



nema

mazingira yetu | uhai wetu | wajibu wetu

APPLICATION FOR PRODUCER REGISTRATION

MAY 23, 2025

NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

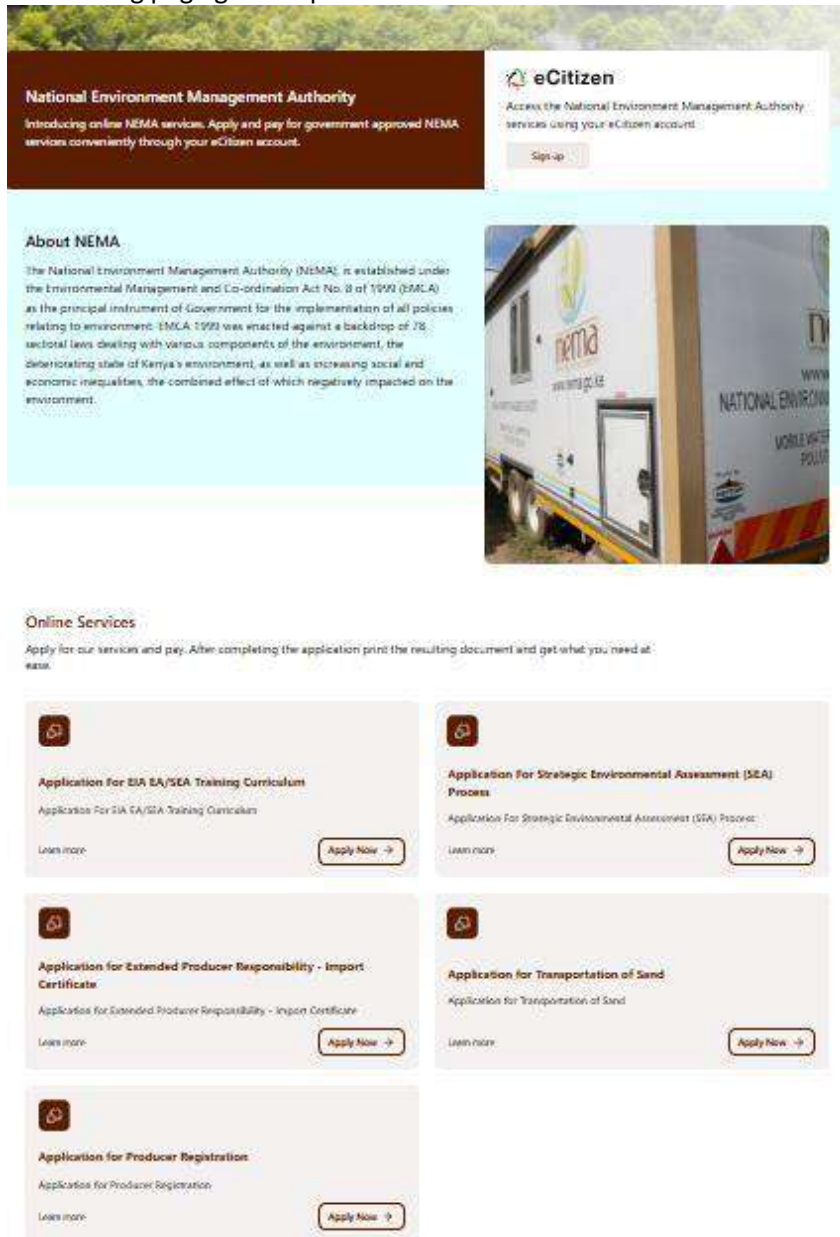
NEMA's E-citizen portal enables applicants to apply and pay for Government services which include but not limited to:

- Application for EIA EA/SEA Training Curriculum;
- Application for Strategic Environmental Assessment (SEA);
- Application for Extended Producer Responsibility –Import Certificate;
- Application for Producer Registration and
- Application to Transport Sand.

To access this portal, type the following link: <https://nema.ecitizen.go.ke/>

The landing page

- The landing page gives a quick overview of NEMA.



Step 1: Access the NEMA Online Services

Online Services

Apply for our services and pay. After completing the application print the resulting document and get what you need at ease.



Application For Strategic Environmental Assessment (SEA) Process

Application For Strategic Environmental Assessment (SEA) Process

[Learn more](#)

[Apply Now →](#)



Application for Producer Registration

Application for Producer Registration

[Learn more](#)

[Apply Now →](#)

Click on the **Application for Producer Registration** service

Step 2: Sign In or Sign Up

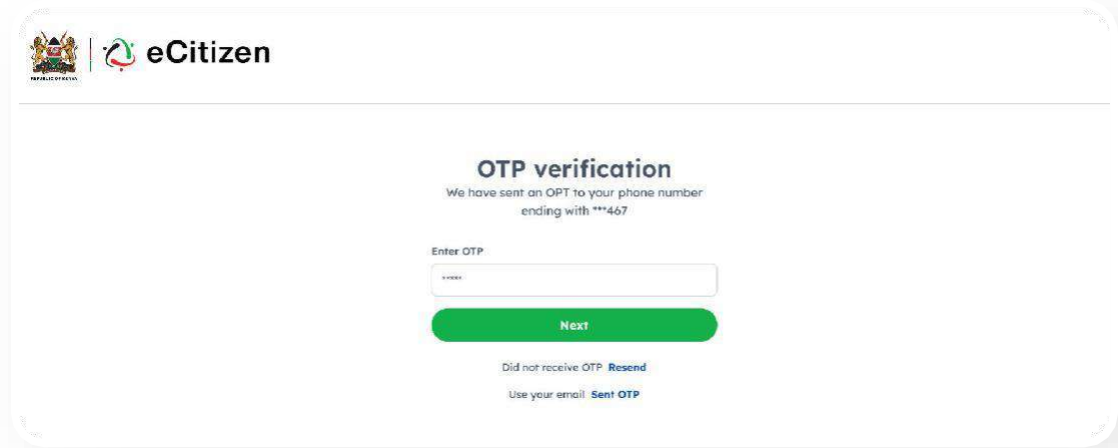
- **Sign Up** – This functionality is used for those users who **DO NOT** have existing E-citizen accounts. Upon clicking it, you shall be directed to the E-citizen portal where you will be required to create an account.
- **Sign In** – This functionality allows you to directly log into the NEMA portal.
Note: You must have an existing E-citizen account to access the portal.



On clicking **Sign-In**, the following screen is displayed:

The image shows the "One Login" sign-in page of the NEMA eCitizen portal. At the top left, there are logos for the Government of Kenya and eCitizen. The page title is "One Login" with the subtitle "All Government Services". Below the title, there are two input fields: "Email address or ID number" with the placeholder text "Enter your email", and "Password" with a masked password "*****". Below the password field, there are two checkboxes: "Remember for 30 days" and "Forget password". A large green "Sign In" button is positioned below the input fields. At the bottom of the page, there is a link: "Don't have an account? Sign up".

- Insert the needed parameters and proceed accordingly.
- An OTP (One-Time-Password) will be sent to your E-citizen registered email or phone number. Feed in the '**code**' then click '**next**' to proceed.



The screenshot shows the eCitizen OTP verification interface. At the top left, there is the South African coat of arms and the eCitizen logo. The main heading is "OTP verification" with a sub-message: "We have sent an OTP to your phone number ending with ***467". Below this, there is a text prompt "Enter OTP" followed by a text input field containing "****". A prominent green button labeled "Next" is positioned below the input field. At the bottom, there are two links: "Did not receive OTP. Resend" and "Use your email. Sent OTP".

Our Services and History

- Our Services: - Lists services
- Recent applications: - It lists and keeps records of your most recent applications.



Name of the user

Need Help?

Are you experiencing an issue?
Call any of the numbers below or
email for assistance.

NEMA Support

Tel: 0724 253398, 0735 013046,
Email: dgnema@nema.go.ke

Payments Support

+254207903260
supporti@pesaflow.com

Our Services

5 Service(s)

Application For EIA EA/SEA Training Curriculum

Application For EIA EA/SEA Training Curriculum

Application For Strategic Environmental Assessment (SEA) Process

Application For Strategic Environmental Assessment (SEA) Process

Application for Extended Producer Responsibility - Import Certificate

Application for Extended Producer Responsibility - Import Certificate

Application for Producer Registration

Application for Producer Registration

Application for Transportation of Sand

Application for Transportation of Sand

Step 3: Application Overview

Service Instructions

- The first page of every application will contain instructions to guide you.
- Read the instructions carefully before proceeding to the subsequent pages.
- Page titles will be there to guide expectations on the contents of each page.
- After reading the instructions, click next at the bottom of the page to proceed to the application form

The screenshot shows the NEMA website header with the logo and the text "National Environment Management Authority". Below the header is a progress bar with five steps: "Instructions", "Applicant Details", "Producer Details", "Uploads", and "Declaration". The "Instructions" step is currently active, indicated by a white circle, while the others are greyed out. Below the progress bar is a section titled "Application for Producer Registration". Under this title, there are two sections: "STEPS" and "REQUIREMENTS".

STEPS

1. Fill in the online application form.
2. Submit your application and make Payment.
3. Approval Notification will be sent via SMS.

REQUIREMENTS

1. Certificate of registration.
2. Product certification (e.g. KEBS, PCPB, Importer certificate of conformity).

Service	Fee (KES)
Producer Registration Fee	5,000
Erfitizen Access Fee	50

At the bottom right of the page, there is a blue button labeled "NEXT".

Step 4: Applicant Details

Instructions Applicant Details Producer Details Uploads Declaration

Full Name * ID Number *

Phone Number * Email *

Type of Applicant *

Choose...
Choose...
Individual
Company

Fill in the required fields:

1. Full Name
2. ID Number *of company designated authority*
3. Phone Number
4. Email
5. Type of Applicant (Individual or Company)

Note: The form auto-saves and in case you are not able to complete the entire process, you can resume at a later time.

Step 5: Producer Details

● Instructions
 ● Applicant Details
 ○ Producer Details
 ● Uploads
 ● Declaration

Indicate the category(s) of producer you belong *

- Manufacturer
- Importer
- Refiller
- Repackager
- Rebrander
- Brand owner
- Converter
- Others

Indicate categories of product *

- Hazardous
- Non-hazardous
- Electrical and Electronics
- Automobiles, aircrafts, vehicles and locomotives
- Non-packaging items

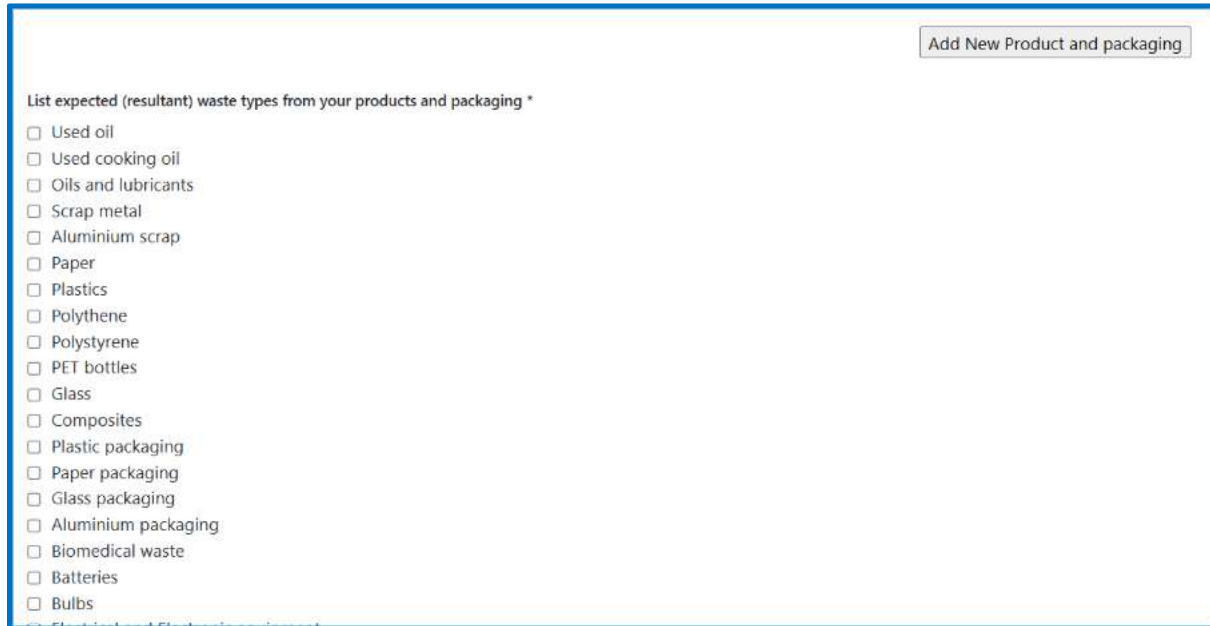
List all your Products and packaging *

Product name * <input style="width: 95%;" type="text"/>	Packaging * <input style="width: 95%;" type="text" value="e.g. plastic containers, cartons etc"/>
Product Certification Number * <small>e.g KEBS, PCPB NUMBER</small> <input style="width: 95%;" type="text"/>	Quantities introduced to Kenyan Market annually * <input style="width: 95%;" type="text"/>

1. Select all applicable producer categories (e.g. Manufacturer, Importer, Re-filler, etc.).
2. Indicate the types of products you handle
 - a. Hazardous products’ packaging (Industrial chemicals, oil and lubricants, pharmaceuticals, agrochemicals, veterinary, cosmetics, paints and solvents), treated wood and agricultural films;
 - b. Non-Hazardous Packaging for non-hazardous products (plastics, aluminum, composite, paper and its corrugates, glass, cardboard and carton);
 - c. Electrical and Electronic Equipment, Mercury Auto Switches, thermostats, Battery and Accumulators;
 - d. Automobiles, Aircrafts, Vehicles and Locomotives
 - e. Non packaging items (Plastics, glass, paper, cardboard), Furniture (except wooden, metallic), Rubber and Tyres, textiles, leather, artificial hair, diapers and sanitary towels.
3. List all your Products and Packaging (*use the NEMA Product Template issued by PAKPRO*):
 - a. Enter the Product Name
 - b. Describe the Packaging Used simply e.g. Plastic container, label, metal closure, shrink wrap, carton box
 - c. Enter the Product Certification Number that applies to your product
 - a. KEBS or any authorised entity e.g SGS
 - b. PCPB – Pests Control Products Board
 - c. **N/A:** *If your product does not need any KEBS certification*
 - d. Provide the Annual Quantity Introduced to the Kenyan market (in Kg or Mt)

4. Use **Add New Product and Packaging** to list additional products
List all your products that you produce or distribute for consumer use.

Step 6: List the resultant waste type from your packaging



The screenshot shows a web interface with a button labeled "Add New Product and packaging" in the top right corner. Below the button, the text reads "List expected (resultant) waste types from your products and packaging *". A list of 20 waste types follows, each with an unchecked checkbox:

- Used oil
- Used cooking oil
- Oils and lubricants
- Scrap metal
- Aluminium scrap
- Paper
- Plastics
- Polythene
- Polystyrene
- PET bottles
- Glass
- Composites
- Plastic packaging
- Paper packaging
- Glass packaging
- Aluminium packaging
- Biomedical waste
- Batteries
- Bulbs

Select all relevant waste types expected from **post-consumer** products and packaging (plastics, glass, oils, batteries, packaging materials, chemicals).

Step 7: Uploads



The screenshot shows a progress bar at the top with five steps: "Instructions", "Applicant Details", "Producer Details", "Uploads", and "Declaration". The "Uploads" step is currently active, indicated by a white circle with a green border, while the others are solid green circles. Below the progress bar, the heading "Uploads" is displayed. Underneath, the text reads "Attach Products Certification *" followed by "e.g KEBS, PCPB, Importer Certificate of Conformity, KEPHIS, Veterinary Directorate Certification." A "Choose Files" button is located at the bottom left of the form area.

Upload as applies to your business:

1. NEMA Product Template (issued by PAKPRO)
2. KEBS Certificate or any authorised agent e.g. SGS
3. PCPB Certificate
4. KEPHIS – Kenya Plant Health Inspectorate Service
5. Veterinary Directorate Certification
6. Any other licenses required to verify the credibility of your product list


Step 8: Declaration Section

- On completion of the application including upload of requisite documents, you will be required to assent to **the Declaration** as shown below:

AFP-PACWM7


Application for Producer Registration

Changes you make will be saved as draft and will not reflect in the application until you submit the form at the end



Instructions Applicant Details Producer Details Uploads Declaration

Declaration *

I,  , hereby certify that the particulars given above are correct and true to the best of my knowledge and belief

[PREVIOUS](#) [PREVIEW](#)

Step 9: Making Payment

- The payment page contains payment options that you as the client can select from. Instruction and requirements for each process will be displayed once you select the option you wish to use.
- Upon making payment, the applicant gets an SMS confirming the receipt and processing of the transaction.

Pay for Service **ATS-7PTYA**

PAYMENT REF
KYLMQAYM

TOTAL BILL
KES 3,050.00

Select Payment Mode

Pesaflow Direct	SBM Bank
Mpesa	EcoBank
Sidian bank	Absa Bank
Pesawise	Consolidated Bank
Diamond Trust Bank	Airtel Money
Co-operative Bank (KES)	Family Bank
I&M Bank	National Bank
RTGS	Kenya Commercial Bank

Application Review:

Once paid, the Application moves to the Review stage, where the NEMA Technical Team will review and give a Record of Decision.

You will receive an acknowledgement letter to confirm receipt of your application. The Authority will take up to 21 days to issue you with your EPR Certificate.

You will receive communication via email in case of any clarification on your application.

Document Access:

Once the License to Producer Registration has been fully approved, you shall access it from your dashboard and download for future reference.