Pest Control Products Board is a Statutory organization of Kenya Government established under an Act of parliament, the Pest Control Products Act, Cap 346, Laws of Kenya of 1982 to regulate the importation and exportation, manufacture, distribution and use of pest control products

### **Business**

Pest Product dealers



<https://www.pcpb.go.ke/2816-2/>



### **Sub sector**

Seed and Plants

### **Licencing Body**

Kenya Plant Health Inspectorate services

### **Details**

Kenya Plant Health Inspectorate Service (KEPHIS) is the government parastatal whose responsibility is to assure the quality of agricultural inputs and produce to prevent adverse impacts on the economy, the environment and human health.

### **Business**

Importation of seeds and the Biological Based Organisms and Related Products.



<https://kephis.org/#>



### Licensing Body

Commission for University Education

### Details

To promote the objectives of university education, by regulating and accrediting universities and programmes, among other functions

### Business

Universities

### Permit and Licenses

Accreditation



<https://cue.or.ke/images/phocadownload/university%20regulations%202014.pdf>



### Licensing Body

National Commission for science, Technology and Innovation

### Details

The objective of the Commission shall be to regulate and assure quality in the science, technology and innovation sector and advise the Government in matters related thereto.

### Business

Research Institutions

### Permit and Licenses

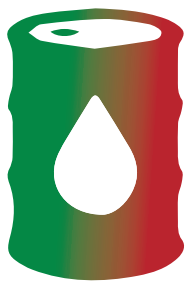
Research License



<https://research-portal.nacosti.go.ke/>

## 3-Energy

The Energy and Petroleum Regulatory Authority (EPRA) is established as the successor to the Energy Regulatory Commission (ERC) under the Energy Act, 2019 with an expanded mandate of inter alia regulation of upstream petroleum and coal. ERC has a mandate among others of licensing and regulations as illustrated below



### Sub sector

Petroleum sub sector

### Permit and Licence

Petroleum licenses and permits application guide

### Requirements



<https://www.epra.go.ke/services/petroleum/licencing-information/>



### Sub sector

Electricity sub sector

### Permit and Licence

Online license application guide-Facilities inspection, Electrician consent letter

### Requirements



<https://www.epra.go.ke/services/electricity/requirement-for-license-or-permit/>



### Sub sector

Renewable energy

### Permit and Licence

Renewable Energy Registers

### Requirements



<https://www.epra.go.ke/services/renewable-energy-2/energy-audit-firm-register/>





### Sub sector

Energy efficiency

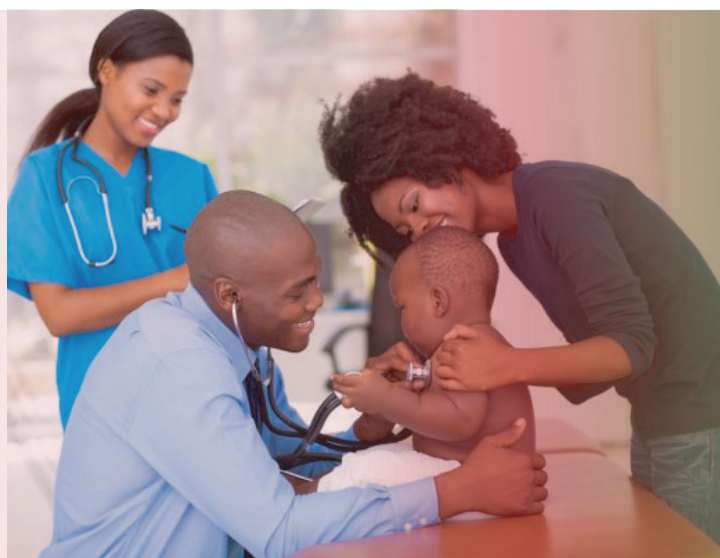
### Permit and Licence

Standards and Labelling-Manufacturers/Importers of the listed appliances are required to have them subjected to energy performance testing as per the applicable Kenyan Standard

### Requirements



<https://www.epra.go.ke/services/energy-efficiency-project/standards-and-labelling/>



## 4-Health

The health sector has various bodies regulated various aspect of health as follows;

1. Health facility
2. Nursing/Midwifery training
3. Pharmacy Practice and Manufacture and Trade of drugs and poison
4. Nutrition and dietetics Training
5. Public Health Officers and Technician Training

The following table enumerates all the relevant regulating bodies covering the above mentioned practices in Kenya



### About

To regulate the training, practice and licensing of medicine & dentistry and healthcare institutions that include private & mission hospitals, medical, dental centers & clinics, nursing and maternity homes and standalone funeral homes.

### License

Health Facility License

### Requirements



<https://kmpdc.go.ke/licensing-of-a-health-facility/>



### About

The Nursing Council of Kenya is a body corporate established by the Nurses Act Cap 257 of the Laws of Kenya to regulate standards of nursing & midwifery education and practice.

### License

Accredited nursing/midwifery training institution

### Requirements



<https://nckkenya.com/accreditation/>



### About

The Pharmacy and Poisons Board is the Drug Regulatory Authority established under the Pharmacy and Poisons Act, Chapter 244 of the Laws of Kenya.

The Board regulates the Practice of Pharmacy and the Manufacture and Trade in drugs and poisons.

The Board aims to implement the appropriate regulatory measures to achieve the highest standards of safety, efficacy and quality for all drugs, chemical substances and medical devices, locally manufactured, imported, exported, distributed, sold, or used, to ensure the protection of the consumer as envisaged by the laws regulating drugs in force in Kenya.

### License

Pharmacy Practice Manufacture and Trade of drugs and poison

### Requirements



<https://www.pharmacyboardkenya.org/downloads>



### About

KNDI is mandated:

1. To provide for training, registration and licensing of Nutritionists and Dieticians.
2. To provide for the regulations of the standards and practice of the profession.
3. To ensure effective participation in matters relating to nutrition and dietetics and for connected purposes

### License

Nutrition and dietetics Training Institution

### Requirements



<https://www.kndi.institute/accreditation/>

### About

Public Health Officers and Technicians Council is a professional regulatory body established by the Public Health Officers [Training, registration and Licensing] Act No. 12 of 2013 with a mandate of regulating the training, practice and employment of Public Health Officers and Technicians and to advise the Government in relation to all aspects thereof.

### License

Public Health Officers and Technician Training Institutions

### Requirements



<https://photc.org/about/registration/>



## 5-Manufacturing

A manufacturer or importer of excisable good is required to obtain a license to manufacture excisable goods before commencement of operations. This license is issued by the Kenya Revenue Authority and is renewed annually.

Second every package of excisable goods to be manufactured in or imported into Kenya is required to be affixed with an excise stamp except for motor vehicles. These stamps are issued by the Kenya Revenue Authority .

# Plan your business

The Kenya Bureau of Standards (KEBS) is the government agency that provides Standards, Metrology and Conformity Assessment (SMCA) services . KEBS activities have grown from the development of standards and quality control for a limited number of locally made products in the 1970s to the provision of :

1. Comprehensive Standards development,
2. Metrology,
3. Conformity Assessment,
4. Training
5. Certification services

The following table provides details of various approvals for manufacturers

	.....	<b>Business</b> Manufacturing
	.....	<b>Standard Name</b> Standardization mark permit
	.....	<b>Detail</b> <p>This is a mandatory product certification scheme for locally manufactured products provided for under section 10 of the Standards Act Cap 496, Laws of Kenya. To acquire the mark, manufactured goods are expected to meet quality requirements as specified in the various Kenya/Approved Standards. A permit to use a Standardization Mark is issued to a firm to certify that a particular product conforms to requirements in a Standard.</p>
	.....	<b>Requirements</b> <p>Steps to acquire standardization mark permit {<a href="https://www.kebs.org/index.php?option=com_content&amp;view=article&amp;id=170&amp;Itemid=462">https://www.kebs.org/index.php?option=com_content&amp;view=article&amp;id=170&amp;Itemid=462</a> }</p>
	.....	<b>Fees</b> <p><a href="https://www.kebs.org/images/pdf/Fees_Schedule_for_D-mark_S-mark_FF_L.pdf">https://www.kebs.org/images/pdf/Fees_Schedule_for_D-mark_S-mark_FF_L.pdf</a></p>



..... **Business**

Manufacturing



..... **Standard Name**

Diamond Mark of Quality (D-Mark)



..... **Detail**

The Diamond Mark of Quality (also referred to as D-Mark) is a voluntary product certification scheme operated by KEBS. It is a mark of excellence awarded to manufacturers (either based locally or abroad) which has demonstrated high degree of excellence in product manufacturing and quality. D-Mark permit holders thus qualify automatically for the standardization mark (SM) without any additional payments. The permit to use the mark is valid for period of 3 years subject to satisfactory quality performance and full compliance to other contractual obligations signed between KEBS and the permit holder.



..... **Requirements**

Steps to acquire D-Mark

{[https://www.kebs.org/index.php?option=com\\_content&view=article&id=169&Itemid=461](https://www.kebs.org/index.php?option=com_content&view=article&id=169&Itemid=461) }



..... **Fees**

[https://www.kebs.org/images/pdf/Fees\\_Schedule\\_for\\_D-mark\\_S-mark\\_FF\\_L.pdf](https://www.kebs.org/images/pdf/Fees_Schedule_for_D-mark_S-mark_FF_L.pdf)



..... **Business**

Manufacturing-Food Fortification



..... **Standard Name**

Food Fortification Mark



..... **Detail**

Food fortification is the addition of one or more vitamin and/or mineral to a food to correct or prevent a demonstrated micronutrient deficiency. It is one of the four key cost effective strategies recommended by WHO in curbing micronutrient deficiency.

The Ministry of Public Health and Sanitation through a Legal Notice no. 62 of 15th June 2012 has therefore declared it mandatory to fortify the following food products;

1-Wheat Flour – with Zinc & Iron

2-Dry Milled Maize Products- with Zinc & Iron

3-Salt- with Iodine

4-Vegetable Fats & Oils- with vitamin A





.....

### Requirements

Steps to acquire food fortification mark

permit-[https://www.kebs.org/index.php?option=com\\_content&view=article&id=171&Itemid=463](https://www.kebs.org/index.php?option=com_content&view=article&id=171&Itemid=463)

Food fortification Mark application

form-[https://www.kebs.org/images/pdf/STA\\_1\\_form\\_Application\\_Food\\_Fortification\\_mark\\_new.pdf](https://www.kebs.org/images/pdf/STA_1_form_Application_Food_Fortification_mark_new.pdf)



.....

### Fees

[https://www.kebs.org/images/pdf/Fees\\_Schedule\\_for\\_D-mark\\_S-mark\\_FF\\_L.pdf](https://www.kebs.org/images/pdf/Fees_Schedule_for_D-mark_S-mark_FF_L.pdf)



.....

### Business

Manufacturing-Water Bottling



.....

### Standard Name

Product Standard KS EAS 153 for drinking water, KS EAS 13 for Mineral water and the Code of Hygiene Standard KS 459



.....

### Requirements

-[https://www.kebs.org/images/pdf/Water\\_Bottling\\_Requirements.pdf](https://www.kebs.org/images/pdf/Water_Bottling_Requirements.pdf)

## 6-Tourism

Tourism Regulatory Authority (TRA) is a corporate body established under section 4 of the Tourism Act No.28 of 2011 and is mandated to regulate the tourism sector in Kenya. This entails developing regulations, standards and guidelines that are necessary to ensure an all-round quality service delivery in the tourism sector.





Tourism licensing is premised on ensuring customer satisfaction and competitiveness of the country as a tourist destination. Thus, all activities and services as outlined in the 9th Schedule of Tourism Act, 2011 need to manage customer expectations by maintaining minimum standards. In particular, regulation has a number of benefits which include:

**Bringing order to the sector:** Licensing is a deterrent to would-be unscrupulous businessmen since punitive measures are taken against those who contravene laws.

**Ensuring Customer Satisfaction:** Tourist handlers are expected to demonstrate high levels of professionalism and integrity. Licensing ensures that only qualified personnel are engaged in the industry.

**Helps Enforce Standards:** Overseas suppliers have more confidence in dealing with ground handlers who are not only licensed by the Government but are also members of recognized trade associations. The Associations follow codes of ethic approved by the Authority.

**Compilation of a data base and directory:** Licensed operators and businesses will comprise a database and directory that would be instrumental for planning, marketing of the destination and other decision making processes.

Licensing benefits specific to the licensee

The operator with TRA licenses will benefit greatly in that the license will facilitate:-

- Promotion and marketing
- Access to Government incentives e.g. custom duty waivers
- Access to training and capacity building programmes by government agencies.
- Access to Government financing e.g. loans from Tourism Finance Corporation.
- Endorsement for membership to industry associations

### **Tourism License Requirements**

In order to be issued with a tourism license, the applicant has to provide some documents to TRA for registration and subsequent licensing. These are different depending on the type of operations the applicant is engaged in.

Besides duly filled in application Form and upon payment of prescribed licence fees in the fourth schedule of the TRA regulations, below are the requirements for the different classes of tourism licenses which will be considered by the Licensing Committees {<https://www.tourismauthority.go.ke/index.php/licensing/license-requirements> }



## 7-ICT

**Postal courier operator's license-** Providers of postal and courier services are required to register with the **Communication Authority of Kenya**. The procedure of obtaining the Postal and courier licence is the same though the categories and licence duration vary.

**Content service provider license-** This is a telecommunications licence issued to a person providing content services either through facilities of Network Facilities Providers and /or services of Application Service Providers. Content services mean information of any kind normally provided at a fee and delivered over electronic communications networks and services. They include financial information services and other information services.

**Applications service provider licence-** This is a telecommunications licence issued to a person providing application services. Application services are electronic communications services which are normally provided for remuneration and consists wholly or mainly in the conveyance of signals on electronic communications networks including telecommunications and transmission services over electronic communications networks.

**Telecommunication's contractor licence-** This is a licence issued to a person / entity that wishes to install or maintain a telecommunications system.

---

## 8-Financial Services

Financial Sector Regulators in Kenya comprises the following key players:



**Central Bank**

The Central Bank of Kenya is responsible for formulating monetary policy to achieve and maintain price stability. The Central Bank also promotes financial stability; an effective and efficient payment, clearing and settlement system; formulates and implements foreign exchange policies; holds and manages foreign exchange reserves; issuing of currency; and is the banker for, adviser to and fiscal agent of the Government.

The table bellows enumerates all financial institutions regulated under the Central Bank and license requirement



### Regulation Mandate Details

Commercial banks and mortgage finance institutions are licensed and regulated in accordance with the provisions of the Banking Act and the Regulations and Prudential Guidelines issued thereunder. As key players in the banking sector, commercial banks and mortgage finance companies are subject to regulatory requirements governing their prudential position and market conduct in order to safeguard the overall soundness and stability of the financial system.



### Business

**Commercial Banks and Mortgage Finance Companies**



### License Requirement

<https://www.centralbank.go.ke/contact-us/>



## Regulation Mandate Details

The Microfinance Act 2006 and the Microfinance (Deposit Taking Institutions) Regulations 2008 set out the legal, regulatory and supervisory framework for the microfinance industry in Kenya. The Microfinance Act 2006 became operational with effect from May 2, 2008.

The principal object of the Microfinance Act 2006 is to regulate the establishment, business and operations of deposit taking microfinance institutions in Kenya through licensing and supervision. The Act enables microfinance banks (MFBs) licensed by the Central Bank of Kenya to mobilise deposits from the general public, thus promoting savings, competition, efficiency and financial access.



## Business

### Microfinance Banks



## License Requirement

<https://www.centralbank.go.ke/contact-us/>



## Regulation Mandate Details

Forex Bureaus in Kenya were established and first licensed in January 1995 to foster competition in the foreign exchange market and to narrow the exchange rate spread in the market.

As authorised dealers, forex bureaus conduct business and are regulated under the provisions of the sections 33A to 33(O) of the Central Bank of Kenya Act (Cap 491) and Forex Bureau Guidelines issued thereunder.



## Business

### Forex Bureaus and Money Remittance Providers



## License Requirement

<https://www.centralbank.go.ke/contact-us/>



## Regulation Mandate Details

Section 31(4) of the Banking Act, mandates the Central Bank to licence and supervise credit reference bureaus (CRB). The Credit Reference Bureau Regulations, 2013, govern the licensing, operation and supervision of CRBs by the Central Bank of Kenya.



## Business

### Credit Reference Bureaus



## License Requirement

<https://www.centralbank.go.ke/contact-us/>

Representative Offices in Kenya are established by foreign banks who wish to have a presence in the country without having to launch fully fledged banking operations. They are authorized and overseen by the Central Bank under the Banking Act and only permitted to undertake research, marketing and liaison roles on behalf of their parent and affiliated institutions. They are therefore not allowed to conduct banking business.

.....



Business .....

**Representative Offices  
of Foreign Banks**

.....



License Requirement

<https://www.centralbank.go.ke/contact-us/>



**Capital Market  
Authority**



Business License  
**Securities exchange**

Compliance with License requirements

[https://www.cma.or.ke/index.php?option=com\\_phocadownload&view=category&download=180:securities-exchange-checklist&id=51:licensing-checklists&Itemid=241](https://www.cma.or.ke/index.php?option=com_phocadownload&view=category&download=180:securities-exchange-checklist&id=51:licensing-checklists&Itemid=241)

.....



Business License  
**Stockbroker**

Compliance with License requirements

[https://www.cma.or.ke/index.php?option=com\\_phocadownload&view=category&download=181:stockbrokers-checklist&id=51:licensing-checklists&Itemid=241](https://www.cma.or.ke/index.php?option=com_phocadownload&view=category&download=181:stockbrokers-checklist&id=51:licensing-checklists&Itemid=241)

.....



Business License  
**Dealer**

Compliance with License requirements

[https://www.cma.or.ke/index.php?option=com\\_phocadownload&view=category&download=174:dealers-checklist&id=51:licensing-checklists&Itemid=241](https://www.cma.or.ke/index.php?option=com_phocadownload&view=category&download=174:dealers-checklist&id=51:licensing-checklists&Itemid=241)

.....



Business License  
**Investment Adviser**

Compliance with License requirements

[https://www.cma.or.ke/index.php?option=com\\_phocadownload&view=category&download=176:investment-advisers-checklist&id=51:licensing-checklists&Itemid=241](https://www.cma.or.ke/index.php?option=com_phocadownload&view=category&download=176:investment-advisers-checklist&id=51:licensing-checklists&Itemid=241)

.....



Business License  
**Fund Manager**

Compliance with License requirements

[https://www.cma.or.ke/index.php?option=com\\_phocadownload&view=category&download=175:fund-managers-checklist&id=51:licensing-checklists&Itemid=241](https://www.cma.or.ke/index.php?option=com_phocadownload&view=category&download=175:fund-managers-checklist&id=51:licensing-checklists&Itemid=241)

.....



**Capital Market  
Authority**



### **Business License Investment Banker**

#### **Compliance with License requirements**

[https://www.cma.or.ke/index.php?option=com\\_phocadownload&view=category&download=177:investment-bank-checklist&id=51:licensing-checklists&Itemid=241](https://www.cma.or.ke/index.php?option=com_phocadownload&view=category&download=177:investment-bank-checklist&id=51:licensing-checklists&Itemid=241)

.....



### **Business License Authorized Securities dealer**

#### **Compliance with License requirements**

[https://www.cma.or.ke/index.php?option=com\\_phocadownload&view=category&download=169:authorised-securities-dealer-licenlse-checklist&id=51:licensing-checklists&Itemid=241](https://www.cma.or.ke/index.php?option=com_phocadownload&view=category&download=169:authorised-securities-dealer-licenlse-checklist&id=51:licensing-checklists&Itemid=241)

.....



### **Business License Authorized Depository**

#### **Compliance with License requirements**

[https://www.cma.or.ke/index.php?option=com\\_phocadownload&view=category&download=472:authorized-depositories-checklist&id=51:licensing-checklists&Itemid=241](https://www.cma.or.ke/index.php?option=com_phocadownload&view=category&download=472:authorized-depositories-checklist&id=51:licensing-checklists&Itemid=241)

.....



### **Business License CMA Sandbox**

#### **Compliance with License requirements**

<https://www.cma.or.ke/images/sandbox/Capital-Markets-Authority-Regulatory-Sandbox-Application-Form.pdf>



**Retirement  
Benefit  
Authority**

Retirement Benefits Authority is mandated to:

- Regulate and supervise the establishment and management of retirement benefits schemes;
- Protect the interests of members and sponsors of retirement benefits sector;
- Promote the development of the retirement benefits sector
- Advise the Cabinet Secretary, National Treasury on the national policy to be followed with regard to retirement benefits industry
- Implement all government policies relating to the industry

Schemes in Kenya are required under section 23 to apply for registration in order to be allowed to operate. The application for registration shall be made in a prescribed form. The Authority shall consider the application and proceed to register the scheme and forward to the applicant a certificate of registration. Where the application is not acceptable the applicant will be notified in writing the reason(s) for refusal.



The following table enumerates the types of schemes and registration requirement



**Types of schemes**  
**Defined Contribution**  
**and Defined Benefit**



**Compliance Requirement**  
<https://www.rba.go.ke/schemes-registration-compliance-forms/>



**Requirements**  
<https://www.rba.go.ke/licensing-requirements/>



**Insurance**  
**Regulatory**  
**Authority**

The Insurance regulatory authority's mandate is to regulate, supervise and develop the insurance industry in Kenya.

The following table enumerates the businesses category licensed under the authority and license requirement



**Business License**  
**Insurance Broker**

**Compliance with License requirements**

<https://www.ira.go.ke/index.php/regulatory-framework/licensing/licensing-requirement/brokers>

.....



**Business License**  
**Insurance Brokers, Reinsurance Brokers and Medical Insurance Providers (MIPs)**

**Compliance with License requirements**

<https://www.ira.go.ke/index.php/regulatory-framework/licensing/licensing-requirement/broker-s-mips>

.....



**Business License**  
**Agents**

**Compliance with License requirements**

<https://www.ira.go.ke/index.php/regulatory-framework/licensing/licensing-requirement/agents>

.....



**Business License**  
**Other Providers**

**Compliance with License requirements**

<https://www.ira.go.ke/index.php/regulatory-framework/licensing/licensing-requirement/providers>



## Sacco societies regulatory authority (sasra)

The mandate of the Authority as provided by the Act includes the following:

1. License Sacco societies to carry out deposit-taking business in accordance with this Act;
2. Regulate and supervise Sacco societies;
3. Hold, manage and apply the General Fund of the Authority in accordance with the provisions of this Act;
4. Levy contributions in accordance with this Act;
5. Do all such other things as may be lawfully directed by the Minister; and
6. Perform such other functions as are conferred on it by this Act or by any other written law

Licensing Requirements for Sacco's can be found here  
{[https://www.sasra.go.ke/index.php?option=com\\_content&view=article&id=13:licensing&catid=9&Itemid=103#.YBz9YugzZPY](https://www.sasra.go.ke/index.php?option=com_content&view=article&id=13:licensing&catid=9&Itemid=103#.YBz9YugzZPY) }

## 9-Import-Export

**SMEs that are either involved in import-export in their day to day or purely deal in import-export must be aware of the following regulations** (NB: The businesses identified are based on priority areas identified by SMEs during feedback sessions on the toolkit)



..... Regulator



**Kenya Bureau of  
Standards**

Standards for Quality life



..... About

PVOC Program is a conformity assessment program applied to products at the respective exporting countries, to ensure their compliance with the applicable Kenyan Technical Regulations and Mandatory Standards or approved specifications.



..... Business Type

General Import-Export



..... Compliance Requirement

Pre- Verification of Conformity and issuance of the Certificate of Conformity



..... Requirement

General-[https://www.kebs.org/images/PvOC/PVOC\\_MANUAL\\_v10\\_2020\\_08\\_21.pdf](https://www.kebs.org/images/PvOC/PVOC_MANUAL_v10_2020_08_21.pdf)

Incase Goods arrive without certificate of conformity- [https://www.kebs.org/images/pdf/new/without\\_coc\\_procedure.pdf](https://www.kebs.org/images/pdf/new/without_coc_procedure.pdf)



..... Government Reforms

Import- [https://www.kebs.org/index.php?option=com\\_content&view=article&id=713:doing-business-made-easier-for-imports&catid=23&Itemid=180](https://www.kebs.org/index.php?option=com_content&view=article&id=713:doing-business-made-easier-for-imports&catid=23&Itemid=180)

Export- [https://www.kebs.org/index.php?option=com\\_content&view=article&id=712:doing-business-made-easier-for-exports&catid=23&Itemid=180](https://www.kebs.org/index.php?option=com_content&view=article&id=712:doing-business-made-easier-for-exports&catid=23&Itemid=180)



..... Regulator



**Kenya Bureau of Standards**  
Standards for Quality life



..... Business Type

Petroleum product



..... Compliance Requirement

Petroleum product inspection



..... Requirement

[https://www.kebs.org/images/pdf/new/petroleum\\_inspection\\_manual.pdf](https://www.kebs.org/images/pdf/new/petroleum_inspection_manual.pdf)



..... Regulator



**Kenya Bureau of Standards**  
Standards for Quality life



..... About

KEBS has appointed Quality Inspection Services Inc. Japan (QISJ) to offer Pre-Export Verification of Conformity services in Japan, United Arab Emirates, United Kingdom, Thailand and South Africa



.....

### Business Type

- Used vehicle
- Mobile Equipment
- Used spare parts for vehicles and spare parts



.....

### Compliance Requirement

Pre-Export Verification of Conformity



.....

### Requirement

[https://www.kebs.org/index.php?option=com\\_content&view=article&id=670&Itemid=560](https://www.kebs.org/index.php?option=com_content&view=article&id=670&Itemid=560)



.....

### Regulator



**Kenya Bureau of  
Standards**  
Standards for Quality life



.....

### About

This protocol provides best practices on the importation and sale of used textiles and used shoes and how the supply chain operators conduct their operations while ensuring the health and safety of the sellers, importers, wholesalers and buyers from the risk of spread of COVID-19 virus



.....

### Business Type

Used Textile and Footwear



.....

### Compliance Requirement

Protocols for importation of used textiles and used footwear into Kenya



.....

### Requirement

[https://www.kebs.org/index.php?option=com\\_content&view=article&id=758:protocols-for-importation-of-used-textiles-and-used-footwear-into-kenya-2&catid=23&Itemid=180](https://www.kebs.org/index.php?option=com_content&view=article&id=758:protocols-for-importation-of-used-textiles-and-used-footwear-into-kenya-2&catid=23&Itemid=180)



..... Regulator



Kenya Plant Health  
Inspectorate Service



..... About

The Plant Import and Quarantine Regulatory System (PIQRS) is a Business to Government and Government to business web based system designed to enhance efficiency in plant import regulation



..... Compliance Requirement

Seed Import-Export certification



..... Requirement

<https://kephis.org/index.php/import-export-requirements/seed-import>

---



..... Regulator



Kenya Plant Health  
Inspectorate Service



..... About

The Automated Support System for the Importation of Phytosanitary Consignments (ASSIP) is a revolutionary e-commerce platform that regulates the importation of plants, plant products and regulated articles into Kenya.



..... Business Type

Importation of plants, plant products and regulated articles



..... Compliance Requirement

Certificate for Importation of Phytosanitary Consignments (ASSIP).



..... Requirement

<https://kephis.org/index.php/import-export-requirements/import-certification-system>

---



..... Regulator



Kenya Plant Health  
Inspectorate Service



..... About

Kenya Plant Health Inspectorate Service (KEPHIS), as the secretariat to The Kenya Standing Technical Committee on Imports and Exports (KSTCIE), facilitates the process of risk assessment before the introduction of live organisms as per Guidelines for Introduction and Use of Bio Products, biological control agents and related products



..... Business Type

- Live biological controls,
- bio-fertilizers,
- Bio-stimulants, Organic fertilizers, their products



..... Compliance Requirement

Importation of the Biological Based Organisms & Related Products



..... Requirement

<https://kephis.org/index.php/import-export-requirements/biological-requirements>



..... Regulator



..... About

The Chamber issues Certificates of Origin to the local products. The Certificate of Origin (COO) in Kenya has been issued by Kenya Bureau of Standards (KEBS) until recently when it was reverted back to the Chamber in the government effort to revive it.



..... Business Type

General Export



..... Compliance Requirement

Certificate of origin



..... Requirement

<https://www.kenyachamber.or.ke/kncci-services/>





..... Regulator



**KENYA EXPORT  
PROMOTION & BRANDING  
AGENCY**



..... About

KEPROBA provides basic information on export requirements



..... Business Type

General Export



..... Compliance Requirement

Preparing and processing export documents

-Basic export documentation

-Export procedures



..... Requirement

<https://brand.ke/index.php/kenyan-exporters/guide-to-exporting/288-preparing-and-processing-export-documents#Basicexportdocumentation>



..... Regulator



..... About

KenTrade is a state corporation under the National Treasury to implement, operationalize and manage the National Electronic Single Window System (Kenya TradeNet System) and to facilitate trade. Kenya TradeNet is an online platform that serves as a single entry point for parties involved in international trade and transport logistics to lodge documents electronically for processing, approvals and to make payments electronically for fees, levies, duties and taxes due to the government, on goods imported/ exported into and from the country.



..... Business Type

Import-Export



..... Compliance Requirement

Guide on foreign trade Procedures



..... Requirement

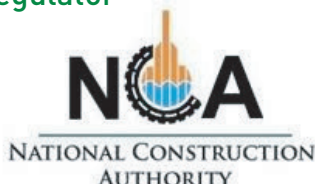
<https://infotradekenya.go.ke/>

## 10-Construction

Businesses in the construction sector have to obtain permits and licenses from the following key regulators;



..... Regulator



..... About

The National Construction Authority is empowered by the National Construction Authority Act no. 41 of 2011 to accredit and certify skilled construction workers and construction site supervisors as well as Project registration is so as to facilitate planning and maintaining of construction records that makes quality assurance not just easier but more systematic.



..... License

Project Registration



..... Requirement

<https://www.nca.go.ke/developers/project-registration>



..... Regulator



NB: Sample taken from Ease of doing business milestone report 2020)



..... About

The Nairobi City County, a successor of the defunct City Council of Nairobi, is a creation of the Constitution of Kenya 2010. The County operates under the Constitution, the county Governments Act, 2012; the Public Finance Management Act, the Physical Planning Act, Cap. 286; and a host of other Acts and regulations



..... License

Construction permit



..... Requirement

Nairobi : <http://ccn-ecp.or.ke/>

Other Counties with online construction permit application permit

Mombasa: {<https://edams.mombasa.go.ke/site/>}

Kiambu : {<https://edams.kiambu.go.ke/> }

Kajiado {<https://kedams.kajiado.go.ke/> }



..... Regulator



**Nairobi City Water and Sewerage Company**

NB: Sample taken from Ease of doing business milestone report 2020)



..... About

Nairobi City Water and Sewerage Company Ltd (NCWSC) was incorporated in December 2003 under the Companies Act cap 486. It is a wholly owned subsidiary of Nairobi City County.

The mandate of the Company is to provide clean water and sewerage services to the residents of Nairobi County, in a financially sustainable manner and within the Government regulations



..... License

Water connection application



..... Requirement

[https://www.nairobiwater.co.ke/images/public\\_notice/online\\_application.pdf](https://www.nairobiwater.co.ke/images/public_notice/online_application.pdf)



..... Regulator



**nema**  
mazingira yetu | uhai wetu | wajibu wetu



..... About

NEMA exercises general supervision and coordination over all matters relating to the environment



..... License

Environmental Impact Approval



..... Requirement

[https://www.nema.go.ke/index.php?option=com\\_content&view=article&id=302&Itemid=458](https://www.nema.go.ke/index.php?option=com_content&view=article&id=302&Itemid=458)

## Government reforms in Construction sector



..... Regulator



..... Baseline

Time taken to review and issue its Record of Decision on Summary Project Reports for low risk projects was 30 days



..... Current status

Time taken to review and issue its Record of Decision on Summary Project Reports for low risk project is five (5) days.



..... Requirement

[https://www.nema.go.ke/index.php?option=com\\_content&view=article&id=201&Itemid=120#](https://www.nema.go.ke/index.php?option=com_content&view=article&id=201&Itemid=120#)



..... Regulator



**Nairobi City Water and Sewerage Company**



..... Baseline

Water & sewer connectivity was 30 days



..... Current status

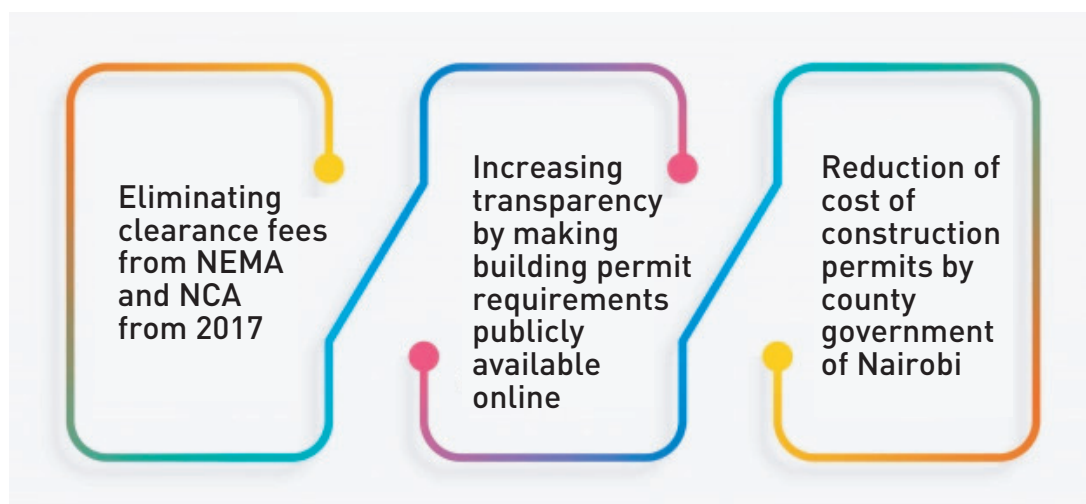
Water & sewer connectivity 14 Days



..... Requirement

[https://www.nairobiwater.co.ke/images/public\\_notice/online\\_application.pdf](https://www.nairobiwater.co.ke/images/public_notice/online_application.pdf)

## Other Reforms (2014-2019)



# Launch your business

## Launch Stage Regulators

### General



..... Institution



Office of the Attorney General and Department of Justice  
**BUSINESS REGISTRATION SERVICE**  
*Ease of Doing Business*



..... About

Business Registration Service (BRS) is mandated to oversee the operations of the Companies Registry, Movable Property Security Rights Registry (Collateral Registry), Insolvency (Official Receivers) Registry and the Hire Purchase Registry.



..... Where to find them

<https://brs.go.ke/companies-registry.php>



..... Institution



..... About

Kenya Investment Authority (KenInvest) is a statutory body established in 2004 through an Act of Parliament (Investment Promotion Act No. 6 of 2004) with the main objective of promoting investments in Kenya. It is responsible for facilitating the implementation of new investment projects, providing After Care services for new and existing investments, as well as organizing investment promotion activities both locally and internationally.



..... Where to find them

<http://www.invest.go.ke/>



..... Institution



..... About

The Kenya Revenue Authority was established by an Act of Parliament, Chapter 469 of the laws of Kenya, which became effective on 1st July 1995. KRA is charged with collecting revenue on behalf of the government of Kenya.



..... Where to find them

<https://www.kra.go.ke/en/>



..... Institution



..... About

The National Hospital Insurance Fund (NHIF) is Kenya's national social health insurer that provides affordable, accessible, sustainable and quality health insurance through strategic resource pooling and healthcare purchasing in collaboration with stakeholders.



..... Where to find them

<http://registeronline.nhif.or.ke/member/>



..... Institution



..... About

NSSF offers social protection to all Kenyan workers. NSSF provides social security protection to workers in the formal and informal sectors. NSSF registers members, receives their contributions, manages funds of the scheme, processes and ultimately pays out benefits to eligible members or dependents.



..... Where to find them

<http://http/www.nssf.or.ke/>



# Sector Specific Regulators

## General



..... Institution



..... About

NEMA issues a wide range of environmental licenses and permits under various environmental regulations.

These include licenses on:

- Environmental Impacts Assessment (EIA).
- Effluent discharge
- Waste Management, transporters, incinerators and recyclers
- Import Export for controlled substances

Permits for:

- Access genetic resources
- trans boundary movement of waste
- Sand Harvesting sale and transportation



..... Where to find them

[https://www.nema.go.ke/index.php?option=com\\_content&view=article&id=10&Itemid=146](https://www.nema.go.ke/index.php?option=com_content&view=article&id=10&Itemid=146)



..... Institution



**Kenya Plant Health  
Inspectorate Service**



..... **About**

Kenya Plant Health Inspectorate Service (KEPHIS) is the government parastatal whose responsibility is to assure the quality of agricultural inputs and produce to prevent adverse impact on the economy, the environment and human health.



..... **Where to find them**

<https://kephis.org/#>

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..... **Institution**



..... **About**

The Horticultural Crops Directorate (HCD) which was formerly known as Horticultural Crops Development Authority ('HCDA') was established under the Agriculture Act, Chapter 318 of the Laws of Kenya, through Legal Notice No. 229 of 1967.



..... **Where to find them**

[https://horticulture.agricultureauthority.go.ke/index-  
php/our-services/licensing-and-regulation](https://horticulture.agricultureauthority.go.ke/index.php/our-services/licensing-and-regulation)

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..... **Institution**



..... **About**

The Energy and Petroleum Regulatory Authority (EPRA) is established as the successor to the Energy Regulatory Commission (ERC) under the Energy Act, 2019 with an expanded mandate of inter alia regulation of upstream petroleum and coal.



..... **Where to find them**

<https://www.epra.go.ke/about/>

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..... **Institution**



..... **About**

Regulates coffee value chain and conducts market research



..... **Where to find them**

<http://coffee.agricultureauthority.go.ke/>

NB: The Coffee Act seeks to establish The Coffee Board of Kenya to replace the directorate { <https://infotradekenya.go.ke/media/Coffee%20Act%20Chapter%20333.pdf> }

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..... **Institution**



..... **About**

Nuts and Oil Crops Directorate is an arm of Agriculture and Food Authority (AFA) mandated to develop, promote and regulate the nuts and oil crops industry in Kenya.



..... **Where to find them**

<http://nuts.agricultureauthority.go.ke/>

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..... **Institution**



..... **About**

In 2014, the Agriculture and Food Authority (AFA) was established under Section 3 of the Agriculture and Food Authority following the operationalization of the Crops Act 2013 that repealed the Acts Cotton Act, Cap 335 Cap 335 in 1990 and Sisal Industry Act, 1946 (No. 77 of 1946) the of parliament. Subsequently the Fibre Crops Directorate was established and assumed the functions of the Sisal Board of Kenya and Cotton Development Authority. To date, the regulatory, development and promotion mandate of the fibre value chains is under the AFA-Fibre Crops Directorate



..... **Where to find them**

<http://fibre.agricultureauthority.go.ke/>



..... Institution



..... About

The Food Directorate was established in August 2014 pursuant to section 11(1) of Agriculture and Food Authority Act 2013, with a mandate to regulate, promote and develop scheduled food crops which are broadly categorized into three;

1. Cereals
2. Legumes
3. Roots and Tubers.

The Directorate has developed the Crops (Irish Potato) Regulations, 2019, and the Crops (Food Crops) Regulations, 2019. These were gazetted and acceded to by Parliament on May 2019 and April 2020 respectively to enable the Directorate to operationalize its mandate.



..... Where to find them

<http://food.agricultureauthority.go.ke/>



..... Institution

Sugar



..... About

The regulatory, development, and promotion mandate of the sugar value chain is under the AFA – Sugar Directorate.



..... Where to find them

<http://sugar.agricultureauthority.go.ke/>



..... Institution





#### ..... About

Miraa, Pyrethrum and Other Industrial Crops Directorate (MPICD) is one of the Directorates created under the Agriculture and Food Authority (AFA). The mandate of the Directorate is to regulate, develop and promote Miraa, Pyrethrum and Other Industrial crops sub-sectors in Kenya. The Directorate draws its mandate from the Agriculture and Food Authority Act (Act No. 13 of 2013) and the Crops Act (Act No. 16 of 2013). The Directorate is in the process of developing the Crops (Pyrethrum) Regulations and the Crops (Miraa) to streamline operations in the sub-sector. The functions of the Directorate are also aligned to the Constitution of Kenya 2010 and Vision 2030.



#### ..... Where to find them

<http://pyrethrum.agricultureauthority.go.ke/>



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#### ..... Institution



#### ..... About

To promote the objectives of university education, by regulating and accrediting universities and programmes, among other functions



#### ..... Where to find them

<https://www.nacosti.go.ke/>



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#### ..... Institution



#### ..... About

The Energy and Petroleum Regulatory Authority (EPRA) is established as the successor to the Energy Regulatory Commission (ERC) under the Energy Act, 2019 with an expanded mandate of inter alia regulation of upstream petroleum and coal.



#### ..... Where to find them

<https://www.epra.go.ke/about/>



..... Institution



*~ Championing Quality and Excellence ~*



..... About

Tourism Regulatory Authority (TRA) is a corporate body established under section 4 of the Tourism Act No.28 of 2011 and is mandated to regulate the tourism sector in Kenya. This entails developing regulations, standards and guidelines that are necessary to ensure an all-round quality service delivery in the tourism sector.



..... Where to find them

<https://www.tourismauthority.go.ke/index.php/licensing/licence-requirements>



..... Institution



..... About

The Kenya Bureau of Standards (KEBS) is the government agency that provides Standards, Metrology and Conformity Assessment (SMCA) services . KEBS activities have grown from the development of standards and quality control for a limited number of locally made products in the 1970s to the provision of :

1. Comprehensive Standards development,
2. Metrology,
3. Conformity Assessment,
4. Training
5. Certification services



..... Where to find them

<https://www.kebs.org/>





..... Institution



**COMMUNICATIONS  
AUTHORITY OF KENYA**



..... About

The Communications Authority of Kenya (CA) is the regulatory authority for the communications sector in Kenya.

The Authority is responsible for facilitating the development of the information and communications sectors including; broadcasting, cybersecurity, multimedia, telecommunications, electronic commerce, postal and courier services.



..... Where to find them

<https://ca.go.ke/>



..... Institution



Insurance  
Regulatory  
Authority  
*Bima Bora kwa Taifa*

**IRA**



..... About

The Insurance Regulatory Authority is a statutory government agency established under the Insurance Act (Amendment) 2006, CAP 487 of the Laws of Kenya to regulate, supervise and develop the insurance industry. It is governed by a Board of Directors which is vested with the fiduciary responsibility overseeing operations of the Authority and ensuring that they are consistent with provisions of the Insurance Act.



..... Where to find them

<https://www.ira.go.ke/>



..... Institution



..... About

The Capital Markets Authority is an independent public agency established by an Act of Parliament, Cap 485 A under The National Treasury.

The CMA is a regulating body charged with the responsibility of supervising, licensing & monitoring the activities of market intermediaries, including the stock exchange & the central depository & settlement system and all the other persons licensed under the Capital Markets Act.



..... Where to find them

<https://www.cma.or.ke/>

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..... Institution



..... About

The Central Bank of Kenya is responsible for formulating monetary policy to achieve and maintain price stability. The Central Bank also promotes financial stability; an effective and efficient payment, clearing and settlement system; formulates and implements foreign exchange policies; holds and manages foreign exchange reserves; issuing of currency; and is the banker for, adviser to and fiscal agent of the Government.



..... Where to find them

<https://www.centralbank.go.ke/>

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..... Institution



..... About

Retirement Benefits Authority is mandated to:

- Regulate and supervise the establishment and management of retirement benefits schemes;
- Protect the interests of members and sponsors of retirement benefits sector;
- Promote the development of the retirement benefits sector
- Advise the Cabinet Secretary, National Treasury on the national policy to be followed with regard to retirement benefits industry
- Implement all government policies relating to the industry



..... Where to find them

<https://www.rba.go.ke/>

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..... Institution



..... About

The mandate of the Authority as provided by the Act includes the following:

1. Licence Sacco societies to carry out deposit-taking business in accordance with this Act;
2. Regulate and supervise Sacco societies;
3. Hold, manage and apply the General Fund of the Authority in accordance with the provisions of this Act;
4. Levy contributions in accordance with this Act;
5. Do all such other things as may be lawfully directed by the Minister; and
6. Perform such other functions as are conferred on it by this Act or by any other written law



..... Where to find them

[https://www.sasra.go.ke/index.php?option=com\\_content&view=featured&Itemid=101](https://www.sasra.go.ke/index.php?option=com_content&view=featured&Itemid=101)

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..... **Institution**



..... **About**

To regulate the training, practice and licensing of medicine & dentistry and healthcare institutions that include private & mission hospitals, medical, dental centers & clinics, nursing and maternity homes and standalone funeral homes.



..... **Where to find them**

<https://kmpdc.go.ke/licensing-of-a-health-facility/>

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..... **Institution**



..... **About**

The Nursing Council of Kenya is a body corporate established by the Nurses Act Cap 257 of the Laws of Kenya to regulate standards of nursing & midwifery education and practice.



..... **Where to find them**

<https://nckkenya.com/accreditation/>

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..... **Institution**



..... **About**

The Pharmacy and Poisons Board is the Drug Regulatory Authority established under the Pharmacy and Poisons Act, Chapter 244 of the Laws of Kenya. The Board regulates the Practice of Pharmacy and the Manufacture and Trade in drugs and poisons.

The Board aims to implement the appropriate regulatory measures to achieve the highest standards of safety, efficacy and quality for all drugs, chemical substances and medical devices, locally manufactured, imported, exported, distributed, sold, or used, to ensure the protection of the consumer as envisaged by the laws regulating drugs in force in Kenya.



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### Where to find them

<https://www.pharmacyboardkenya.org/downloads>

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### Institution



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### About

KNDI is mandated:

1. To provide for training, registration and licensing of Nutritionists and Dieticians.
2. To provide for the regulations of the standards and practice of the profession.
3. To ensure effective participation in matters relating to nutrition and dietetics and for connected purposes



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### Where to find them

<https://www.kndi.institute/accreditation/>

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### Institution

#### **Public Health Officers and Technicians Council [PHOTC]**



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### About

Public Health Officers and Technicians Council is a professional regulatory body established by the Public Health Officers [Training, registration and Licensing] Act No. 12 of 2013 with a mandate of regulating the training, practice and employment of Public Health Officers and Technicians and to advise the Government in relation to all aspects thereof.



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### Where to find them

<https://photc.org/about/registration/>

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..... Institution



Kenya Plant Health  
Inspectorate Service



..... About

Kenya Plant Health Inspectorate Service (KEPHIS) is the government parastatal whose responsibility is to assure the quality of agricultural inputs and produce to prevent adverse impact on the economy, the environment and human health.

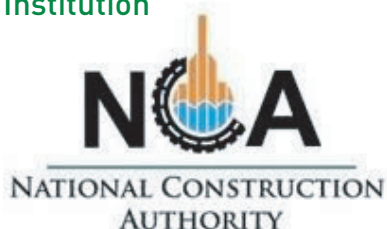


..... Where to find them

<https://kephis.org/index.php/about-us/who-we-are>



..... Institution



..... About

The National Construction Authority is empowered by the National Construction Authority Act no. 41 of 2011 to accredit and certify skilled construction workers and construction site supervisors as well as Project registration is so as to facilitate planning and maintaining of construction records that makes quality assurance not just easier but more systematic



..... Where to find them

<https://www.nca.go.ke/about-us/what-we-do>



..... Institution



nema  
mazingira yetu | uhai wetu | wajibu wetu



..... About

NEMA exercises general supervision and coordination over all matters relating to the environment



..... Where to find them

[https://www.nema.go.ke/index.php?option=com\\_content&view=featured&Itemid=101](https://www.nema.go.ke/index.php?option=com_content&view=featured&Itemid=101)





[www.kenyabusinessregulatoryguide.com](http://www.kenyabusinessregulatoryguide.com)