

Step-by-Step Guide: NEMA EPR Import Certificate Application via eCitizen

Effective 4th May 2025

Step 1: Access the NEMA Online Services




The screenshot shows a service card on the eCitizen portal. At the top left is a brown icon of a person's head and shoulders. Below the icon, the title 'Application for Extended Producer Responsibility - Import Certificate' is displayed in bold. Underneath the title, the same text is repeated in a smaller font. At the bottom left of the card is the text 'Learn more'. At the bottom right is a rounded rectangular button with the text 'Apply Now' followed by a right-pointing arrow.

1. Go to the [eCitizen portal](#).
2. Navigate to the NEMA services section.
3. Click on **Application for Extended Producer Responsibility - Import Certificate**.
4. Login with company or individual e-citizen account

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Step 2: Application Overview



Application for Extended Producer Responsibility - Import Certificate

STEPS

1. Fill in the online application form.
2. Submit your application.
3. Await Approval, and proceed to make Payment for your application.

REQUIREMENTS

1. Certificate of Registration for the Company. (National ID number for individual or Valid Passport).
2. Documents indicating the **type, quantities and packaging** introduced to the Kenyan Market e.g Import Declaration Forms (IDF), Customs declaration (Entry), A Certificate of Conformity (CoC) from the PVoC agent for regulated products, An import standards mark (ISM) when applicable, Valid Commercial invoices from the exporting firm, Valid pro forma invoices from the exporting firm.
3. Product Certification i.e. Certificate of Conformity (CoC)/ Pre-Export verification of Conformity to Standards (PVoC) etc.
4. Custom Declaration
5. Packing list
6. Import Declaration Form (IDF)
7. Purchasing order
8. Any Other relevant document

Service	Fee (KES)
Extended Producer Responsibility (EPR) - Import Certificate Fee	150 per item
eCitizen Access Fee	
Range	Fee
Below 200	5
200 - 299	10
300 - 499	15
500 - 699	20
700 - 999	25
1000 and over	50

You must be a **registered producer** with a **Producer Registration Number** to continue.

Review:

1. The outlined application steps
2. List of Requirements
3. EPR Import Fee

The **EPR Import fee of KShs 150 per item** will apply. The standard packaging (the secondary/bulk packaging) will be as indicated in the packing list generated at the point of export and may include:

- bales, cases and pallets;
- or individual units for automobiles and non-packaging items eg. furniture

*eCitizen Access Fee: Range from **KES 5 to KES 50** according to the number of items*

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Step 3: Applicant Details

Application for Extended Producer Responsibility - Import Certificate

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




Full Name *	ID Number *
<input type="text"/>	<input type="text"/>
Phone Number *	Email *
<input type="text"/>	<input type="text"/>
Type of Applicant *	Producer registration number *
<input type="text" value="Choose..."/>	<input type="text"/>
Consignment number *	
Unique Consignment Reference. No (UCR No.)	
<input type="text"/>	
PREVIOUS	NEXT

Fill in the required information:

1. Full Name
2. ID Number
3. Phone Number
4. Email
5. Type of Applicant (Individual or Company)
6. Producer Registration Number
7. Consignment Number (UCR No.)

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Step 4: Import Details



Indicate the category(s) of the import product *

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

List all the Products and packaging and the quantities imported /introduced into the Kenyan market *

Products *	Packaging *
	e.g. Plastic container, cartons etc
Quantities *	
Number of Items	

Indicate the point of use of the products and packaging imported *

Industrial use
 Consumer market

Indicate the type of resultant waste expected from your products and packaging *

Used oil
 Used cooking oil
 Oils and lubricants
 Scrap metal
 Aluminium scrap
 Paper
 Plastics
 Polythene
 Polystyrene
 PET bottles
 Glass

Choose applicable product categories (e.g., Hazardous, Non-hazardous).

Using the information filled in the NEMA Product Declaration Template (PAKPRO Issued).

For each product being imported, provide:

1. Product Name as per SKU

*Describe individual products, **not packing units**. Each unique item should be listed separately.*

a. Edible Oil

b. Industrial Sugar

2. Packaging Description:

a. Plastic container shrink-wrapped and packed in cartons

b. Metal Drum

3. Quantity Imported

Number of final outer packaging units.

4. Add New Product and Packaging to list multiple products.

5. Indicate point of use:

Industrial Use or Consumer Market

Select both where they apply to you.

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Step 5: Indicate Waste Types

Indicate the type of resultant waste expected from your products and packaging *

- 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
- Electrical and Electronic equipment
- Automobiles
- Mercury auto switches and thermostats
- Accumulators
- Motor vehicles
- Aircraft
- Locomotives
- Industrial chemicals
- Paints and solvents
- Pharmaceuticals
- Agrochemicals
- Veterinary chemicals
- Cosmetics
- Treated wood
- Textiles
- Leather
- Agricultural film

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

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Step 6: Uploads

Application for Extended Producer Responsibility - Import Certificate

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Instructions Applicant Details Import Details **Uploads** Declaration

Uploads

Attach Documents indicating the type of products and packaging introduced to the Kenyan Market *

Attach Product Certification *
i.e. Certificate of Conformity (CoC)/ Pre-Export verification of Conformity to Standards (PVoC) etc.

Attach Custom Declaration *

Attach Packing list *

Attach Import Declaration Form *
IDF

Attach Purchasing order *

Any Other relevant document

[PREVIOUS](#)

Upload all required documents:

1. Documents indicating product and packaging types (*Product Declaration Template - PAKPRO issued*).
2. Product Certification
3. Custom Declaration
4. Packing List
5. Import Declaration Form (IDF)
6. Purchase Order
7. Any other relevant documents

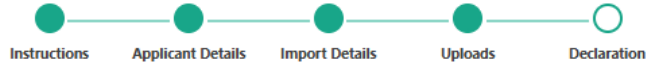
Click **Choose Files** to attach the corresponding file for each requirement.

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Step 7: Declaration

Application for Extended Producer Responsibility - Import Certificate

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Declaration *

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

[PREVIOUS](#)

[PREVIEW](#)

Review the declaration statement, which confirms that the information provided is truthful and accurate.

Check the box to agree and certify the information.

Click **PREVIEW** to review your application.

