



REQUIREMENTS FOR LICENSING OF SHIPPING AGENTS UNDER THE MERCHANT SHIPPING ACT 2009

1. A duly filled application form obtainable from Kenya Maritime Authority at a non-refundable fee of **Kshs. 100**;
2. A copy of the receipt issued for the application in 1;
3. Certified copies of Applicant's PIN Certificate, Certificate of Incorporation and Memorandum and Articles of Association;
4. Certified copy of agency agreement with the principal or a nomination letter from the principal;
5. Particulars of the physical location and postal address;
6. Tenancy agreement, lease or the title deed of the occupied office premises;
7. Particulars of the professional certification held by the CEO, departmental and sectional heads detailing their academic qualifications and experience;
8. Schedule of proposed charges for services rendered;
9. Affiliation to a professional recognized local Association of Ship's Agents;
10. Particulars of directors and certified copies of their identity cards/passports and copy of PIN Certificate;
11. Confirmation of installed information communication technology infrastructure including marine communication equipment;
12. A Licence fee of Kenya Shillings **5,000** upon approval.