



Kenya Revenue Authority

Registrar of Motor Vehicles
P.O Box 30440 -00100,
Nairobi, Kenya
Tel: 020-310900
Fax: 020-251025

THE TRAFFIC ACT CAP 403 (Sections 23 to 29)

KG APPLICATION FORM

FOR APPLICATION/ REPLACEMENT AND RENEWAL OF DGL.

<p>Name (Co.)of</p> <p>Postal Address.code.....</p> <p>Tel No.....</p> <p>Pin No.....</p> <p>Hereby declare that I am carrying on the business of a dealer in or manufacturer or repairer of motor vehicles at- Location of Business premises.....Road.....</p> <p>Plot No....., Town.....</p> <p>And apply for:*</p> <p>(a)Identification plates</p> <p>(b) Dealer's General Licence(s).....</p> <p>(c)Renewal Licence(s) in respect of plate(s) No.....already in my possession.</p> <p>Signature.....</p> <p>Date.....</p> <p>* Delete items not applicable.</p>	<p>FOR OFFICIAL USE</p> <p>Serial number of licences issued</p> <p>KG Number plate(s) issued:</p> <p>Date of Issue.....</p> <p>Date of expiry</p> <hr/> <p>DATE – STAMP</p> <hr/> <p>FEES</p> <p>Licence(s) Sh.....</p> <p>Plate(s)... Sh.....</p> <p>Total Sh.....</p>
--	---

When a Dealer's General Licence expires or is cancelled or otherwise ceases to be valid under the provisions of the Act, the holder of the licence shall deliver to the Registrar the identification plate, which was issued to such holder with such licence, unless a renewal licence is issued for the same plates.

When completed this form should be sent with fee and certificate of insurance to----

The Registrar of Motor Vehicles
P. O. Box 30440-00100
NAIROBI

*See overleaf



KG REQUIREMENTS (DEALERS GENERAL LICENCE)

i. NEW APPLICATIONS

1. Copy of Trade Licence.
2. Certificate of Registration / Incorporation.
3. Copy of Pin Certificate.
4. Headed application letter.
5. Application form for Dealer's Licence duly filled.
6. Valid insurance certificate.
7. Payment of kshs18,500.

ii. RENEWALS OF KG LICENCE

1. Application form duly filled.
2. Previous licence.
3. Valid Insurance Certificate.
4. Movement Register (for perusal).
5. Payment of Kshs. 6,300.

REQUIREMENTS FOR LOST KG PLATES

A. FRONT KG PLATE

1. Application form duly filled.
2. Form XL duly filled for duplicate for Dealer's General Licence.
3. Police Abstract Report.
4. Payment of Kshs. 1,600.

B. REAR KG PLATE

1. Application form duly filled.
2. Police Abstract Report.
3. Payment of Kshs. 1,600.

C. BOTH KG PLATES

1. Application form duly filled.
2. Form XI duly filled for Duplicate Dealer's General Licence.
3. Police Abstract Report and receipt.
4. Payment of Kshs. 2,900.

D. REPLACEMENT OF KG PLATES

1. Application form duly filled

NB: The replaced KG plates must be surrendered at the time of collection of the new ones.

Duplicate dealers licence payment is kshs. 3,600.

2. In case a vehicle is held for resale the Registrar must be notified within 7 days otherwise a sum equal to the prescribed Tax and Transfer fee is payable.