



# STEP-BY-STEP APPLICATION FOR PLASTIC CLEARANCE



Packaging  
Producer  
Responsibility  
Organisation

# STEP-BY-STEP APPLICATION FOR PLASTIC CLEARANCE

---



## 1. Annual Declaration of Quantities and List of Plastic Packaging Materials (PPMs)

---

Declare annual total weight (Kg) - PAKPRO Issued:

- a. Industrial Flexible Packaging
- b. Non-Industrial Flexible Packaging

## 2. KEBS Certification Documents

---

Current KEBS certificates for each type of plastic packaging.

## 3. Photographs of Packaging Materials

---

Clear, labelled images of each packaging type showing:

- a. Product name
- b. Name and contacts of packaging manufacturer
- c. Name and contacts of product/brand owner
- d. Recyclability markings and resin identification codes: PP
- e. The recycled content percentage and buy-back information



### Details for Labelling Compliance

Confirm that each packaging material includes:


- a. Product name
- b. Manufacturer and packer details (with contacts)
- c. Resin identification codes
- d. Recycled content percentages (if applicable)
- e. Buy-back price/location details (if applicable)
- f. Country of origin (for imports)





## 4. Importer or Distributor Details (for imports)


If you're dealing with imported products, have the following:

- a. Product Name
- b. Name and contacts of the Kenyan importer or distributor
- c. Name of the Manufacturer
- d. Origin country clearly indicated on the packaging
- e. Recyclability Information
  - Indicate whether the material is recyclable or non-recyclable.
  - 
  - Include the Resin Identification Code PP
- f. Buy-Back Scheme Information: Clearly print the price and location where the material can be returned or sold back under a buy-back program.
- g. Recycled Content Percentage: Clearly state the percentage of

## 5. Sample List of PPMs

- a. Flexible plastics (e.g. PE, PP, BOPP, PVC, nylon and other plastic films)
- b. Carrier bags (with handles)
- c. Flat bags (like bread bags, noodle/biscuit wrappers)
- d. Laminated and non-laminated plastic bags
- e. PP woven and non-woven bags
- f. Plastic fabric
- g. Seedling bags
- h. Flexible packaging for:
  - Imported goods
  - Pesticides and herbicides
  - Fresh flowers, bulbs, grain
  - Garbage/bin liner bags
  - Diaper and sanitary disposal bags
  - Caution tapes
  - Vegetable and food packaging
- i. Flexible materials used in:
  - Construction
  - Agriculture
  - Tent manufacturing
  - Mechanical/machine parts packaging
  - Household wares




 **Note: This list is descriptive, not exhaustive. You may add any other applicable PPMs.**

## 5. Sample List of PPMs(cont)

### Materials not covered under PPM Regulations

1. Hard plastics (e.g., margarine tubs, cooking oil containers)
2. Metals (e.g., beverage cans)
3. Glass packaging
4. Paper and Carton Boxes
5. Used Beverage Cartons

 **Important: Previously, NEMA did not charge for plastic clearances. This time, fees apply as outlined in the Third Schedule. Ignore the First Table—it was published in error.**

### Step-by-Step Application Process

#### Step 1:

Go to the [NEMA Licensing Portal](#) and log in.





## Step-by-Step Application Process

### Step 2:

Create an account and click on the link sent through the provided email to complete sign up.

**account**  
Already have an account? [Sign In](#)

Email Address  
pat@email.com

KRA Pin

Password

Confirm Password

By clicking Create account, I agree that I have read and accepted the Terms of Use and Privacy Policy.

Create Account

**nema**  
NATIONAL ENVIRONMENTAL MANAGEMENT AUTHORITY

One tool for your licensing needs

### Step 3:

Select "New License Application" for new applicants under the NEMA Services. All companies, whether renewing or newly registering, are treated as new applicants when using this license portal.

**Nema Services**

Licensing	Permit management	Registration / Clearance Management	Chemicals and Database management
<a href="#">New License Application</a>	<a href="#">New Permit Application</a>	<a href="#">Registration/Clearance Application</a>	<a href="#">Designation Application</a>
<a href="#">License Renewal</a>	<a href="#">Permit Issuance</a>	<a href="#">Clearance Issuance</a>	<a href="#">Information Management &amp; Storage</a>
<a href="#">License Surrender</a>			<a href="#">Laboratory Register</a>
<a href="#">License Variation</a>			<a href="#">Toxic &amp; Hazardous Chemicals</a>
<a href="#">License Transfer</a>			
<a href="#">License Issuance</a>			

## Step-by-Step Application Process



### Step 4:

Select “**License for Plastic Packaging Material**” as the type of license you’re applying for

**Apply for License**

Select License

- License to import controlled substances
- License for Plastic Packaging Material**
- License to Distribute Toxic and Hazardous Chemicals
- License to Export/Import Toxic and Hazardous Chemicals
- License to Manufacture Toxic and Hazardous Chemicals
- License to Own/Operate a Waste Treatment or Disposal site
- License to Store Toxic and Hazardous Chemicals
- License to Transit Toxic and Hazardous Chemicals
- License to Transport Toxic and Hazardous Chemicals

### Step 5:

#### Attachments Required

##### Attachments Required

Certificate of incorporation/registration (for companies).

A copy of KEBS certificate (for the products to be packaged in plastic bags/PVOC for imported goods).

A description of your take back mechanism that will ensure plastic packaging is recovered and either reused, recycled or disposed off appropriately.(EPR Plan)

Due Diligence Report

A well-labelled sample of the plastic bag/artwork in A4 paper.

The bag/artwork should be permanently and legibly printed with inclusion of the following information:

Product Name

Name and contacts of the product packer/manufacturer

Name and contacts of the product manufacturer of the plastic packaging.

**Note:** For importers, the plastic packaging shall indicate:

Product name

Product manufacturer

Country of origin

The Kenyan importer

### Step 6:

Fill and complete the required details of the applicant

**DETAILS OF THE APPLICANT**

Name (Individual Firm)

KRA PIN

Business Registration No. \*

Postal address \*

Postal Code \*

Email



## Step-by-Step Application Process

### Step 7:

Complete the category of exemption being sought

**CATEGORY OF EXEMPTION BEING SOUGHT**

Type \*

Import

Use

Manufacture

Nature of the plastic packaging material for which authority is sought \*

Select Nature of the plastic packaging material for which authority is sought

Product to be packaged in the plastic packaging material \*

Product to be packaged in the plastic packaging material

Source of the plastic packaging material (for non-manufacturers) \*

Source of the plastic packaging material (for non-manufacturers)

Select category of total quantities of plastic packaging materials imported/exported/manufactured/used per annum in (kilograms) \*

Select Select category of total quantities of plastic packaging materials imported/exported/manufactured/used per annum in (kilograms)

Quantity applied for \*

Quantity applied for

Expected duration of use/consumption per month \*

Expected duration of use/consumption per month

Expected normal points of use \*

Expected normal points of use

Extended producer/plan to be put in place to manage the resultant waste from the plastic packaging materials (Attach the Extended Producer Plan) \*

[Attach Documents](#)

Certification by the Kenya Bureau of Standards (KEBS) [where applicable]

[Attach Documents](#)

### Upload:

- Upload your KEBS Certificates for your PPMs (Where applicable)
- PAKPRO Membership Certificate (Up to date) - in place of EPR plan. As your PRO we will submit it on your behalf.

### Step 8:

Attachments

**ATTACHMENTS**

Certificate of incorporation/registration (for companies).  
[Attach Documents](#)

Due Diligence Report  
[Attach Documents](#)

A well-labelled sample of the plastic bag/artwork in A4 paper.  
[Attach Documents](#)

[Previous](#) [Submit](#)

### Upload:

- Certificate of incorporation/registration (for companies)
- Due Diligence report – Not mandatory for new applications but you will need to submit one upon renewal in the year 2026 showing how you've managed your PPMs under the current license.
- A well-labelled sample of the plastic bag/artwork in A4 paper.

## Step-by-Step Application Process



### Step 9:

#### Payment & Submission

Once you've confirmed your details, you can proceed to make payment

Payment & Submission			
Reference No	Invoice	Application Status	Action
NEMA/ENVIS/PBC/PPM/000	<a href="#">SI-3770</a>	Submitted	<a href="#">Proceed to Pay</a>

### Step 10:

Select the Payment mode of your choice and complete payment

#### Secure Payment

PAYMENT REF  
**WPEDKZWZ**

TOTAL BILL  
**KES 3,050.00**

Select Payment Mode

<a href="#">Pesalink</a>	<a href="#">Standard Chartered Bank</a>
<a href="#">Pesaflow Direct</a>	<a href="#">SBM Bank</a>

