



REPUBLIC OF KENYA

MINISTRY OF PETROLEUM AND MINING

**CITIZENS' SERVICE DELIVERY CHARTER**

S/No.	SERVICE PROVIDED	CUSTOMER OBLIGATION	CHARGES/COST	DURATION
1.	Processing and forwarding approvals on requirements for construction of Petrol Stations to NEMA	ESIA Report from NEMA	Free	Within 21 days
2.	Providing information to investors	Application letter stating the desired information	Free	Within 14 days

S/No.	SERVICE PROVIDED	CUSTOMER OBLIGATION	CHARGES/COST	DURATION
3.	Approving new entrants for allocation of ullage in the Kenya Pipeline Company (KPC) System	<ul style="list-style-type: none"> <li>• License from Energy and Petroleum Regulatory Authority (EPRA) for import/export and wholesale of petroleum products</li> <li>• Signed transport and storage agreement with Kenya Pipeline Company (KPC)</li> <li>• Signed Open Tender System (OTS) tender terms and conditions</li> </ul>	Free	Within seven (7) days
4.	Processing application(s) of prospecting licenses	<ul style="list-style-type: none"> <li>• Letter indicating the identified Block</li> <li>• Written request for Block license</li> <li>• Provide Company address, copy of Registration Certificate, technical and financial details</li> </ul>	Free	Within 90 days
5.	Prospecting Licence (New grants) Initial Term of 3 years	Make application on the online Mining Cadaster portal	Ksh. 50,000 Ksh. 2,500 per KM <sup>2</sup> Minimum Ksh. 50,000 per annum	Approval of rejection within 90 days Notification within 21 days for the applicant to accept or reject License granted within 21 days after publication

S/No.	SERVICE PROVIDED	CUSTOMER OBLIGATION	CHARGES/COST	DURATION
6.	Mining License (Term not exceeding 25 years)	Make application on the online Mining Cadaster portal	Application fees Ksh. 50,000 Ground rent Ksh. 2000 per Ha. subject to minimum of Ksh. 500,000	Approval or rejection within 120 days of application . Notification within 30 days from date of approval. License granted 45 days upon <i>publication</i> in Kenya Gazette and local dailies
7.	Prospecting Permit 5 year term	Make application on the online Cadaster portal	Ksh. 1,000	Approval of rejection within 90 days Notification within 21 days

S/No.	SERVICE PROVIDED	CUSTOMER OBLIGATION	CHARGES/COST	DURATION
				for the applicant to accept or reject License granted within 21 days after publication
8.	Mineral Dealers License 1 calendar year term (Expires on 31st day of December)	Apply in the prescribed form and provide evidence of experience, knowledge and capital	Ksh. 20,000	Approval or rejection within 120 days of application · Notification within 30 days from date of approval. License granted 45 days upon <i>publication</i> in Kenya Gazette and local dailies

S/No.	SERVICE PROVIDED	CUSTOMER OBLIGATION	CHARGES/COST	DURATION
9.	Mineral Export permit	Apply in the prescribed form	Ksh. 2,000	Within 7 days
10.	Quantitative Laboratory Analysis of samples	Present samples to our laboratory at Madini House, Nairobi	Ksh. 500 per test	3 – 14 working days
11.	Permit to import/export blasting explosives	Submit application form	Free	Two (2) days

Website: [www.petroleumandmining.go.ke](http://www.petroleumandmining.go.ke)

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