



**THE NATIONAL ELECTRONIC SINGLE WINDOW SYSTEM ACT, 2022**

*(No.25 of 2022)*

**THE NATIONAL ELECTRONIC SINGLE WINDOW SYSTEM (GENERAL)  
REGULATIONS, 2023**

**ARRANGEMENT OF REGULATIONS**

*Regulation*

**PART I – PRELIMINARIES**

1. Citation.
2. Interpretation.
3. Object and purpose.

**PART II – FEATURES OF THE SYSTEM**

4. Functions of the System.
5. Capabilities of the System.
6. System architecture.
7. Service level agreement.
8. System maintenance.

**PART III - REGISTRATION OF USERS**

9. Application for registration.
10. Notification of registration.
11. Rejection of an application
12. Register of users.
13. Suspension of a user.
14. Lifting of suspension.
15. Deregistration of a user.

**PART IV – ACCESS TO THE SYSTEM**

16. Access by a user into the System.
17. Responsibility of a user.

**PART V – TRADE FACILITATION MECHANISMS**

18. Onboarding or integrating into the System.
19. Database of imported and exported goods.
20. Simplification of import and export processes.
21. Portal on trade information.
22. National Logistics platform.
23. Support to county governments.
24. Protection of the Economy.
25. Public Health, Safety and Environment.

**PART VI – MISCELLANEOUS PROVISIONS**

26. Trade statistics.
27. Complaints resolution.
28. Application of No. 24 of 2019.
29. Fee for Unique Consignment Reference number.
30. Impeding arrival of vessel notice fee.
31. Mandates under other laws.

**SCHEDULES**

**THE NATIONAL ELECTRONIC SINGLE WINDOW SYSTEM ACT, 2023**

*(No. 25 of 2022)*

**IN EXERCISE** of the powers conferred by section 43 of the National Electronic Single Window System Act, the Cabinet Secretary for the National Treasury and Economic Planning makes the following Regulations—

**THE NATIONAL ELECTRONIC SINGLE WINDOW SYSTEM (GENERAL)  
REGULATIONS, 2023**

**PART I – PRELIMINARIES**

Citation.                    **1.** These Regulations may be cited as the National Electronic Single Window System (General) Regulations, 2023

Interpretation.            **2.** In these Regulations, unless the context otherwise requires—

*(No.25 of 2022)*            “Act” means the National Electronic Single Window System Act, 2022;

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

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

                                  "System" means the National Electronic Single Window System established under the Act;

                                  "user" includes a person registered and authorised by the Agency to use the System.

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

(a) facilitate an efficient administration of the System;

(b) provide for the registration of the users of the System;

(c) enable the single-entry point for submission and receipt of cargo clearance documents or any other information;

- (d) set out the methods for integrating or onboarding a stakeholder into the system
- (e) provide mechanisms for the System to serve the entire trade and logistics within airports, seaports and dry ports; and
- (f) facilitate the electronic payment of fees and levies on permits and licenses for imported or exported goods.

## **PART II – FEATURES OF THE SYSTEM**

Functions of the System.

**4.** (1) Pursuant to section 16(3) of the Act, the System shall provide a platform to—

- (a) make an electronic application for—
  - (i) a unique consignment reference;
  - (ii) impending arrival and departure report for a vessel;
  - (iii) import and export permit and license;
  - (iv) marine cargo insurance;
  - (v) an import exemption; or
  - (vi) a domestic trade permit or license;
- (b) make a request for issuance of a permit or license;
- (c) issue, send, or serve a notification for status of the processing of an application;
- (d) receive imports and exports declarations from the Commissioner of Customs or partner state;
- (e) make, vary, or cancel an entry for a permit, license or any other document lodged into the System;
- (f) lodge an objection to any transaction in the System;
- (g) give a statement of reasons for an action taken through the System; and
- (h) make an electronic payment of fees and levies.

Capabilities of the System.

**5.** The System shall have the capability to —

- (a) enable a user apply and process import, export and transit transactions;

- (b) integrate various payment system methods for payment of fees and levies;
- (c) facilitate configuration of risks associated to a transaction; and
- (d) enable a user apply and process regulatory requirements for domestic trade transactions.

System  
architecture.

- 6.** (1) The system shall consist of—
- (a) user interface;
  - (b) database;
  - (c) technology infrastructure; and
  - (d) integration layers.

(2) In operating the System, the Agency shall apply open standards that enable technical interoperability among different involved platforms.

System  
maintenance.

**7.** (1) The Agency shall carry out routine and scheduled maintenance of the System to ensure it is available, accessible and usable.

(2) If the Agency identifies the need for scheduled maintenance that is likely to cause disruption on the System availability, the Agency shall issue a notice of at least forty-eight hours prior to conducting such maintenance.

(3) Notwithstanding the notice period under paragraph (2), the Agency may perform emergency maintenance if necessary to maintain the integrity and security of the System.

Service level  
agreement.

**8.** (1) In accordance with Section 9(a) of the Act, the Agency shall enter into a service-level agreement with an entity authorized to provide services through the System.

(2) A service level agreement under paragraph (1) shall—

(a) establish the obligations of each party;

(b) identify the systems that are subject to integration and clearly define their boundaries;

- (c) clarify the levels of confidentiality for information classification;
- (d) provide for levels of authorization and access controls;
- (e) establish the criteria for the data management life-cycle, including the retention period; and
- (f) establish limitations and liability coverage for exposure.

### **PART III - REGISTRATION OF USERS**

Application for registration.

**9.** (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.

(2) An application for registration may be made through —  
(a) registration Form KT 1 set out in the First Schedule in case of a private applicant; or

(b) registration Form KT 2 set out in the First Schedule where an applicant is a partner government agency.

(3) An application for registration shall be accompanied by—  
(a) registration certificate of the business entity or an identity document of an individual;

(b) registration fee set out under the Second Schedule;

(c) evidence of registration as a taxpayer from a relevant tax authority; and

(d) evidence of registration by a relevant regulatory authority in cases where the applicant is a regulated entity.

(4) When an application for registration is submitted and the Agency is satisfied that the applicant meets the conditions for registration, the Agency shall enroll the applicant in a training on the use of the System upon payment of the required fees.

(5) The Agency shall register an applicant as a user of the System upon completion of the training required in paragraph (4).

*The National Electronic Single Window System (General) Regulations, 2023*

Notification of registration.

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

(2) The user's rights to access and use the System shall remain valid unless suspended or deregistered.

Rejection of an application.

**11.** (1) The Agency may reject an application for registration where —  
(a) an applicant fails to provide the required evidence or document;

(b) the Agency determines an applicant is not eligible for registration for failure to meet the registration criteria; or

(c) fails to pay the required fee under regulation 9.

(2) If an application is rejected, the Agency shall provide a notice and reasons of rejection to the applicant within seven days of the decision.

Register of users.

**12.**(1) In accordance with Section 12 (3) (b) of the Act, the Agency shall maintain an electronic register of users.

(2) The electronic register shall contain particulars of a user, including the following —

(a) name;

(b) physical address;

(c) phone number and email address; and

(d) levels of access as itemized under the Third Schedule.

(3) A user shall notify the Agency of any changes to their particulars in the electronic register and may request an update through Form KT 3, set out under the First Schedule, accompanied by the fee outlined in the Second Schedule.

(4) The Agency shall verify the user's request and update the electronic register within seven days of the request being made.

*The National Electronic Single Window System (General) Regulations, 2023*

Suspension of a user.

- 13.** The Agency may suspend a user where a —
- (a) user's account is dormant for at least six months;
  - (b) not complied with a directive issued by the Agency on the use of the system; or
  - (c) user fails to cooperate with the Agency on any inquiry relating to the use of the System.

Lifting of the suspension.

**14.**(1) A user whose account has been suspended may request the Agency to lift their suspension.

(2) A request under paragraph (1) shall be made through Form KT 3 set out under the First Schedule and be accompanied by a fee as set out under the Second Schedule.

(3) Where the user meets the requirements under paragraph (2) the Agency shall reinstate the user's access to the System and notify the user within forty-eight hours.

(2) Where a request under paragraph (1) is declined, the Agency shall provide a notice and reasons to the user within seven days from the time of the decision.

Deregistration of a user.

**15.** Pursuant to Section 12 (4) (b) of the Act, the Agency may, in writing, deregister a user if the user has —

- (a) improperly accessed or interfered with the System;
- (b) failed to comply with any condition issued after receiving a notice of suspension under regulation 13;
- (c) provided false or misleading information in the application for registration;
- (d) requested for deregistration;
- (e) been barred by a court of competent jurisdiction from using the System;
- (f) been blacklisted or had their operational licenses revoked by a relevant regulatory agency; or



- (g) been convicted of a criminal offence related to abusing the System.

#### **PART IV – ACCESS TO THE SYSTEM**

Access by a user into the System.

**16.** (1) A user shall be able to use the System to—

- (a) apply for and process a permit or any other import, export and transit document;
- (b) apply for and process any document required for domestic trade transactions; or
- (c) access a transaction lodged in the System using their account;

(2) The Agency shall grant levels of access to a user in accordance with the access criteria as set out under the Third Schedule.

(3) A user shall comply with the administrative terms and conditions on the use of the System as may be specified by the Agency.

Responsibility of a user.

**17.** (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 expense, adequate hardware, software and internet connectivity to access the System; and
- (d) protect the confidentiality of their transactions carried out in the System.

#### **PART V – TRADE FACILITATION MECHANISMS**

Onboarding or integrating into the System.

**18.** (1) Where an entity seeks to be onboarded or integrated into the System, the entity shall submit a written request to the Agency.

(2) Upon receipt of the request to be onboarded or integrated, the Agency shall initiate engagement with the requesting entity.

(3) Once a decision to onboard or integrate with the System is agreed upon, the Agency and the requesting entity shall jointly conduct a feasibility study and develop business and system requirements.

(4) Unless otherwise agreed, the cost of integration or onboarding shall be borne by the requesting entity

(5) The integration or onboarding 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 onboarding process is completed, the Agency and the requesting entity shall notify and sensitize the affected stakeholders.

Database of imported and exported goods.

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

(2) The database under paragraph (1) may contain —

- (a) a description of the goods;
- (b) particulars of an importer and exporter;
- (c) value of goods;
- (d) volume of goods;
- (e) transaction terms;
- (f) transport terms;
- (g) Harmonized System Codes;
- (h) details on the country of origin; and
- (i) details of the country of export or supply.

(3) Access to the database shall be limited only to authorized personnel or on request.

Simplification of import and export processes

**20.** (1) Pursuant to section 6(2) of the Act, the Agency shall initiate to streamline trade transactions, which shall include ensuring —

- (a) reduction in the number of documents or data entries required for trade transactions;
- (b) the reduction of the time taken to clear goods;

- (c) reduction of physical inspections and examinations;
- (d) the automation of trade processes to reduce manual intervention and improve efficiency; and
- (e) the use of electronic signatures to authenticate transactions.

(2) The Agency shall continuously simplify import and export procedures by consulting and collaborating with relevant regulatory agencies and stakeholders to —

- (a) identify challenges and inefficiencies in the logistical process of import, export, and transit; and
- (b) develop simplified procedures that reduce the time and cost associated with the logistical process of trade transactions.

(3) The simplified procedures developed under paragraph (2) shall be subject to sign-off by the Agency and the relevant regulatory agency before being made public.

(4) The Agency shall create awareness of the simplified procedures.

Portal on trade information.

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

(2) the Agency shall engage a relevant regulatory agency to obtain information on the import, export, and transit procedures.

(3) Subject to paragraph (2), a respective regulatory agency shall sign off on the procedures before the Agency publishes them on the portal.

National Logistics platform.

**22.** (1) Pursuant to section 43 (2) (d) of the Act, the Agency may establish a 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 agents' services;
- (e) ground handlers, container freight services, inland container depots, consolidators and port operators' 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 voyage details arrival schedules, and berthing information among partner government agencies.
- (4) The Agency may lodge an application for a license, permit, or an exemption for duties and levies, on behalf of an importer or an exporter.
- (5) The Agency may charge a user a commission for facilitating the provision of a service.

Support to County governments.

- 23.** The Agency may provide support to a County Government to —
- (a) utilize the System for the facilitation of domestic trade; and
  - (b) map and simplify county trade procedures.

Protection of the Economy.

- 24.** (1) The System may provide an online segment to provide information on —
- (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 e-government services.

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

Public Health,  
Safety and  
Environment.

**25.** The Agency shall utilize the System to provide information on the protection of health, safety and environment including—

- (a) online information about goods that pose safety, environmental or public 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, examination;
- (c) implementing risk-based selectivity on behalf of other agencies for documentary verification, inspection and testing;
- (d) online information about narcotic 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.

## **PART VI – MISCELLANEOUS PROVISIONS**

Trade statistics

**26.** (1) The Agency shall publish an annual trade statistics report.

(2) The Agency may co-operate with Kenya National Bureau of Statistics or any other agency to provide official trade data.

(3) The Agency may share relevant trade statistics with other government agencies on request.

(4) The Agency may share relevant trade statistics with a private entity on request at a fee.

Complaints  
resolution.

**27.** (1) A person aggrieved on any issue on the use of the System may lodge a complaint to the Agency in Form KTNA 4 set out under the First Schedule.

(2) The Agency shall upon receipt of the complaint, acknowledge the receipt of the complaint within twenty-four hours of lodging.

(3) The Agency shall, inquire into the matter and render a decision on the matter as may be necessary within fourteen days.

Application of No. 24 of 2019.

**28.** The provisions of the Data Protection Act, 2019 shall apply to the processing of personal data under the Act and these Regulations.

Fee for Unique Consignment Reference number.

**29.** (1) A user may access the System to generate a Unique Consignment Reference number to identify a consignment and track the status of a clearance document.

(2) A user who generates a Unique Consignment Reference number under paragraph (1) shall pay the fee as set out under the Second schedule.

Impeding arrival notice of vessel

**30.** (1) A user shall access the System to lodge a notice on the impending arrival and departure of a vessel at a Kenyan seaport.

(2) A user who lodges a notice under paragraph (1) shall pay the fee as set out under the Second Schedule.

Mandates under other laws.

**32.** (1) In furtherance to the Schedule to the Act and through the System, the Agency shall enable—

- (a) issuance of an electronic license under section 9 (2A) of the Public Archives and Documentation Service Act;
- (b) automation of a register of licenses issued under section 11(5) of the Radiation Protection Act;
- (c) automation of a register of licenses for the purpose of section 6(3) of the Pharmacy and Poisons Act;
- (d) maintenance of an electronic register of licenses under section 20(1) Export Processing Zone Act;
- (e) issuance of an electronic license under section 83 (2) of the Environmental Management and Co-ordination Act;
- (f) establishment of a digital and an electronic platform to promote trade required under section 5(ca) of the Kenya Maritime Authority Act;

- (g) automation of an electronic register required under section 25(8) of the Alcoholics Drinks Control Act;
- (h) application and issuance of an electronic license required under section 9(17) of the Agriculture and Food Authority Act; and
- (i) electronic authorization for exports and imports of designated crops or produce required under section 4(ea) of the Crops Act, 2013.

KLRC ZERO DRAFT

**FIRST SCHEDULE**

*(r. 9(2) (a)*



**USER REGISTRATION FORM**

**KT-1**

*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 [ ]



*The National Electronic Single Window System (General) Regulations, 2023*

REASONS: .....  
.....  
.....

APPROVED BY ..... DESIGNATION.....

SIGNATURE ..... DATE.....

<b>NAME OF USER</b>	<b>USER LOGIN ISSUED</b>	<b>DATE ACCOUNT CREATED</b>
1.....	.....	.....
2.....	.....	.....
3.....	.....	.....

PROCESSED BY.....

SIGNATURE ..... DATE.....

KLRC ZERO DRAFT

The National Electronic Single Window System (General) Regulations, 2023

PGA SYSTEM ACCESS APPLICATION FORM

KT 2 (r. 9(2) (b))

**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/MD 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 BY ..... DESIGNATION.....

The National Electronic Single Window System (General) Regulations, 2023

SIGNATURE ..... DATE.....

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

PROCESSED BY.....

SIGNATURE ..... DATE .....

USER ACCOUNT UPDATE FORM

KT-3 (r. 12 (3), r 14(2))

*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)  PGA

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

OTHERS (SPECIFY).....

TYPE OF REQUEST:

AMEND USER DETAILS [ ]

LIFTING SUSPENSION [ ]

REASONS FOR REQUEST.....

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

The National Electronic Single Window System (General) Regulations, 2023

**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: .....

.....

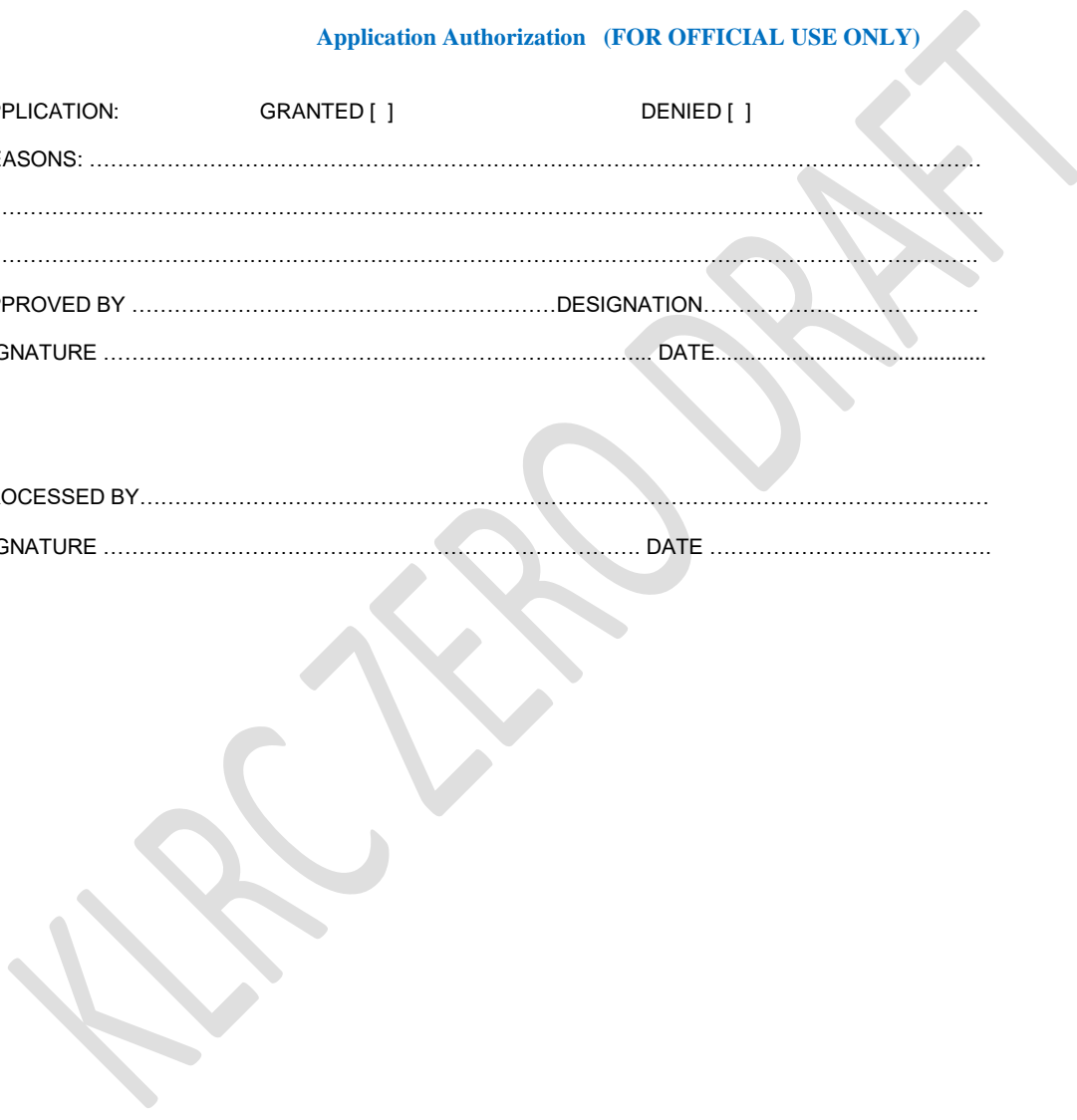
.....

APPROVED BY ..... DESIGNATION.....

SIGNATURE ..... DATE.....

PROCESSED BY.....

SIGNATURE ..... DATE.....



**COMPLAINT FORM**

KTNA 4 (r. 27(1))

Name (Optional)			
Date Complaint lodged			
Organization (Optional)			
Cellphone Number (Optional)			
Customer Address (Optional)		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
Complaint Relates to	<input type="checkbox"/> System Access <input type="checkbox"/> Registration	<input type="checkbox"/> Permit <input type="checkbox"/> Others.....	<input type="checkbox"/> Fees/Levies
Complaint details and Case number where applicable			
Customer Suggestion			
<b>For Official use</b> Action taken			
<b>Date</b>			

**SECOND SCHEDULE**

(r.9(3b) r.12(3), r.14(2) r. 29(2))

No.	Description of the service	User fees
	Application for registration	Fifty United States Dollars per user or its equivalent in Kenya Shillings
	Annual subscription fee	Fifty United States Dollars per user or its equivalent in Kenya Shillings
	Application for lifting of a suspension	Ten United States Dollars per request per user or its equivalent in Kenya Shillings
	Request for change of particulars	Five United States Dollars per request per user or its equivalent in Kenya Shillings
	Application for Unique Consignment Reference (UCR) number in the System	Ten United States Dollars per transaction or its equivalent in Kenya Shillings
	Application for notification for impending arrival or departure of a consignment	Eighty United States Dollars, per notification or its equivalent in Kenya Shillings

**THIRD SCHEDULE**

(r.16(2))

**LEVELS OF ACCESS BY USERS**

User	Access rights
Exim (exporters and importers)	An exporter or importer shall be granted access to: <ul style="list-style-type: none"> <li>(a) its user information including name, PIN, ID, address, contacts; employee names and roles.</li> <li>(b) import and export information (name and contact details of importers and exporters – (limited to the Company)</li> <li>(c) its status of processing of permits including approvals, rejections, and applications pending/requiring more action.</li> <li>(d) Permits issued by Partner Government Agencies applied for by the Company.</li> </ul>

	<ul style="list-style-type: none"> <li>(e) Status of release of goods including status of cargo released, on hold, under verification, sampling, for goods being exported or imported by the company</li> <li>(f) payment information for transactions being processed by the company including amount paid; status of receipt of payment; error of payment; mode of payment.</li> <li>(g) Marine cargo insurance details relating to the company.</li> <li>(h) Customs declarations for the company.</li> </ul>
<p>Partner Government Agencies (PGAs) – permit issuing</p>	<p>A permit issuing PGA shall be granted access to:</p> <ul style="list-style-type: none"> <li>(a) User information including name, PIN, ID, address, employee names, roles that are specific to the PGA.</li> <li>(b) import and export information including name and contact details of importers and exporters that are specific to the PGA.</li> <li>(c) Status of processing of permits including approvals, rejections, permits pending/requiring more action.</li> <li>(d) Permits issued by Partners Government Agencies dependent on whether it is an import transaction or export transaction.</li> <li>(e) Status of release of goods including cargo released, on hold, under verification and sampling.</li> <li>(f) risk management profiles specific to the PGA.</li> <li>(g) payment information including amount paid; status of receipt of payment; error of payment; mode of payment specific to the PGA.</li> <li>(h) All manifest information for both Air and Sea.</li> <li>(i) Customs declarations.</li> </ul>
<p>Clearing Agents</p>	<p>A Clearing Agents shall be granted access to:</p> <ul style="list-style-type: none"> <li>(a) Its user information including name, PIN, ID, address, contacts; employee names and roles.</li> <li>(b) Import and export information including name and contact details of its importers and exporters.</li> <li>(c) Status of processing of permits including approvals, rejections and permits pending/requiring more action relating to itself and for importers/exporters.</li> <li>(d) Permits issued by Partners Government Agencies applied for by the importers/exporters.</li> <li>(e) 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.</li> <li>(f) 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.</li> <li>(g) Marine cargo insurance details that are specific to the importer or exporter.</li> </ul>

*The National Electronic Single Window System (General) Regulations, 2023*

	(h) Customs declarations specific to the importer/exporter.
Shipping Agents	A Shipping Agents shall be granted access to: (a) Its user information including name, PIN, ID, address, contacts; employee names, and roles. (b) Impending arrival notices for vessels (IAR) and sea manifests
Ground Handling Agents	A Ground Handling Agents shall be granted access to: (a) Its user information including name, PIN, ID, address, contacts; employee names and roles. (b) Air manifest details specific to its transactions
Container Freight Stations (CFS)	A Container Freight Station (CFS) shall be granted access to: (a) Its user information including name, PIN, ID, address, contacts; employee names and roles. (b) Its delivery orders information (c) Its Manifest information
Banks	A Bank shall be granted access to: (a) Its user information including name, PIN, ID, address, contacts; employee names and roles. (b) Import Declaration Forms (IDF) information for transactions it is financing. (c) Unique Consignment Reference Numbers (UCRs)- for transactions it is financing.
Insurance Firms	An Insurance firm shall be granted access to: (a) Its user information including name, PIN, ID, address, contacts; employee names and roles. (b) Unique Consignment Reference Numbers (UCRs) for transactions it is insuring. (c) Marine cargo insurance applications specific to it.
The National Treasury	The National Treasury shall be granted access to: (a) Its user information including name, PIN, ID, address, contacts; employee names and roles. (b) Duty Remission information. (c) DA 1 exemption for Donor funded projects and programs. (d) Master Lists for government funded projects exemptions.
Non-Permit issuing government agencies	A Non-permit issuing Government Agency shall be granted access to: (a) All user information including name, PIN, ID, address, contacts; employee names and roles.



*The National Electronic Single Window System (General) Regulations, 2023*

	<p>(b) All import and export information including name and contact details of importers and exporters.</p> <p>(c) Status of processing of all permits including status of approvals, rejections, applications pending or requiring more action.</p> <p>(d) Information on all Permits issued by Partners Government Agencies.</p> <p>(e) Status of release of goods.</p> <p>(f) All risk management profiles. All payment information including amount paid; status of receipt of payment; error of payment; and mode of payment.</p> <p>(g) All manifest information for both Air and Sea.</p> <p>(h) All Customs declarations information.</p>
Marine surveyors	<p>A Marine surveyors shall be granted access to:</p> <p>(a) Its user information including name, PIN, ID, address, contacts; employee names and roles.</p> <p>(b) Marine Cargo Insurance information</p>
Insurance Regulatory Authority	<p>The Insurance Regulatory Authority shall be granted access to:</p> <p>(a) user information including name, PIN, ID, address, contacts; employee names and roles which are specific to it.</p> <p>(b) Marine cargo insurance information.</p>
Kenya Ports Authority	<p>The Kenya Ports Authority shall be granted access to:</p> <p>(a) Its user information including name, PIN, ID, address, contacts; employee names and roles.</p>
Consolidators	<p>A Consolidator shall be granted access to:</p> <p>(a) Its user information including name, PIN, ID, address, contacts; employee names and roles.</p> <p>(b) Sea and air house manifest information</p>

Made on the [date] [Month], 2023.

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