



ONLINE SAWMILL/POLE TREATMENT PLANT E-REGISTRATION SYSTEM USER GUIDE

1. Introduction

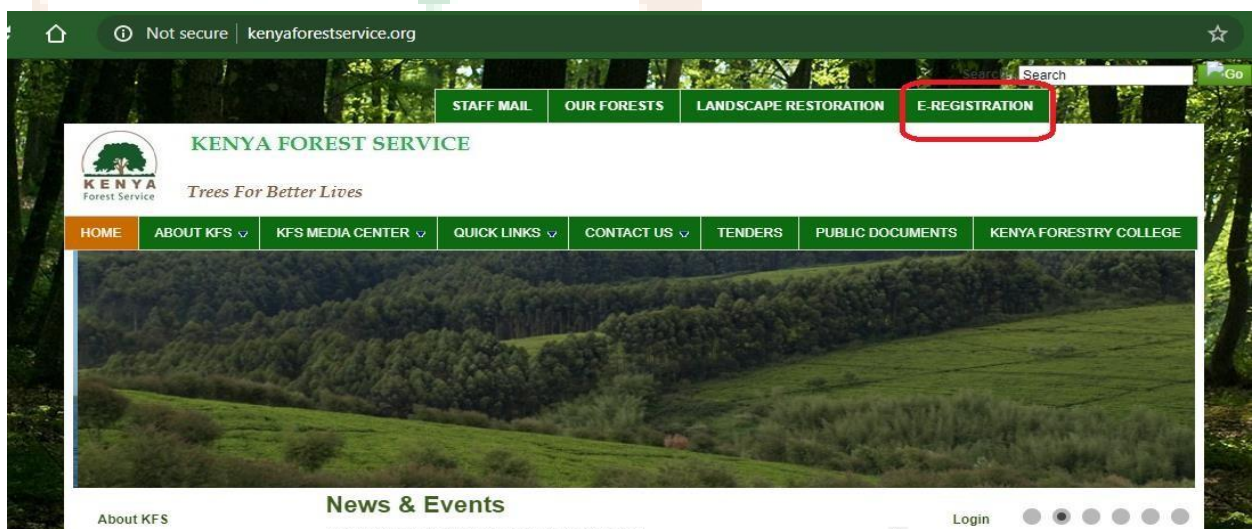
The objective of this E-registration is to digitize how KFS process all applications for sawmill/poles treatment plant/plywood licenses from various individual/groups/companies (stakeholders) requesting to operate/acquire forest produce (trees) from public forests.

2. How to Access the system

To access the system, one must be connected to the internet.

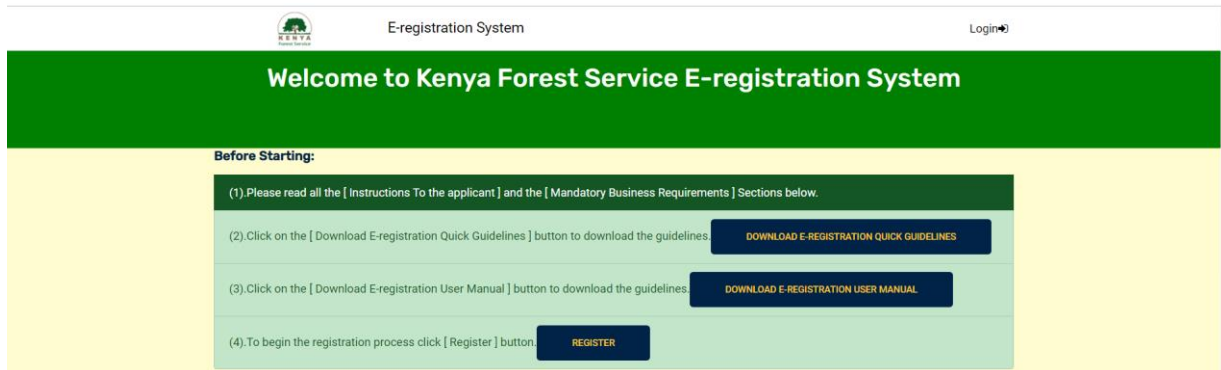
The system can be accessed in the following 2 ways:

- i) Browsing to Kenya Forest Service website (www.kenyaforestservice.org) and navigate to **E-REGISTRATION** tab.



- ii) Directly typing the URL on the browser, sawmillers.kenyaforestservice.org

The home page lists system instructions and mandatory business registration requirements.



Kenya Forest Service E-Registration Guidelines

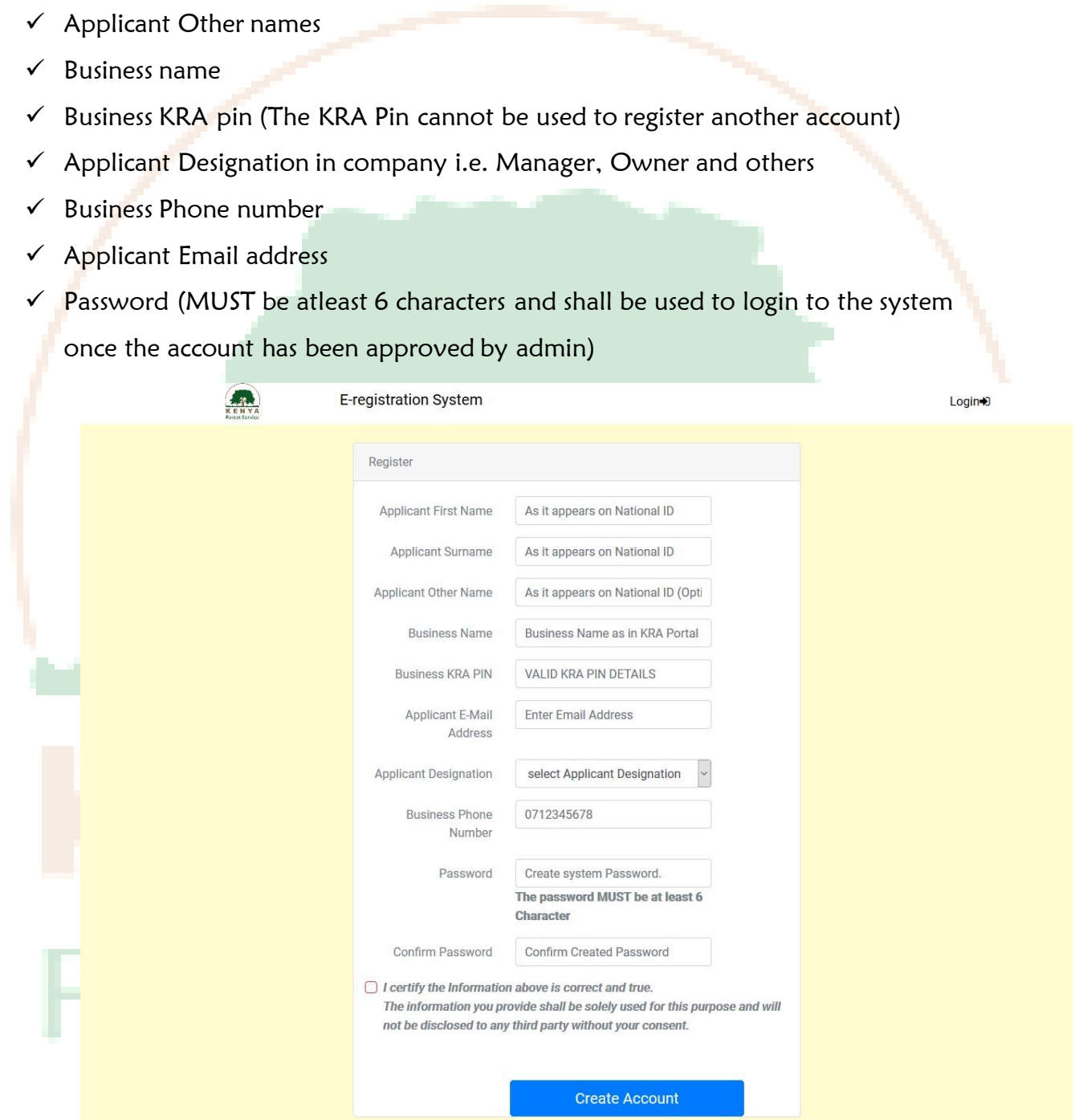
| Instructions To Applicants | Mandatory Business Requirements |
|---|--|
| (1).All sections of the registration SHALL be completed in full. | All mandatory documents SHALL be scanned to be uploaded later in the registration process. |
| (2).Ensure you provide valid business KRA PIN and Business Name as it appears in KRA Portal. | (1).Certificate of incorporation/registration. |
| (3).Ensure you provide valid business KRA PIN with VAT obligation for sole proprietor and both Income Tax and VAT obligation for partnership and company | (2).CR 12 Form (for limited or partnership companies). |
| (4).You can save part of the form and complete it at a later date if necessary. | (3).Company KRA PIN (Company and partnership) or Individual PIN (for sole proprietor) |
| (5).All Mandatory documents SHALL be scanned to be uploaded later in the registration process. | (4).KRA PIN for each Director(s) |
| (6).The scanned documents should be in pdf/jpeg/png/jpg. | (5).Company or Individual (For sole proprietor) Valid KRA Tax Compliance Certificate |
| (7).For inquires/assistance contact KFS helpdesk on the numbers below; (a).0202020285/0202014663/0202689882 (From 8:00am to 5:00pm) (b) Email: eregistration@kenyaforestservice.org | (6).Audited Accounts for the last 5 Years. |
| (7).Each document size SHALL not exceed 1MB. | (7).Valid Police Clearance Certificate for each director(s). |
| DISCLAIMER: The registration process does not guarantee prequalification. | (8).Credit Reference Bureau (CRB) certificate for company or sole proprietor. |
| | (9).Certificate of Workplace (Occupational Safety and Health). |
| | (10).Single Business Permit from the relevant County Government. |
| | (11).Land Ownership Document (Copy of title or lease agreement). |
| | (12).Environment Impact Assessment (EIA)/Initial Environmental Assessment(IEA)/Environmental Audit (EA) - for Pole Treatment Plants and Plywood. |

3. To register an account in the system, Navigate to the **REGISTER** button



4. The Account registration page shall be provided whereby the following details shall be captured.

- ✓ Applicant first name
- ✓ Applicant Last name
- ✓ Applicant Other names
- ✓ Business name
- ✓ Business KRA pin (The KRA Pin cannot be used to register another account)
- ✓ Applicant Designation in company i.e. Manager, Owner and others
- ✓ Business Phone number
- ✓ Applicant Email address
- ✓ Password (MUST be atleast 6 characters and shall be used to login to the system once the account has been approved by admin)



Click on **Create Account** button above once all the details are captured.

Note: The user shall receive a notification email to confirm that the application has been submitted to the admin and is awaiting approval.

Welcome to the KFS E-Registration System

Your KRA PIN number is A333333333P

Applicant Registered Name Kevin Sawmillers Akuviza

Business Name **XXXXXXXXXX Sawmillers**

Mobile Phone 0711111112

KFS will process your **registration** and notify you through your email when the account has been approved within 24 hours.

5. ACCOUNT APPROVAL – ADMIN (1st Approver)

- i) The 1st approver receives an email for the account approval requests for the user account.
- ii) The 1st approver either approves/rejects the account after confirming the KRA PIN details from the KRA portal.
- iii) The email confirming the status of the account is sent to the 2nd approver to review the user registration status.

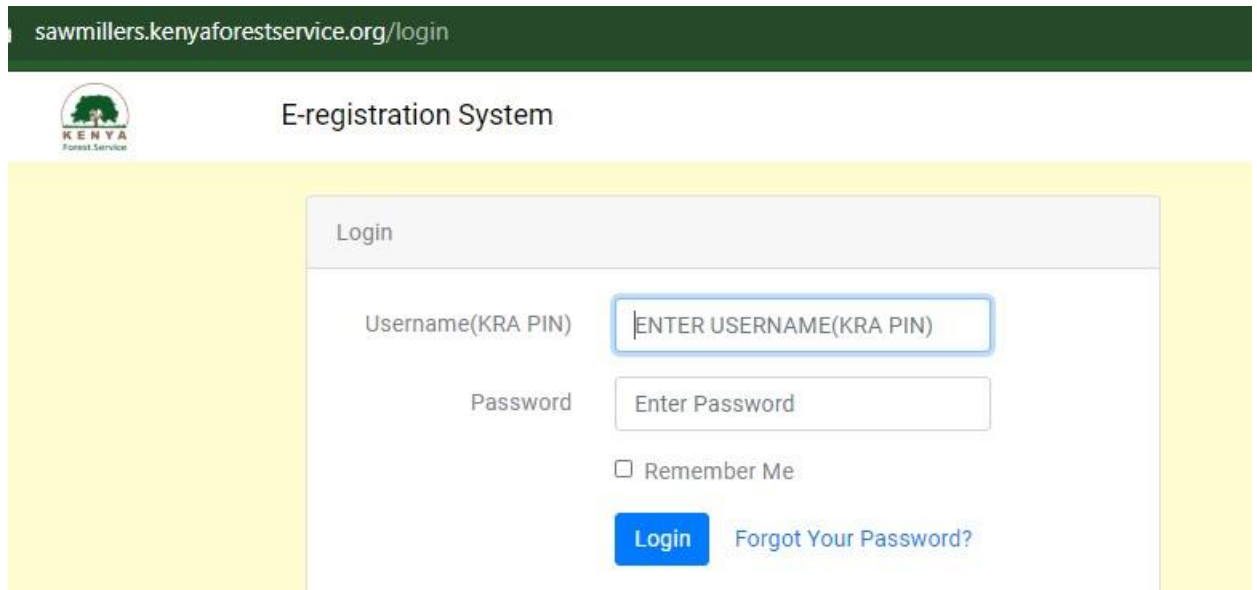
6. ACCOUNT APPROVAL – ADMIN (2nd approver)

- i) Upon receiving the email from the 1st approver, the 2nd approver either confirms approval/rejection of the account.
- ii) Email is sent to the account user after either account approval / rejection.

7. APPLICATION FOR SAWMILLS / POLE TREATMENT AND PLYWOOD

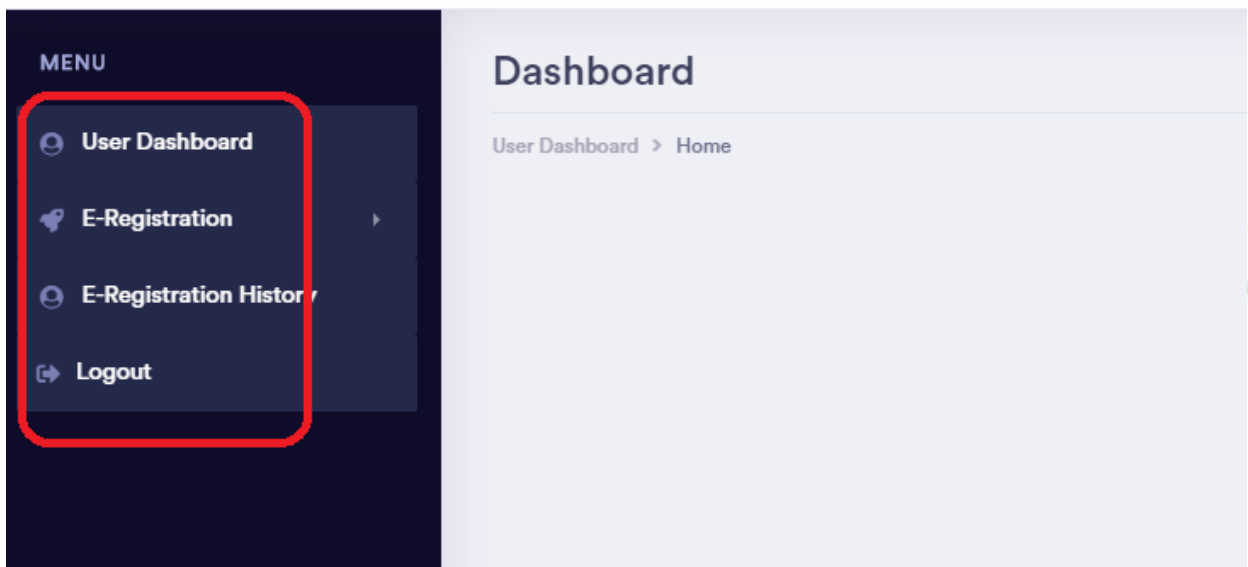
If the account is approved, the user shall be sent a confirmation email with a link which user can follow to submit business details.

The user shall be provided with a login page and is required to provide **User Name (KRA PIN)** and **password**. NB; login details are the ones user provided when creating an account.



i) User Dashboard

USER DASHBOARD



User Dashboard – This link provided user with an option of downloading the application in pdf form once through with the business application process.

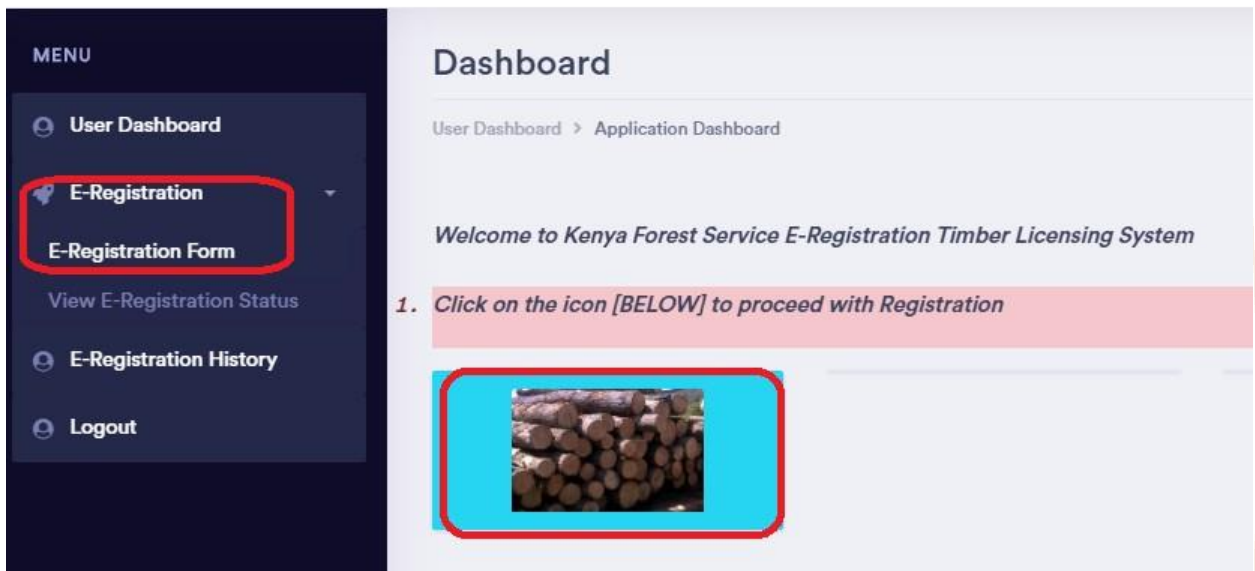
E-Registration – The link provides the user with data capture forms for submitting business details.

E-Registration History – If the user exited the system before completing the application process, this link shall enable the user to complete the application process from the stage he/she left.

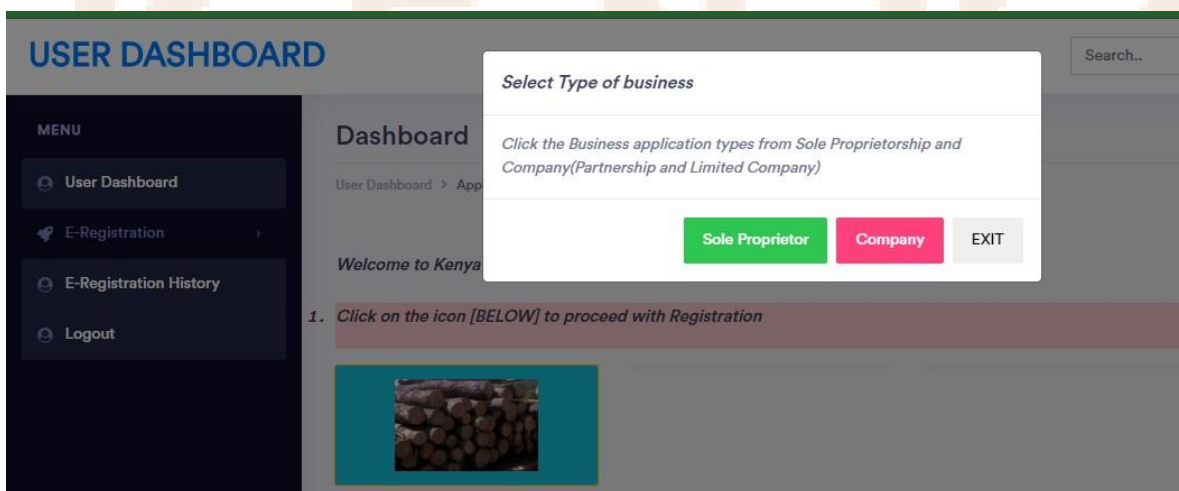
Logout – The link shall allow the user to quit/exit the system

ii) Capturing business details

USER DASHBOARD



Following the **E-Registration > E- Registration Form** links, the user shall be provided with a welcome page whereby he/she shall be required to click on the icon provided.



Then select the type of business you are applying for; either a **Company** or **Sole Proprietor**.

The system shall provide the user with data capture pages. This process shall be in 7 steps as explained below.

Step 1: Business biodata details

USER DASHBOARD Search... [Notification] [Grid] [Profile]

MENU

- User Dashboard
- E-Registration
- E-Registration History
- Logout

Company E-Registration Form

1 2 3 4 5 6 7
Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

APPLICATION SERIAL NUMBER: 8

BUSINESS TYPE:

PARTNERSHIP
 LIMITED COMPANY

TIMBER LICENSE TYPES

Timber Pole Treatment Plywood Fuel Wood

Business Location Details

Business Name: TEST SAWMILL Business KRA PIN: A540000000M CONSERVANCY: MAU

Business Biodata Details

Select County: KERICHO Select Sub County: Kericho West Location: kericho

Sub Location: kericho Postal Address(Postal No-Code-Town): 123 kericho Physical Address: kericho road

Coordinates: Not Available

Applicant Name: test test Business Email: mastertest@gmail.com Office Telephone: 0703955115

Office Mobile Number: 0703955115 PAYE registration obligation: Yes No VAT registration obligation: Yes No

Special Group: Youth Women PLWDs None

UPLOAD AGPO Certificate: Select file... [Browse ...]

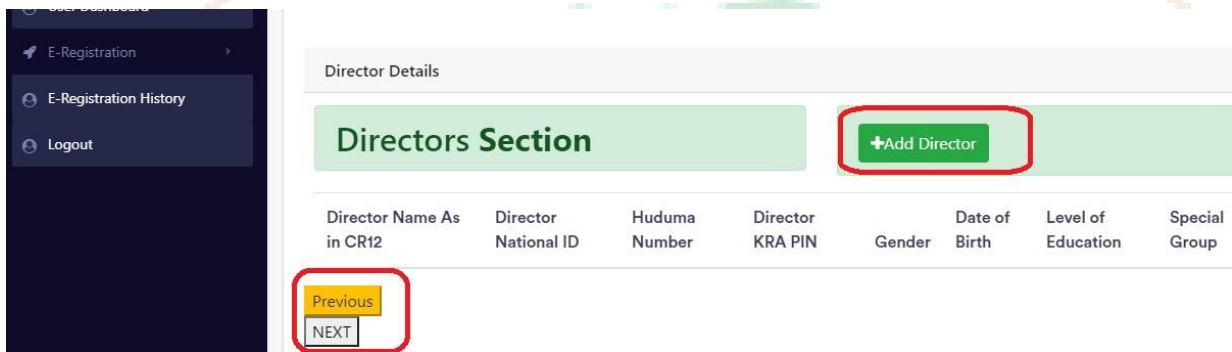
Next/Save

Note:

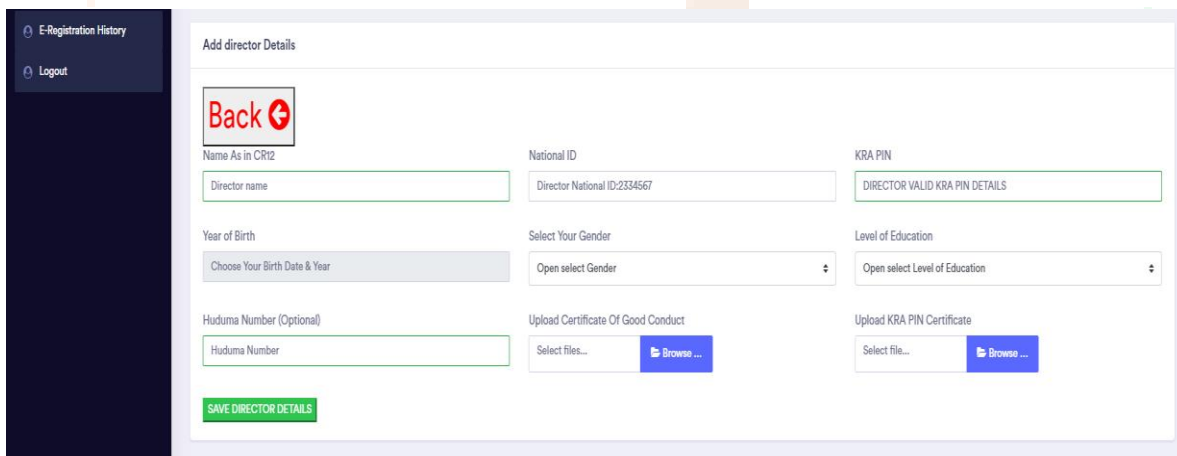
1. All fields are mandatory unless indicated **optional**
2. At least one business license type should be selected. (Partnership or Limited Company. User to select depending on the businesses as per the registrar of companies)

Click **Next/Save** Button to proceed to step 2.

Step 2: Directors



Click on **+Add Director** button and a page shall be provided to add details for the directors.



The form captures details for directors each at a time. Certificate of good conduct and KRA PIN certificate for each director must also be attached.(The file size must not exceed 1MB and in PDF format).

Note: The system shall not allow the same **KRA PIN** and **National ID** to register more than one director.

Click **Save changes** button to save the director details.

| Director Name As in CR12 | Director National ID | Huduma Number | Director KRA PIN | Gender | Date of Birth | Level of Education | Special Group | Action |
|--------------------------|----------------------|---------------|------------------|--------|---------------|--------------------|---------------|---|
| John | 21212121 | 55 | F22222222D | Male | 01/07/2002 | University | No | Update Director Details |

Click **+Add Director** Button to enter details for another director and keep on adding until details for all directors are captured.

To edit the details captured for the director, Click on the **Update Director Details** button above.

For Sole proprietor, the owner details are captured when capturing business biodata details.

Applicant Name: ff ff ff
Business Email: nsimon@kenyaforestservice.org
Office Telephone: 0710321085
Office Mobile Number: 0710323232

Sole Proprietorship Details

Full Name(s): ff ff ff
National ID: 23455434
Huduma Number (Optional): 4

KRA PIN: A22222222X
Select Your Gender: Male Female
Level of Education: Primary
Year of Birth: 01/07/2002

Special Group: Yes No

Buttons: Previous, Next/Save

Activate Windows
Go to Settings to activate Windows.

Step 3: Source of Power

Capture the source of power details above and click on **Next/Save** button. To edit details captured earlier, click on **Previous** button.

MENU

- User Dashboard
- Application Form

Dashboard

User Dashboard > Company E-Registration Form

Company E-Registration Form

Progress: 1 Step 1, 2 Step 2, 3 Step 3, 4 Step 4, 5 Step 5, 6 Step 6, 7 Step 7

Primary Source of Power

| | | |
|-------------------------------------|--------------------------------------|-------------------------------------|
| Electricity three phase | Generator | Other engine/Sources |
| <input type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> Yes |
| <input checked="" type="radio"/> No | <input type="radio"/> No | <input checked="" type="radio"/> No |

Secondary Source of Power

Power Backup Generator

Yes
 No

Buttons: Previous, Next/Save

Step 4: General requirements

1 2 3 4 5 6 7
Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

General Requirements

| | | | |
|-----------------------------------|--|---|--------------------------------|
| Size of Land Above 1 - 2 Acres | Working Shed and Office <input type="radio"/> Yes <input checked="" type="radio"/> No | Staff with Forestry Skill <input type="radio"/> Yes <input checked="" type="radio"/> No | Number of temporary Staff 1 |
| Number of Permanent Staff 1 | Sustainability - Initiative towards Tree Growing outside Public Forest <input checked="" type="radio"/> Yes <input type="radio"/> No | | |

TECHNICAL PERFORMANCE

PRODUCTION CAPACITY PERFORMANCE

1. Timber Business
Above 50,000

2. Pole Treatment
Daily Production Capacity (No. of Poles/Day)
Less than 200

3. Ply wood
Daily Production Capacity (Block board)<
Above 3000/ Day

Previous Next/Save

Capture the general requirement details and click **Next/Save** button.

Step 5: Transport Equipment and technical equipment

Haulers Registration Details [X]

| | |
|--|---|
| Hauler Registration No: Haulers Registration No | Select whether Owned Or Hired: Select wheth: [v] |
|--|---|

Close Save changes

To capture owned transport equipment, click on **+Add loader**, **+Add Hauler**, **+Add Lorry** and **+Add Tractor/Trailer** buttons.

One is supposed to enter the registration number for each transport equipment and keep on adding until all equipment are captured.

NB: Each Registration number for each equipment cannot be used to register more than one business.

The screenshot displays a web-based registration form. At the top, it says "Select by Ticking the Equipment". Below this, there are two main sections: "1. Sawmilling" and "2. Pole Treatment".

1. Sawmilling

BreakDown saws

- Frame Saw (with a text input field containing "3333")
- Circular Saw
- Band Saw

Re-Saws

- Band Saw
- Frame Saw
- Circular Saw

Saw Doctoring

- Yes
- No

Value Addition Machinery

- Planer
- Moulding Machines
- 6/5/4 Cutter
- Press Machine
- Any Other

Timber Seasoning/Drier

Timber Seasoning/Drier

- Steam
- Air Drier

Timber Grading

- Yes
- No

2. Pole Treatment

Select the applicable machinery

- Pressurized Treatment Container
- Non-Pressurized Treatment Container
- Treatment Container
- Chemical Mixer
- Non Chemical Mixer

Pole Seasoning Yard

- Yes
- No

3. Plywood

Peeler Machinery

Large

Pressing Machine

Hot Press Machine Cold Mechanised Press Machine

Dryer Machine

Kiln

Yes No

4. Fuelwood

Felling Machinery

Power Saw

Owned Hired

Fuel wood yard

Fuel wood yard

Yes No

[Previous](#) [Next/Save](#)

After capturing all transport and technical equipment details, click on **Next/Save** button to proceed to the next step.

Step 6: Mandatory Requirements

1 2 3 4 5 6 7
Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Statutory / Mandatory requirements

| | | |
|--|---|---|
| Upload Business Registration Document Select file... Browse ... | Upload Tax Compliance Certificate Select file... Browse ... | Upload Certificate of Workplace Select file... Browse ... |
| Upload Credit Bureau Certificate Select file... Browse ... | Upload CR12 FORM Select file... Browse ... | Upload EIA CERTIFICATE(Optional) Select file... Browse ... |
| Single Business Permit Select file... Browse ... | Land Ownership Document Select file... Browse ... | Audited Accounts Document Select file... Browse ... |
| Audited Accounts 1.Sawmilling Financial Capacity (Ksh) - (Audited accounts in the last 5 Years) Select Audited Accounts | Pole Treatment Financial Capacity (Ksh) - (Audited accounts in the last 5 Years) Select Audited Accounts | Plywood Financial Capacity (Ksh) - (Audited accounts in the last 5 Years) Select Audited Accounts |

[Previous](#) [Next/Save](#)

All the mandatory business requirement documents must be uploaded on this page. The maximum file size is 1MB and in PDF format.

Click on **Next/Save** button to proceed to the preview page.

Step 7: Preview Details

All the details captured in all steps during the application process are previewed in this page for user confirmation. If the user may wish to edit some details, he/she is supposed to click **Previous** button and make the changes.

1 2 3 4 5 6 7

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Submitted Details Preview

Reference Number: 4

| Business Location Details | Business Biodata Details |
|--------------------------------|---|
| Conservancy: CENTRAL HIGHLANDS | Business KRA PIN: A123400089D |
| County: KIAMBU | Business Name: Ngao Enterprises |
| Sub-County: Gatundu North | Applicant Name: Simon Kariuki Ngao |
| Location: Gatundu | Business Email: nsimon@kenyaforestservice.org |
| Sub-Location: Gatundu | Office Telephone: 0710321085 |
| Postal Address: 123 Gatundu | Business Office Mobile Number: 0710323232 |
| Physical Address: Gatundu | Business Type: LIMITED COMPANY |
| Coordinates: Not Available | Sawmilling: Yes |
| | Activated Pole Treatment: Yes |
| | Business Office Mobile Number: 0710323232 |

Owned Transport Equipment Details

| Total Loader(1) | Total Hauliers(1) | Total Lorry(1) | Total Tractor and Trailers(1) |
|-----------------|-------------------|----------------|-------------------------------|
| ewe | ewe | rtrt | 5trttt |

Hired Transport Equipment Details

| Haulers | Lorry | Tractor |
|---------|-------|---------|
| 1 | 2 | 3 |

Technical Requirements Details

| Logging Equipment |
|-------------------|
|-------------------|

Activate Windows

Value Addition Machinery Details

Planer:Yes

Processing Equipment Details

Saw Doctoring Equipment:Yes

2. Pole Treatment Equipment Details

Activate Windows
Go to Settings to activate Wind

Breakdown Saw Details

1. Sawmilling

frame saw:Yes

RE Saw Details

Band Re-saw saw:Yes

Cross Cutter Details

Activate Windows
Go to Settings to activate Window

Forest Service

Treatment Container:Yes

3.Plywood Details

Sanding Machine :Yes

Pressing machine:Medium

Business With Kenya Forest Service Details

Have done business with KFS before?:Yes

Do you owe KFS any debt?:Yes

How Much?:30

Activate Windows
Go to Settings to activate Wind

This registration does NOT imply you have been prequalified. Prequalification status will be communicated after physical verification of the information submitted.

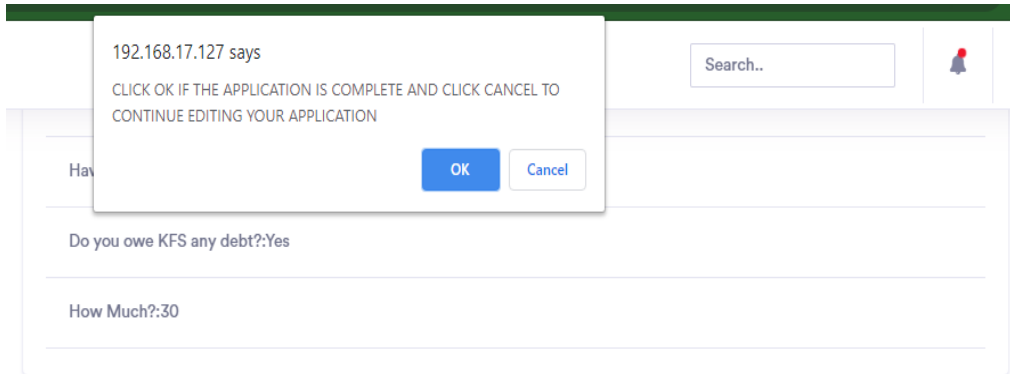
I hereby confirm that the details of this application are true and correct to the best of my knowledge and I undertake to inform KFS of any changes therein, with immediately effect.

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

Activate Windows
Go to Settings to activate Wind

Forest Service

Details Submission Confirmation dialog box.

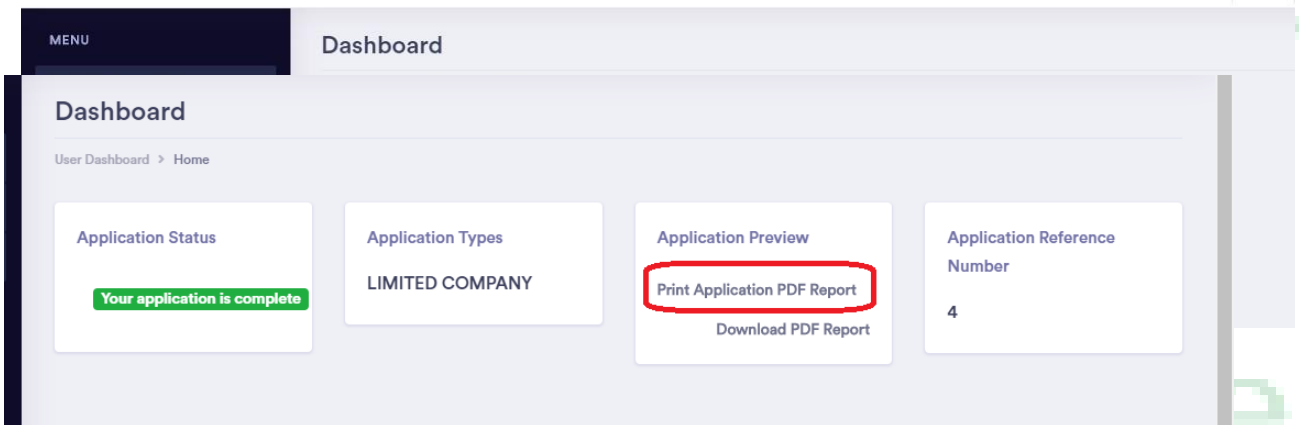


If the user is satisfied with the details, he/she shall check the two confirmation check boxes and click on the **Submit Form** button.

A confirmation dialogue box shall also be provided for user to again confirm the application is complete. If the application is okay, user is required to click **OK** or **Cancel** to go back and continue editing the application.

Successful Submission page.

The following page shall be provided to notify the applicant that the application is successful and is awaiting KFS internal verification process.



User can download the completed and serialized pdf form by clicking **User dashboard** link and navigate to **Print Application PDF Report** link.

After completing the application process, user shall also be sent a confirmation email

with a link for downloading the same PDF report.

Kenya Forest E-Registration

Congratulations, Simon Kariuki Ngao, Your Registration Reference Number is 4
 Your KRA PIN number is A123400089D
 Business Name Details Ngao Enterprises
[DOWNLOAD AND PRINT THE APPLICATION](#)



KFS SERIAL NUMBER : KFS4

NOTIFICATION FOR SUCCESSFUL APPLICATION

Date of E-Registration Complete: 2020-07-02 18:17:02

BUSINESS LICENSE TYPES

1. SAWMILLING
2. POLE TREATMENT

| | | | |
|--------------------------|--------------------|-------------------------------|-------------------|
| RESPONDENT NAME: | Simon Kariuki Ngao | BUSINESS KRAPIN: | A123400089D |
| BUSINESS NAME: | Ngao Enterprises | CONSERVANCY: | CENTRAL HIGHLANDS |
| COUNTY: | KIAMBU | POSTAL ADDRESS: | 123 Gatundu |
| PHYSICAL ADDRESS: | Gatundu | OFFICE Tel. No: | 0710321085 |
| GIS COORDINATES: | Not Available | APPLICANT DESIGNATION: | Manager |

DIRECTOR DETAILS

| No. | NAME | ID No | HUDUMA No | KRA PIN | GENDER | YEAR OF BIRTH | LEVEL OF EDUCATION | SPECIAL GROUP |
|-----|------|----------|-----------|------------|--------|---------------|--------------------|---------------|
| 1 | John | 21212121 | 55 | F22222222D | Male | 01/07/2002 | University | No |

Statutory/Mandatory Requirement

Forest Service

DIRECTOR DETAILS

| No. | NAME | ID No | HUDUMA No | KRA PIN | GENDER | YEAR OF BIRTH | LEVEL OF EDUCATION | SPECIAL GROUP |
|-----|------|----------|-----------|-------------|--------|---------------|--------------------|---------------|
| 1 | John | 21212121 | 55 | F222222222D | Male | 01/07/2002 | University | No |

Statutory/Mandatory Requirement

| | | | |
|---|-----|----------------------------------|-------------|
| BUSINESS REGISTRATION CERTIFICATE: | Yes | BUSINESS KRA PIN: | A123400089D |
| TAX COMPLIANCE CERTIFICATE: | Yes | CERTIFICATE OF WORKPLACE: | Yes |

Primary Source of Power

| | | | |
|---------------------------------------|-----|----------------------|-----|
| THREE PHASE ELECTRICITY POWER: | Yes | GENERATOR: | No |
| TRACTOR: | Yes | OTHER ENGINE: | Yes |

Secondary Source of Power

| | | | |
|----------------------|-----|---------------------|-----|
| POWER BACKUP: | Yes | SOLAR POWER: | Yes |
|----------------------|-----|---------------------|-----|

General Requirement

| | | | |
|---|-------------------|--|----|
| SIZE OF THE PREMISE | 2 Acres and Above | SAWMILL OPERATION EVIDENCE: | No |
| TOILET: | Yes | SAWMILL SHED: | No |
| ANY EMPLOYEE WITH FORESTRY SKILLS: | Yes | NO. OF STAFF WITH FORESTRY SKILLS | 2 |
| NO. OF PERMANENT EMPLOYEES: | 2 | NO. OF TEMPORARY EMPLOYEES: | 2 |

Transport Equipment OWNED
NUMBER OF OWNED TRACTOR - (1)

5trttt

NUMBER OF OWNED LORRY - (1)

rtrt

NO. OF HIRED TRACTOR

3

TECHNICAL REQUIREMENT

Logging Equipment

TECHNICAL REQUIREMENT - SAWMILLING (BREAKDOWN SAW)

1. FRAME SAW
2. SAW DOCTORING

TECHNICAL REQUIREMENT - SAWMILLING (RE-SAW)

1. BAND RE-SAW

TECHNICAL REQUIREMENT - SAWMILLING (CROSS CUTTER)

1. CROSS CUTTER

Other Value addition Machinery

1. PLANER

Processing Equipment

1. SAW DOCTORING

TECHNICAL REQUIREMENT - POLE TREATMENT

1. TREATMENT CONTAINER

TECHNICAL REQUIREMENT - PLYWOOD

2. SAW DOCTORING

TECHNICAL REQUIREMENT - SAWMILLING (RE-SAW)

1. BAND RE-SAW

TECHNICAL REQUIREMENT - SAWMILLING (CROSS CUTTER)

1. CROSS CUTTER

Other Value addition Machinery

1. PLANER

Processing Equipment

1. SAW DOCTORING

TECHNICAL REQUIREMENT - POLE TREATMENT

1. TREATMENT CONTAINER

TECHNICAL REQUIREMENT - PLYWOOD

1. SANDING MACHINE
2. PEELING MACHINE : Medium

BUSINESS WITH KENYA FOREST SERVICE

1. Have you done any business with KFS?Yes
2. Do you owe KENYA FOREST SERVICE any debt? Yes How Much? 30

Assistance/Help/Compliments

For any assistance that an applicant may require during the e-Registration process, he/she may contact Kenya Forest Service Help desk during working hours through the following contacts:

- i) 0202020285, 0202014663, 0202689882 (Extensions: 49700 and 49701) OR
- ii) Email: eregistration@kenyaforestsERVICE.org

Note:

- 1.The e-registration process is NOT an automatic prequalification or licensing.
- 2.The e-registration process is FREE OF CHARGE

