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# EXPORT PROCEDURES FOR MINERALS



REPUBLIC OF KENYA



**KENYA EXPORT  
PROMOTION & BRANDING  
AGENCY**



## 1. Legal Documentation at Set-up:

Register a company name and obtain the Certificate of Incorporation / Certificate of Registration from the Registrar of Companies at the Attorney General's office.

- a) Obtain a PIN number from Kenya Revenue Authority
- b) Obtain a VAT certificate from Kenya Revenue Authority where applicable
- c) Obtain a Local County Business Permit

## 2. Business Set-up

Obtain a Trading Place with address, telephone and email address- a company email is recommended:

- a) Obtain Business image builders
- b) Develop Business Cards
- c) Develop a Company Profile
- d) Develop a Letter Head
- e) Obtain a Bank Account
- f) Website is highly recommended for Export Trade

## 3. Preliminary registrations, licenses and certificates

Mining is regulated by the State Department of Mining, therefore, individuals who wish to engage in dealing of minerals are required to obtain a mineral licence or permit. The permit is processed through the State Department of Mining's online portal and expires on the thirty-first (31) day of December of the year in which it is issued.

### a) Mining permit

The permit is processed through the State Department of Mining's online portal and is valid for one (1) calendar year.

## 4. Train and register with Kenya TradeNet System KESWS

The Kenya National TradeNet System (KESWS) is an electronic platform that facilitates the processing and issuance of permits and declaration of goods. Traders are required to register with Kenya Trade Network Agency (KenTrade) as either exporters or importers and get trained on how to lodge documents on KESWS. The traders are then issued with user credentials which enable them to login and access the System.

## 5. Register with KRA rules of origin section

The Certificate of Origin (COO) is an international trade document which certifies that, a certain product being exported is wholly manufactured, produced, processed or obtained from the exporting country.

### a) Non-Preferential certificate of origin

A non-preferential certificate of origin is an export document issued by the Kenya National Chamber of Commerce and Industry (KNCCI) that confirms the country of origin of goods being exported. The AfCFTA certificate of origin is issued by the Kenya Revenue Authority (KRA), Rules of Origin Section.

### b) Preferential certificate of origin

#### i) COMESA certificate of origin

The COMESA certificate of origin is required for goods obtained, manufactured, produced, or processed in Kenya, and are to be exported within the Common Market for Eastern and Southern Africa (COMESA) region. The certificate is issued per consignment.

#### ii) AGOA certificate of origin

The African Growth & Opportunity Act (AGOA) certificate of origin is required for goods obtained, manufactured, produced or processed in Kenya, and are to be exported to a country within the AGOA trade Act. The certificate is issued per consignment.

#### iii) GSP certificate of origin

The Generalised System of Preferences (GSP) certificate of origin is required for goods obtained, manufactured, produced or processed in Kenya, and are to be exported to a member state. The certificate is issued per consignment.

#### iv) EAC certificate of origin

The EAC certificate of origin is required for goods obtained, manufactured, produced or processed in Kenya, and are to be exported within the East African Community (EAC) region. The certificate is issued per consignment.

#### v) EU certificate of origin

The European Union (EU) certificate of origin is required for goods obtained, manufactured, produced or processed in Kenya, and are to be exported within the European community. The certificate is issued per consignment.

**NB. Contact KEPROBA for more information on markets, products, and some contacts for buyers.**

