ENGINEERS BOARD OF KENYA
Enhancing Professionalism

REQUIREMENT FOR REGISTRATION OF ENGINEERING CONSULTING FIRMS

Section 20 (1) & (2) of the Engineers Act 2011 states that: -

(1) Subject to the provision of this Act, a person may register an engineering consulting firm if -

(a) the firm has a certificate of registration of a business name or a certificate of incorporation;
(b) it has at least one partner or principal shareholder who is registered as consulting engineer and who has a valid licence in a specified discipline;
(c) at least fifty one percent of the shares in the firm are held by Kenyan citizens; and
(d) he fulfils any other condition as may be stipulated by the Board.

(2) The Board may register engineering consulting firms in different categories and disciplines based on a criteria as shall be established by the Board.

Rule 5 (1) of Engineers Rules 2019 states that:

(1) A person who wishes to register an engineering consulting firm under section 21 of the Act shall:

(a) submit an application for registration in FORM EBK 4 set out in the First Schedule;
(b) provide certified copies of such documents as are necessary to prove qualification for registration under section 21(a) and (b);
(c) provide proof that object of the firm must be consulting engineering services;
(d) provide proof of citizenship of the shareholders or partners;
(e) provide certified copies of PIN, VAT and valid Tax compliance certificates of the firm; and
(f) provideevidenceofexistenceofabankaccountinthenameof the firm.

Rule 5 (2) of the Engineers Rules 2019 allows for registration of Engineering Consulting Firms as follows:

Rule 5 (2) (a)

In the case of a sole proprietorship—

i) Proof that the sole proprietor is a licensed consulting engineer; and

ii) A copy of proof the registration certified by the Registrar - General of the Business Registration Service.

Rule 5 (2) (b)

In the case of a partnership-

i) A copy of proof the registration certified by the Registrar- General of the Business Registration Service;

ii) Proof that the managing partner is a licensed consulting engineer;

iii) Proof that other partner(s) is either licensed consulting or professional engineer.

Rule 5 (2) (c)

In case of a limited liability company—

i) A copy of proof the registration certified by the Registrar- General of the Business Registration Service;

ii) Proof that the principal shareholder is a consulting engineer;

iii) Proof that least fifty-one per cent of the shares of the engineering consulting firm are held by consulting engineers and that of the remaining forty-nine per cent, not less than twenty-four per cent of the shares are held by professional or consulting engineers and not more than twenty-five per cent of the shares be held by any person, or anybody corporate or any person and body corporate; and

iv) List of directors.

Rule 5 (2) (d)

In the case of a foreign firm-

i) Proof that the firm is incorporated in Kenya and at least fifty one percent of its shares are held by Kenyan citizen(s) who shall be consulting engineers.

REQUIREMENTS

- **Duly Filled Application Form**
- **Certified Copy of Memorandum and Articles of Association for body corporate**
- **Certified Copy of Partnership Agreement for partners**
- **Statutory Declaration for the directors drawn by a commissioner of oaths**
- **Certified Copy of certificate of incorporation for body corporate**
- **Certified Copy of Business registration**
- **Certified Copies of practising licenses of the engineers employed**
- **Certified Copies of academics and professional certificates**
- **Signed copies of Curriculum Vitae for the directors**
- **Certified Copy of PIN certificate**
- **Certified Copy of VAT certificate**
- **Certified Copy of valid Tax Compliance certificate**
- **Copies of ID/Passport**
- **Passport size photographs**
- **CR 12- List of Directors/ Shareholders from company registry**
- **List of Equipment's**

* *Certification to be done by the Commissioner of Oaths whose names and address are fully displayed on the Rubber Stamp.*

PROCEDURE FOR REGISTRATION OF CONSULTING FIRMS

FILL RELEVANT APPLICATION FORMS

Download application form here: https://ebk.go.ke/resource/application-for-registration-as-an-engineering-consulting-firm.

ATTACH RELEVANT DOCUMENTS

The Application shall be accompanied by the required documents certified by commissioner of oaths.

PAYMENT

The Applicant shall pay **Kshs. 32,000/=** as application fee and **Kshs. 30,000/=** as annual licence fee.

ADMINISTRATIVE REVIEW

Administrative review of all submitted documentation to ensure no deficiencies in the application.

BOARD DECISION & NOTIFICATION

Notification of Board decision to applicants.

ISSUANCE OF REGISTRATION CERTIFICATES & PRACTISING LICENCES

PAYMENT DETAILS

PAYMENT BY CHEQUE

Amount: Kshs. 32,000

Account Name: Engineers Board of Kenya

Account No: 01001031539000

Bank & Branch: National Bank, Hill Plaza

PAYMENT BY MPESA

Amount: Kshs. 32,000

Paybill Number: 839300

Account No: ECFAPP

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