

(Legislative Supplement No. 29)

LEGAL NOTICE NO. 50

THE NATIONAL ELECTRONIC SINGLE WINDOW SYSTEM
ACT, 2022

(No. 25 of 2022)

THE NATIONAL ELECTRONIC SINGLE WINDOW SYSTEM
(GENERAL) REGULATIONS, 2024

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THE NATIONAL ELECTRONIC SINGLE WINDOW SYSTEM
ACT, 2022

(No. 25 of 2022)

IN EXERCISE of the powers conferred by section 43 of the National Electronic Single Window System Act, 2022, the Cabinet Secretary for National Treasury and Economic Planning in consultation with the Agency makes the following Regulations □

THE NATIONAL ELECTRONIC SINGLE WINDOW SYSTEM
(GENERAL) REGULATIONS, 2024

PART I—PRELIMINARY

1. These Regulations may be cited as the National Electronic Single Window System (General) Regulations, 2024.

Citation.

2. In these Regulations unless the context otherwise requires—

Interpretation.

“Act” means the National Electronic Single Window System Act, 2022;

No. 25 of
2022.

“Agency” means the Kenya Trade Network Agency established under Section 26 of the Act;

“Chief Executive Officer” has the meaning assigned to it under Section 32 of the Act;

“clearance document” means an official document that an importer or exporter is required to obtain in order to be cleared by a relevant regulatory agency;

“integration” means the process of connecting or creating a connection between the electronic system of public and private entities involved in receipting, processing and approving documents related to trade transactions with the Single Window System to facilitate data and information exchange;

“logistics platform” means the National Logistics Platform established under regulation 23;

“Register” means the electronic register of registered users maintained in accordance with regulation 10;

“service-level agreement” has the meaning assigned to it under section 2 of the Act;

“System” has the meaning assigned to it under section 2 of the Act; and

“user” means a person registered and authorised by the Agency to use the system.

3. The objects and purpose of these Regulations is to give effect to section 43(1) of the Act by—

Objects and
purpose of
Regulations.

(a) facilitating the efficient administration of the System;

(b) providing for the procedure for registration of users of the System;

- (c) enabling the single-entry point for submission and receipt of cargo clearance documents or any other relevant information;
- (d) setting out methods for integrating or on-boarding a stakeholder into the System;
- (e) providing mechanisms for the System to serve the entire trade and logistics within airports, seaports and dry ports;
- (f) facilitating the electronic payment of fees and levies on permits and licenses for imported or exported goods;
- (g) reducing—
 - (i) the number of documents or data entries required for trade transactions;
 - (ii) the time taken to clear goods; and
 - (iii) manual interventions including physical inspection and examination;
- (h) automating trade processes;
- (i) facilitating use of electronic signatures to authenticate transactions;
- (j) enhancing consultation and collaboration between the Agency, relevant regulatory agencies and stakeholders for simplification of import and export procedures;
- (k) creating awareness and sensitizing the public on import and export procedures; and
- (l) prescribing fees for the use of the System.

PART II— REGISTRATION OF USERS AND ACCESS TO THE SYSTEM

4. (1) Pursuant to section 12 of the Act, a person seeking to use the System shall apply to the Agency for registration as a user of the System.

Application for Registration.

(2) An application for registration under sub-regulation (1) shall be—

- (a) in form —
 - (i) KTNA 1 set out in the First Schedule, where the applicant is a non-governmental entity;
 - (ii) KTNA 2 set out in the First Schedule, where the applicant is a partner government entity;
- (b) accompanied by—
 - (i) registration certificate of the business entity or an identity document of an individual;
 - (ii) evidence of registration as a tax payer from the relevant tax authority;

(iii) evidence of registration by the relevant regulatory authority where the applicant is a regulated entity; and

(c) accompanied by the registration fees set out in the Second Schedule.

(3) Upon receipt of an application under this regulation, the Agency shall consider the application and where the applicant meets the conditions for registration under sub-regulation (2), enroll the applicant in a training on the use of the System.

5. (1) The Agency shall conduct trainings on the use of the System from time to time as a pre-requisite for applicants seeking to be registered as users of the System.

Registration of user.

(2) Where an applicant completes the training stipulated in regulation 4(3), the Agency shall register the applicant as a user of the System.

6.(1) The Agency may reject an application for registration where an applicant—

Rejection of an application.

- (a) fails to provide the required evidence or documents;
- (b) fails to undertake the training required under regulation 4(3);
- (c) fails to pay the specified registration fee; or
- (d) otherwise contravenes provisions of any written law relating to registration.

(2) Where the Agency rejects an application for registration, the Agency shall, within forty-eight hours of the decision, notify the applicant of the decision indicating reasons.

7. (1) An applicant who is aggrieved by a decision of the Agency under Regulation (6), may apply to the Chief Executive Officer for a review of the decision within forty-eight hours after the notification under sub-regulation 6(2).

Review of decision

(2) An application for review under sub-regulation (1) shall be in form KTNA 3 set out in the First Schedule and shall include the grounds and reasons for seeking review.

(3) The Chief Executive Officer shall consider the grounds and reasons for review and shall communicate the decision to the applicant within forty-eight hours of receiving the application for review.

8. (1) Where an applicant is dissatisfied with the decision of the Chief Executive Officer under sub-regulation 7(3), the applicant may appeal to the Board within forty-eight hours of receiving the Chief Executive Officer's decision.

Appeal to the Board

(2) An appeal under sub-regulation (1) shall be in form KTNA 3 set out in the First Schedule and shall include grounds and reasons for appeal.

(3) The Board shall consider the grounds and reasons for appeal and shall communicate the decision to the applicant within fourteen days of receiving the appeal.

9. (1) The Agency shall notify a registered user of their unique System login credentials within forty-eight hours of registration.

Notification of login credentials and annual access fee

(2) The unique login credentials provided under sub-regulation (1) shall be valid for a period of one year from the date of registration.

(3) Upon expiration of one year after registration and for every subsequent year thereafter, the user shall be required to pay the annual access fee set out in the Second Schedule to obtain unique login credentials for continued access to the System.

(4) The Agency shall notify a user regarding the expiration of their login credentials and the requirement to pay the annual access fee at least thirty days prior to the expiration date.

(5) Where a user fails to pay the annual access fee within the specified time frame, the Agency shall suspend the user's access to the system until the fee is paid.

10.(1) The Agency shall keep and maintain an electronic register of all users registered in accordance with the Act and these Regulations.

Register of users.

(2) Pursuant to section 12(3)(b) of the Act, the Register shall contain the following particulars of users —

- (a) the name of the user;
- (b) the physical address of the user;
- (c) the phone number and e-mail address of the user; and
- (d) the levels of access of the user as specified in the Third Schedule.

(2) Where a user changes any of their particulars, the user shall notify the Agency of the change by seeking an update of the record in the Register.

(3) A notification under sub-regulation (2) shall be made in Form KTNA 4 set out under the First Schedule and accompanied by the fee specified in the Second Schedule.

(4) Within seven days of receipt of the notification under sub-regulation (3), the Agency shall consider the user's request, verify the particulars of the user, verify and update the Register.

11. (1) The Agency may suspend a user's access to the System where—

Suspension of a user.

- (a) the user's account is dormant for a period exceeding six months;
- (b) the user contravenes a directive issued by the Agency on the use of the System; or
- (c) the user fails to cooperate with the Agency on any inquiry related to the use of the System.

(2) The Agency shall, before executing a suspension under sub-regulation (1) issue a notification to the user specifying the reasons for the suspension and the effective date.

12. (1) A user whose access to the System has been suspended under regulation 11 may apply to the Agency to lift the suspension to re-access the System.

Lifting of suspension.

(2) An application under sub-regulation (1) shall be made in form KTNA 4 set out in the First Schedule accompanied by—

(a) proof that the user has rectified the anomalies cited as reasons for suspension; and

(b) fees set out in the Second Schedule.

(3) Upon receipt of an application under sub-regulation (2), the Agency shall consider the application and may—

(a) approve the application and reinstate the user's access to the System and notify the user within forty-eight hours of making the decision; or

(b) reject the application and, within forty-eight hours of making the determination, notify the applicant of the decision indicating the reasons thereof.

13. (1) A user who is aggrieved by a decision of the Agency under Regulation (12), may apply to the Chief Executive Officer for a review of the decision within forty-eight hours after the notification under Regulation 12 (3) (b).

Review of decision

(2) An application for review under sub-regulation (1) shall be in form KTNA 3 set out in the First Schedule and shall include the grounds and reasons for seeking review.

(3) The Chief Executive Officer shall consider the grounds and reasons for review and communicate the decision to the user within forty-eight hours of receiving the application for review.

14. (1) Where a user is dissatisfied with the decision of the Chief Executive Officer under sub-regulation 13 (3), the user may appeal to the Board within forty-eight hours of receiving the Chief Executive Officer's decision.

Appeal to the Board

(2) An appeal under sub-regulation (1) shall be in form KTNA 3 set out in the First Schedule and shall include grounds and reasons for appeal.

(3) The board shall consider the grounds and reasons for the appeal and communicate the decision to the user within fourteen days of receiving the appeal.

15. Pursuant to section 12(4)(b) of the Act, the Agency may deregister a user who—

Deregistration of user.

(a) provides false or misleading information in the application for registration;

- (b) fails to comply with the conditions issued after receiving a notice of suspension under regulation 11;
- (c) requests for deregistration from the System;
- (d) has been barred by a court of competent jurisdiction from using the System; or
- (e) has had their operational licences revoked by a relevant regulatory authority.

(2) Prior to effecting the deregistration of a user, the Agency shall issue a notification to a user specifying the grounds and the effective date of deregistration.

(3) Upon deregistration of a user under this regulation, the Agency—

- (a) shall terminate the users access to the System including all associated rights, privileges and authorizations; and
- (b) may reject, cancel or proceed with any pending transaction initiated by a deregistered user as deemed necessary.

16. (1) A user who is aggrieved by a decision of the Agency under Regulation (15), may apply to the Chief Executive Officer of the Agency for a review of the decision within forty-eight hours after the notification under Regulation 15 (2).

Review of
decision

(2) An application for review under sub-regulation (1) shall be in form KTNA 3 set out in the First Schedule and shall include the grounds and reasons for seeking review.

(3) The Chief Executive Officer shall consider the grounds and reasons for review and communicate the decision to the user within forty-eight hours of receiving the application for review.

17. (1) Where a user is dissatisfied with the decision of the Chief Executive Officer under sub-regulation 16(3), the applicant may appeal to the Board within forty-eight hours of receiving the Chief Executive Officer's decision.

Appeal to the
Board

(2) An appeal under sub-regulation (1) shall be in form KTNA 3 set out in the First Schedule and shall include grounds and reasons for appeal.

(3) The Board shall consider the grounds and reasons for appeal and communicate the decision to the user within fourteen days of receiving the appeal.

18. (1) A user who has been successfully registered in the System and issued with unique login credentials may access the System to—

Access by a
user into the
System.

- (a) make an electronic application for—
 - (i) a unique consignment reference;
 - (ii) impending arrival and departure reported for a vessel;

- (iii) an import and export permit license or exemption;
 - (iv) marine cargo insurance; or
 - (v) a domestic trade permit or license.
- (b) issue, send or serve a notification for status of the processing of an application;
 - (c) receive import and export declarations from the Commissioner of Customs or Partner States;
 - (d) make, vary or cancel any entry for a permit, license or any other relevant document lodged into the System;
 - (e) lodge an objection to any transaction in the System;
 - (f) give a statement of reasons for an action taken through the System; or
 - (g) make an electronic payment of fees or levies for purposes of the Act or these Regulations.
- (2) The levels of access to the System granted to a user shall be in accordance with the access criteria specified in the Third Schedule.
- (3) A user who lodges an application under sub-regulation (1) shall pay the respective fees as set out under the Second schedule.

19. (1) A user shall—

- (a) be responsible for the transactions processed through the system using their account;
- (b) not disclose or share their account login credentials;
- (c) maintain, at their own cost, adequate hardware, software and internet connectivity to access the System; and
- (d) protect the confidentiality of their transaction carried out in the System.

Responsibilities of a user.

PART IV— TRADE FACILITATION MECHANISM

20. (1) Where an entity seeks to on-board or integrate into the system, the entity shall submit a written request to the Agency.

Onboarding and integrating into the System.

(2) Upon the receipt of the request to be on-boarded or integrated, the Agency shall initiate engagements with the requesting entity.

(3) Once a decision to on-board or integrate into the System is agreed upon, the Agency and the requesting entity shall jointly conduct a feasibility study and develop business and systems requirements.

(4) Unless otherwise agreed, the cost of integration or on-boarding shall be met by the requesting entity.

(5) The integration or on-boarding shall be implemented in accordance with the agreed upon business and system requirements between the Agency and the requesting entity.

(6) When the integration or the on-boarding process is completed, the Agency and the requesting entity shall notify and sensitize the affected stakeholders.

(7) For purposes of this Regulation—

- (a) “onboarding” means the process through which a new entity is assimilated into the System to facilitate seamless and efficient engagement in trade activities; and
- (b) “requesting entity” means a public or private entity involved in receipting, processing and approving documents related to trade transactions, which expresses an intention to the Agency to be onboarded or integrated into the System.

21. (1) The Agency shall establish and maintain a database of imported and exported goods to facilitate trade operations.

Data base of imported and exported goods.

(2) The database established under sub-regulation (1) shall contain—

- (a) a description of the goods;
- (b) the particulars of an importer and exporter;
- (c) the value of goods;
- (d) the volume of goods;
- (e) the terms of the transaction;
- (f) the harmonised System Codes;
- (g) the details of the country of origin;
- (h) the details of the country of export or supply;
- (i) means or mode of transport;
- (j) port of entry; and
- (k) date of import or export.

(3) Any access to the database shall be limited to the authorised personnel or on request.

22.(1) The Agency shall establish a portal to provide information on import, export and transit procedures.

Portal on trade information.

(2) The Agency may engage relevant regulatory agencies from time to time to obtain information on imports, exports or transit procedures.

(3) Subject to sub-regulation (2), where a regulatory agency approves its import, export or transit procedures, the regulatory agency shall sign off with the Agency.

(4) The import, export or transit procedures approved under sub-regulation (3) shall be published by the Agency in the portal.

23. (1) Pursuant to section 43(2)(d) of the Act, there shall be a platform to be known as the National logistics platform.

National logistics platform.

(2) The logistics platform may be used by the Agency to promote efficient trade and provide online information to traders and transporters regarding service levels, service hours and service fees associated with—

- (a) the location of warehouses, terminals, cargo services and regulatory facilities;
- (b) marine cargo insurance and trade finance;
- (c) clearing and forwarding services;
- (d) shipping lines and agent services;
- (e) ground handlers, container freight services, inland container depot, consolidators and port operator's services;
- (f) private stevedoring services; and
- (g) electronic tracking of cargo, handling of cargo delivery orders, transport orders, appointment- based drop-offs and pick up services.

(3) The logistics platform shall enable—

- (a) sharing of electronic information on means of transport with the relevant statutory agencies;
- (b) common referencing including a unique reference number across all partner government agencies; and
- (c) sharing of vessel profiles and provisional berthing schedules among partner government agencies.

24. (1) The Agency may lodge an application for license, permit or an exemption for duties and levies on behalf of the traders.

Facilitation services.

(2) The Agency may charge a user a commission for facilitating the provision of the service.

25. The Agency may provide support to a user to—

Support to users

- (a) utilise the System for the facilitation of domestic trade; and
- (b) map and simplify trade procedures.

26. (1) The Agency may provide an online segment in the System to provide information on—

Protection of the economy.

- (a) countervailing and protective duties;
- (b) information on trade and supply chain facilitation measures and other investment promotion measures; and
- (c) linkages between the System for international commerce and other systems or online government services.

(2) In performing the mandate under this regulation, the Agency shall collaborate with the other relevant agencies.

27. The Agency may utilise the System to provide information on the protection of health, safety and environment including—

Public health, safety and environment.

- (a) online information about goods that pose safety, environmental or health hazards;
- (b) referring items in cross border shipments to the respective partner government agencies in the event that such goods require clearance, documentary checks, examinations;
- (c) implementing risk-based selectivity on behalf of other agencies for documentary verification, inspection and testing;
- (d) online information about narcotics and psychotropic substances and their respective controls; and
- (e) electronic reporting of regulatory information concerning handling and movement of hazardous waste as per the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal.

PART V— MISCELLANEOUS PROVISIONS

28. (1) A person commits an offence where the person— Offences
- (a) knowingly provides false or misleading information while accessing or using the System;
 - (b) intentionally or knowingly accesses the System without authorization from the Agency; or
 - (c) interferes with the System without authorization from the Agency.
- (2) A person who contravenes the provisions of this Regulation is liable upon conviction to the penalty prescribed under Section 41 of the Act.
29. (1) Pursuant to section 27(h) of the Act, the Agency shall collect trade statistics and prepare an annual trade statistics report. Trade statistics report.
- (2) In the preparation of the trade statistics report under sub-regulation (1), the Agency may co-operate with the Kenya National Bureau of Statistics or any other relevant agency to provide official trade data.
- (3) The Agency may, on request, share relevant trade statistics with any person.
30. The provisions of the Data Protection Act, 2019 shall apply to the processing of personal data under the Act and these Regulations. Application of the Data Protection Act, 2019.
31. When processing permits or license fees on behalf of a partner Government Agency through the system, the Agency shall impose a service fee constituting two percent of the collected fees. Service fee.
32. (1) The Agency shall undertake routine and scheduled maintenance of the System to make the system available, accessible and usable. System maintenance.
- (2) Where the Agency identifies the need for scheduled maintenance that is likely to cause disruptions to the System's

availability, the Agency shall issue notice of at least forty-eight hours prior to carrying out of the maintenance.

(3) Despite the notice period under sub-regulation (2), the Agency may perform emergency maintenance where necessary to maintain the integrity and security of the System.

33. (1) The Agency shall enter into a service-level agreement with an entity authorised to provide services through the System in accordance with section 9(a) of the Act.

Service level agreement.

(2) A service-level agreement under sub-regulation (1) shall —

- (a) specify the obligations of each party to the agreement;
- (b) identify the systems that the subject to integration and clearly define their boundaries;
- (c) clarify the levels of confidentiality for information classification;
- (d) provide for levels of authorisation and access controls;
- (e) establish the criteria for the data management life-cycle including the retention period;
- (f) establish limitations and liability coverage for exposure.

FIRST SCHEDULE

FORMS

KTNA-1:

USER REGISTRATION FORM

(r. 4(2)(a)(i))

Note: This form shall be submitted electronically.

USER DETAILS

NAME.....

ADDRESS.....

TELEPHONE.....

EMAIL.....

PIN NUMBER

CONTACT PERSON (NAME AND EMAIL)

SELECT PROFILE TO BE ASSIGNED

(Check appropriate box)

CLEARING AGENT (CA) EXPORTER/IMPORTER (EXIM) CFS OPERATOR (CFS)

CONSOLIDATOR (CON) BANK (BNK). INSURANCE (INS) SHIPPING LINES

OTHERS (SPECIFY).....

REASONS FOR REQUEST.....

AUTHORISED USER DETAILS

SURNAME OTHER NAMES.....

PIN NUMBER..... ID

TELEPHONE..... MOBILE

EMAIL..... SIGNATURE.....

HAVE YOU BEEN TRAINED YES () NO ()

If YES, please provide date..... Certificate No..... Signature.....

Where necessary add more users

Name

Title

Signature

Date.....

Notes

- 1. Company's Directors/Business Owners are liable for all the user details submitted on this form
- 2. Upon creation of the account, the login and passwords will be sent to individual users' email provided
- 3. KenTrade reserves the right to suspend a company/Business account and user account due to abuse of system, advise from any government agency, inactive account for period of 6 months

Application Authorization (FOR OFFICIAL USE ONLY)

APPLICATION: GRANTED [] DENIED []

REASONS:

.....
.....
.....

APPROVED BYDESIGNATION.....

SIGNATURE DATE.....

NAME OF USER	USER LOGIN ISSUED	DATE ACCOUNT CREATED
1.....
2.....
3.....

PROCESSED BY.....

SIGNATURE DATE

KTNA 2
 APPLICATION FORM
 PARTNER GOVERNMENT AGENCY SYSTEM ACCESS
 (r. 4(2)(a)(ii))

Note: The form shall be submitted electronically

PGA DETAILS

PGA NAME.....

ADDRESS

TELEPHONE

EMAIL:.....

PIN NUMBER (*attach copy*)

REASONS FOR REQUEST.....

AUTHORISED USER DETAILS

SURNAME OTHER NAMES.....

PIN NUMBER..... ID

TELEPHONE..... MOBILE.....

EMAIL..... SIGNATURE.....

Select Profile to be assigned

PGA ADMIN () CHECKING OFFICER () INSPECTION OFFICER ()

State the stations and CFSs the officer will be assigned.....

HAVE YOU BEEN TRAINED YES () NO ()

If YES, please provide date..... and certificate no..... Signature

Where necessary add more users

CEO/MDs Name.....

Signature.....

Date.....

Notes

1. Upon creation of the account, the login and passwords will be sent to individual users' email provided
2. KenTrade reserves the right to suspend a company account and user account due to abuse of system, advise from any government agency, inactive account for period of 6 months
3. An Authorized Officer should attend Mandatory user training before applying for registration

Application Authorization (FOR OFFICIAL USE ONLY)

APPLICATION: GRANTED [] DENIED []

REASONS:

.....

.....

.....

APPROVED BYDESIGNATION.....

SIGNATURE DATE.....

NAME OF USER	USER LOGIN ISSUED	DATE ACCOUNT CREATED
1.....
2.....
3.....

PROCESSEDBY.....

SIGNATURE DATE

KTNA 3:

REVIEW AND APPEALS FORM

[r. 7(2), 8(2), 13(2), 14(2), 16(2), 17(2)]

Name of User / Applicant			
Nature of request	Review - Yes/No	Appeal -	
Date lodged			
Entity			
Cellphone Number			
Physical Address		Email	
Are You Currently a Registered System User?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Preferred Contact Method	<input type="checkbox"/> Call <input type="checkbox"/> Email
Review/Appeal relates to	<input type="checkbox"/> Registration <input type="checkbox"/> Suspension <input type="checkbox"/> De-registration		
Reasons for Review / Appeal			
Grounds for Review / Appeal			
User/Applicant request			
<i>For Official use</i>			
Decision made:			
Date			

KTNA-4
USER ACCOUNT NOTIFICATION FORM

(r. 10 (3))

Note: This form shall be submitted electronically.

DETAILS OF THE PERSON REQUESTING UPDATE

NAME.....

ADDRESS.....

TELEPHONE.....

EMAIL.....

PIN NUMBER

SELECT PROFILE PREVIOUSLY ASSIGNED

(Check appropriate box)

CLEARING AGENT (CA) EXPORTER/IMPORTER (EXIM).... CFS OPERATOR (CFS)

CONSOLIDATOR (CON) BANK (BNK) INSURANCE (INS) SHIPPINGLINES

OTHERS (SPECIFY).....

REASONS FOR REQUEST

.....

TYPE OF REQUEST:

AMEND USER DETAILS []

LIFTING SUSPENSION []

REASONS FOR REQUEST

.....

EVIDENCE PROVIDED OF CORRECTION OF ANOMALIES THAT RESULTED IN
SUSPENSION (ATTACH)

.....

DETAILS OF ACCOUNT TO BE UPDATED/ACTIVATED

SURNAME

OTHER NAMES

PIN NUMBER

ID NO.

USER LOGIN ID

TELEPHONE.....

MOBILE

OLD EMAIL

NEW EMAIL

ACCOUNT OWNER SIGNATURE

Where necessary add more users

Business Owner/Director

Name.....

Signature

Date.....

Notes

- 1. *Company's Directors/Business Owners are liable for all the user details submitted on this form*
- 2. *KenTrade reserves the right to suspend a company/Business account and user account due to abuse of system, advise from any advise from any government agency, inactive account for period of 6 months*

Application Authorization (FOR OFFICIAL USE ONLY)

APPLICATION: GRANTED [] DENIED []

REASONS:

.....

.....

.....

APPROVED BY

DESIGNATION

SIGNATURE

DATE.....

PROCESSED BY.....

SIGNATURE DATE

SECOND SCHEDULE

FEES

(r.4(2(c)); r.9(3); r.10(3); r.12(2) (b), 18(3))

NO.	DESCRIPTION OF THE SERVICE	USER FEES (Amount)
1.	Application for registration	Fifty United States Dollars per user or its equivalent in Kenya Shillings
2.	Annual access fee	Fifty United States Dollars per user or its equivalent in Kenya Shillings
3.	Application for lifting of a suspension	Ten United States Dollars per request per user or its equivalent in Kenya Shillings
4.	Request for change of particulars	Five United States Dollars per request per user or its equivalent in Kenya Shillings
5.	Application for Unique Consignment Reference (UCR) number in the System	Ten United States Dollars per transaction or its equivalent in Kenya Shillings.
6.	Application for notification for impending arrival or departure of a consignment	Eighty United States Dollars, per notification or its equivalent in Kenya Shillings.
7.	Application for an import and export exemption	Ten United States Dollars per transaction or its equivalent in Kenya Shillings.
8.	Application for a domestic trade permit or license	Five United States Dollars per transaction or its equivalent in Kenya Shillings.

THIRD SCHEDULE

(r.10(2)(d); r. 18(2))

LEVELS OF ACCESS BY USERS

USER	ACCESS RIGHTS
Exim (exporters and importers)	<p>An exporter or importer shall be granted access to:</p> <ol style="list-style-type: none"> (1) its user information including name, PIN, ID, address, contacts; employee names and roles. (2) import and export information (name and contact details of importers and exporters – (limited to the Company) (3) its status of processing of permits including approvals, rejections, and applications pending/requiring more action.
	<ol style="list-style-type: none"> (4) Permits issued by Partner Government Agencies applied for by the Company. (5) Status of release of goods including status of cargo released, on hold, under verification, sampling, for goods being exported or imported by the company (6) payment information for transactions being processed by the company including amount paid; status of receipt of payment; error of payment; mode of payment. (7) Marine cargo insurance details relating to the company. (8) Customs declarations for the company.
Partner Government Agencies (PGAs) – permit issuing	<p>A permit issuing PGA shall be granted access to:</p> <ol style="list-style-type: none"> (1) User information including name, PIN, ID, address, employee names, roles that are specific to the PGA. (2) import and export information including name and contact details of importers and exporters that are specific to the PGA. (3) Status of processing of permits including approvals, rejections, permits pending/requiring more action. (4) Permits issued by Partners Government Agencies dependent on whether it is an import transaction or export transaction. (5) Status of release of goods including cargo released, on hold, under verification and sampling. (6) risk management profiles specific to the PGA.
	<ol style="list-style-type: none"> (7) payment information including amount paid; status of receipt of payment; error of payment; mode of payment specific to the PGA.

	<p>(8) All manifest information for both Air and Sea.</p> <p>(9) Customs declarations.</p>
Clearing Agents	<p>A Clearing Agents shall be granted access to:</p> <p>(1) Its user information including name, PIN, ID, address, contacts; employee names and roles.</p> <p>(2) Import and export information including name and contact details of its importers and exporters.</p> <p>(3) Status of processing of permits including approvals, rejections and permits pending/requiring more action relating to itself and for importers/exporters.</p> <p>(4) Permits issued by Partners Government Agencies applied for by the importers/exporters.</p> <p>(5) Status of release of imported or exported goods including cargo released, on hold, under verification and sampling information specific to the goods being exported or imported by the Agent.</p> <p>(6) payment information including amount paid; status of receipt of payment; error of payment; mode of payment for transactions being handled by the Agent, importer or exporter.</p> <p>(7) Marine cargo insurance details that are specific to the importer or exporter.</p> <p>(8) Customs declarations specific to the importer/ exporter.</p>
Shipping Agents	<p>A Shipping Agents shall be granted access to:</p> <p>(1) Its user information including name, PIN, ID, address, contacts; employee names, and roles.</p> <p>(2) Impending arrival notices for vessels (IAR) and sea manifests</p>
Ground Handling Agents	<p>A Ground Handling Agents shall be granted access to:</p> <p>(1) Its user information including name, PIN, ID, address, contacts; employee names and roles.</p> <p>(2) Air manifest details specific to its transactions</p>
Container Freight Stations (CFS)	<p>A Container Freight Station (CFS) shall be granted access to:</p> <p>(1) Its user information including name, PIN, ID, address, contacts; employee names and roles.</p> <p>(2) Its delivery orders information</p> <p>(3) Its Manifest information</p>
Banks	<p>A Bank shall be granted access to:</p> <p>(1) Its user information including name, PIN, ID, address, contacts; employee names and roles.</p>

	<ul style="list-style-type: none"> (2) Import Declaration Forms (IDF) information for transactions it is financing. (3) Unique Consignment Reference Numbers (UCRs)- for transactions it is financing.
Insurance Firms	<p>An Insurance firm shall be granted access to:</p> <ul style="list-style-type: none"> (1) Its user information including name, PIN, ID, address, contacts; employee names and roles.
	<ul style="list-style-type: none"> (2) Unique Consignment Reference Numbers (UCRs) for transactions it is insuring. (3) Marine cargo insurance applications specific to it.
The National Treasury	<p>The National Treasury shall be granted access to:</p> <ul style="list-style-type: none"> (1) Its user information including name, PIN, ID, address, contacts; employee names and roles. (2) Duty Remission information. (3) DA 1 exemption for Donor funded projects and programs. (4) Master Lists for government funded projects exemptions.
Non-Permit issuing government agencies	<p>A Non-permit issuing Government Agency shall be granted access to:</p> <ul style="list-style-type: none"> (1) All user information including name, PIN, ID, address, contacts; employee names and roles. (2) All import and export information including name and contact details of importers and exporters. (3) Status of processing of all permits including status of approvals, rejections, applications pending or requiring more action.
	<ul style="list-style-type: none"> (4) Information on all Permits issued by Partners Government Agencies. (5) Status of release of goods. (6) All risk management profiles. All payment information including amount paid; status of receipt of payment; error of payment; and mode of payment. (7) All manifest information for both Air and Sea. (8) All Customs declarations information.
Marine surveyors	<p>A Marine surveyors shall be granted access to:</p> <ul style="list-style-type: none"> (1) Its user information including name, PIN, ID, address, contacts; employee names and roles. (2) Marine Cargo Insurance information

Insurance Regulatory Authority	<p>The Insurance Regulatory Authority shall be granted access to:</p> <ol style="list-style-type: none"> (1) user information including name, PIN, ID, address, contacts; employee names and roles which are specific to it. (2) Marine cargo insurance information.
Kenya Ports Authority	<p>The Kenya Ports Authority shall be granted access to:</p> <ol style="list-style-type: none"> (1) Its user information including name, PIN, ID, address, contacts; employee names and roles. (2) Vessel profile, berthing information, sea manifest and bayplan information
Consolidators	<p>A Consolidator shall be granted access to:</p> <ol style="list-style-type: none"> (1) Its user information including name, PIN, ID, address, contacts; employee names and roles. (2) Sea and air house manifest information

Made on the 27th February, 2024

NJUGUNA NDUNG’U,
*Cabinet Secretary, National Treasury and
Economic Planning.*