

Legal Notice No.....

**THE WEIGHTS AND MEASURES ACT
(CAP 513)**

IN EXERCISE of the powers conferred by Section 33 of the Weights and Measures Act, the Cabinet Secretary for Ministry of Investments, Trade and Industry make the following Rules:

THE WEIGHTS AND MEASURES (AMENDMENTS) RULES, 2026

Part XXVI of the Principal Rules is amended by deleting the whole part and substituting it with the following new part---

**PART XXVI – RULES FOR REGISTRATION AND LICENSING OF
MANUFACTURERS, IMPORTERS, SELLERS, SERVICE COMPANIES AND
TECHNICIANS OF WEIGHING OR MEASURING EQUIPMENT**

INTERPRETATIONS

“Annual workshop certificate” means a certificate that is renewed annually.

“Effective year” means the year for which a licence is valid.

“Licence” means a document issued by the Director to authorize persons to either engage in the manufacture or importation or sale or servicing or maintenance of weighing or measuring equipment for use for trade.

“Licensed manufacturer” means a manufacturer of weighing or measuring equipment or modules or parts thereof duly licensed by the Director.

“Licensed service company” means a service company duly licensed by the Director.

“Manufacturer” means an entity registered and licensed by the Director to engage in the production and/or assembly of weighing or measuring equipment.

“Manufacturer’s workshop” means a physical premises used by a manufacturer and licensed by the Director.

“Professional ethics” means set of principles and standards that guide the behavior of individuals within the legal metrology profession.

“Service Company’s workshop” means a physical premises used by a service company and licensed by the Director.

“Service company” means an entity registered and licensed by the Director to engage in the repair, maintenance and overhauling of weighing or measuring equipment.

“Technician Practicing Licence” means an official authorization issued to an individual (technician) by the Director and it is subject to renewal annually.

“Technician Registration Certificate” means a certificate issued by the Director upon registration.

“Technician” means a person registered by the Director to engage in the assembly, repair or overhaul of weighing or measuring equipment in accordance with these Rules.

“Valid licence” means a licence that has not expired.

“Valid workshop” is a workshop where the technician(s) have a valid licence

“Workshop” is a specialized premises registered under the Occupational Safety and Health Act and licensed by the Director to be used for manufacture, assembly, repair, maintenance or overhauling of weighing or measuring equipment.

244. All manufacturers, Importers, Service Companies and sellers to be registered and licensed

- (1) Any person engaging in, or proposing to engage in the business of manufacturing, importing or selling weighing or measuring equipment or modules or parts thereof shall be registered by the Director.
- (2) Any person engaging in, or proposing to engage in the business of servicing weighing or measuring equipment intended for use for trade shall be registered and licensed by the Director.
- (3) Any person engaging in, or proposing to engage in the business of manufacturing, importing or selling weighing or measuring equipment or modules or parts thereof intended for use for trade shall, in addition to registration in Sub-Rule (1) above, be licensed by the Director.
- (4) Any person engaging in, or proposing to engage in the business of manufacturing, importing or selling weighing or measuring equipment or modules or parts thereof shall make an application to the Director for registration and/or licensing as a manufacturer, importer or seller of weighing or measuring equipment or parts thereof;
- (5) Any person engaging in, or proposing to engage in the business of servicing weighing or measuring equipment intended for use for trade shall make an application to the Director for registration and/or licensing.
- (6) Any person engaging in, or proposing to engage in the business of re-selling of weighing or measuring equipment intended for use for trade shall have in addition to the requirements of the above Rules a letter of authorization or agency from the manufacturer or appointed distributor of the equipment.
- (7) Subject to Sub Rule (3) above—
 - (a) Where a person intends to or deals in weighing or measuring equipment intended for use for trade, the person shall be subject to both registration and licensing;
 - (b) Where a person intends to or deals in weighing or measuring equipment other than intended for use for trade, the person shall be subject to registration only.Provided that in the case of a service company dealing in weighing or measuring equipment used in laboratories, it shall be exempt from this Rule.
- (8) Every application for registration under this Rule shall be made in the prescribed forms set out in Parts IA, IB, IC and ID of the Thirteenth Schedule, and shall be made—
 - (a) In the case of a person carrying on the business of manufacturing, importing, servicing or selling weighing or measuring equipment or parts thereof, within ninety days of the publication of these Rules;
 - (b) In the case of a person who intends to be or commences business as a manufacturer, importer or seller of weighing or measuring equipment or parts thereof, before the commencement of such business.
- (9) Every application for licensing under this Rule shall be made in the prescribed forms set out in Parts IIA, IIB, IIC and IID of the Thirteenth Schedule.
- (10) Upon receipt of any application made to him under sub-rule (1), the Director shall, where the applicant satisfies all the requirements, register the person making the

application and shall issue a certificate in the form set out in Part IIIA, IIIB, IIIC and IIID of the Thirteenth Schedule.

- (11) The fee payable for registration as a manufacturer, importer, service company or seller of weighing or measuring equipment under these Rules shall be as specified in Part VI, of the Eleventh Schedule.
- (12) The Director may reject any application submitted to him for registration where he is satisfied that—
 - (a) The applicant has made any statement in relation to the application, which is incorrect or false in any material particulars; or
 - (b) The applicant has contravened any of the provisions of the Weights and Measures Act, or any rules made thereunder.
- (13) Any certificate issued under sub-rule (3) shall be subject to any conditions specified in the said certificate.
- (14) Where a certificate of registration is lost or destroyed, the holder of that certificate shall as soon as practicable report such loss or destruction to the police and thereafter apply to the Director to be issued with a duplicate certificate of registration.
- (15) The Director shall maintain separate registers for all manufacturers, importers, service companies, and sellers of weighing or measuring equipment registered under these Rules and such Register shall be in the form set out in Part IVA, IVB, IVC, and IVD of the Thirteenth Schedule.
- (16) Upon receipt of any application made to him under sub-rule (5) and 6(a) in respect of licensing, the Director shall, where the applicant satisfies all the requirements, licence the person making the application and shall issue a licence in the form set out in Part V of the Thirteenth Schedule.
- (17) The fee payable by licensed manufacturers, importers, service companies and sellers under these Rules shall be as specified in Part VI of the Eleventh Schedule.
- (18) Every licence shall expire on every 31st of December of the effective year and shall be subject to renewal on payment of a fee equivalent to the amount specified in Part VII of the Eleventh Schedule.
- (19) The renewal of a manufacturer's, importer's, service company's and seller's licence shall be in the form set out in Part VI (to be developed) of the Thirteenth Schedule and shall be made at least thirty days before the expiry of the current licence.

Provided that where the applicant fails to make the application for the renewal of the licence within the stipulated time he shall make the said application subject to payment of a penalty of 5% of the annual fee for every month in breach for the period defaulted in addition to the annual licence fee for the year applied.

- (20) Where the licensee intends to disengage from the business specified out under this Rule he shall make a formal notification to the director informing him of the same. The licensee upon compliance with this sub -Rule shall be exempted from penalties in sub-Rule (18) above upon resumption of business.
- (21) The requirements and conditions attached to the licensing of manufacturers, importers, service companies and sellers shall be as outlined by the Director.
- (22) The Director shall maintain a register of licensed manufacturers, importers, service companies and sellers made in the form set out in Part VIIA, VIIB, VIIC and VIID of the Thirteenth Schedule.

245. Manufacture, importation or sale of approved weighing or measuring equipment

- (1) No person shall engage in the manufacture, importation or sale of weighing or measuring equipment or module or part thereof intended for use for trade unless it is of a type approved by the Director.
- (2) Any person who engages in the manufacture, importation or sale of weighing or measuring equipment or module or part thereof intended for use for trade which is not of a type approved by the Director commits an offence and the weighing or measuring equipment or module or part thereof shall be forfeited.
- (3) Any person who uses or has in his possession for use for trade any weighing or measuring equipment or module or part thereof which is not of a type approved by the Director commits an offence and the weighing or measuring equipment or module or part thereof shall be forfeited.
- (4) The Director, after consultation with such interested persons, may at any time revoke any certificate of approval issued under Section 30 (1) of this Act, and shall cause notice of any such revocation to be published in the Gazette, and any person who, except as may be permitted by any fresh certificate of approval granted in respect thereof, uses for trade or has in his possession or control for such use, or causes or permits any other person so to use, any weighing or measuring equipment of the pattern or incorporating the modification in question, or disposes of any weighing or measuring equipment to any other person in a state in which it could be so used without informing that other person of the revocation, he commits an offence, and in addition to any other penalty under this Act, the weighing or measuring equipment in question shall be liable to be forfeited.
- (5) Upon revocation of a certificate of approval issued under sub-rule 4 in respect of a model of an equipment, any person responsible for its introduction into the market shall cause to be removed from the market all the equipment of such model within a period to be specified in the revocation notice.
- (6) The certificate so revoked in accordance with sub rule 4 shall be surrendered to the Director by the person to whom it had been issued within seven days of the notice of the revocation.

246. Requirements and Conditions for Registration and Licensing

- (1) All persons who intend to engage in the manufacture, service, assembly, installation or overhaul of weighing or measuring equipment shall have a workshop duly approved by the Director for such use.
- (2) All persons who intend to engage in the manufacture, importation, sale, service, assembly, installation or overhaul of weighing or measuring equipment shall pay the prescribed fee for registration and/or licensing.
- (3) All persons who intend to engage in the manufacture or importation of weighing and measuring equipment or modules or parts thereof intended for use for trade shall, provide a sample to the Director for inspection of such equipment or modules or parts thereof upon application for registration.
- (4) All importers shall present importation documents of weights, measures, weighing or measuring equipment imported by them to the Director for recording.
- (5) All persons who engage in the manufacture or importation of weighing and measuring equipment or modules or parts thereof intended for use for trade shall, provide a sample to the Director for inspection of such equipment or modules or parts thereof for every subsequent manufacture, modification or importation.

- (6) Every licence shall expire on every 31st of December of the year for which it was issued and may be renewed on expiry for another period of one year on payment of the prescribed fee.
- (7) Every licensee or certificate holder shall comply with all the relevant provisions of the Act, the Rules made thereunder and with the conditions set out in schedules (IIIA, IIIB, IIIC, IIID, V, VIIIB, IXB and XB) as are applicable.

Provided that where the applicant fails to make the application for the renewal of the licence within the stipulated time he shall make the said application subject to payment of a penalty of 5% of the licence fee for every month in breach in addition to the annual licence fee for the year applied.

- (8) The Director may waive the penalty in Sub-Rule 3 above in circumstances where the licensee is prevented from making the application within the stipulated time by hospitalization, natural calamities, pandemics, political unrest or having been in active service in a foreign country.
- (9) Every licensee or certificate holder shall comply with all the relevant provisions of the Act and the Rules made thereunder.
- (10) All licensees or certificate holders shall not encourage or countenance any infringement of the provisions of the Act and the Rules for the time being in force and shall report without delay to an inspector any infringement that may come to his notice.
- (11) Any certificate of registration or licence issued under these Rules shall be produced to an inspector on request for the purposes of this Act and the Rules made thereunder.
- (12) Any weighing or measuring equipment, imported, manufactured, repaired or intended for sale for use for trade as the case may be, shall be submitted to an inspector for verification and stamping.
- (11) Every licensee shall exhibit the certificate of registration and/or licence in some conspicuous part of the premises to which it relates.
- (12) Every licensee who ceases to operate shall notify the Director within ninety (90) days.
- (13) Any applicant for registration and/or licensing or any licensee who gives or is found to have given false information commits an offence.
- (14) Every licensee shall notify the Director of any change of address within thirty (30) days from the date of such change.
- (15) Every licensee shall comply with any general or specific directive that may be given by the Director.

247. Registration of Technicians

- (1) Every application for registration as a technician shall be made in the form set out in Part VIIIA of the Thirteenth Schedule.
- (2) Every applicant for registration as a technician shall satisfy the Director that-
 - (a) he has sufficient technical knowledge and skill to enable him to repair weighing or measuring equipment to pass examination and verification by an inspector;
 - (b) he possesses sufficient working knowledge of these Rules.
- (3) For the purpose of sub-Rule (1), the applicant shall produce proof of having sat and passed the relevant legal metrology examinations from a competent and recognized professional legal metrology institution or body in Kenya.
- (4) Upon production of proof in accordance with Sub-Rule (3) and on payment of the prescribed fee, the Director shall register and issue such an applicant with a Technician Registration Certificate as set out in Part VIIIB of the Thirteenth Schedule.

- (5) The certificate issued pursuant to Sub-Rule (4) shall bear a Technician registration number unique to the technician and scope of equipment to be maintained.
- (6) Pursuant to Sub-Rule (4), the Director shall maintain a register of the registered technicians in the form set out in Part IVE of the Thirteenth Schedule.

248. All technicians to be licensed

- (1) Any person engaging in or proposing to engage in the manufacture, repair, assembly, installation or overhaul of weighing or measuring equipment intended for use for trade, whether for profit or not, shall possess a Technician Practicing Licence issued by the Director.
- (2) Every application for Technician Practicing Licence shall be made in the form set out in Part IXA of the Thirteenth Schedule.
- (3) For the purpose of sub-Rule (2), the applicant shall produce proof of having been registered and issued with a Technician Registration Certificate in the form set out in Part VIIIB in respect of the Technician Practicing Licence being applied for under these Rules.
- (4) Upon production of proof in accordance with Sub-Rule (3) and on payment of the prescribed fee, the Director shall issue such an applicant with a Technician Practicing Licence as set out in Part IXB of the Thirteenth schedule.
- (5) Every Technician Practicing Licence issued by the Director under this Rule shall be subject to the conditions specified there-in.
- (6) No person possessing a Technician Practicing Licence under this Rule shall undertake to repair, assemble, install or overhaul weighing or measuring equipment unless he is employed by a licensed service company or a licensed manufacturer.
- (7) A Technician Practicing Licence shall; -
 - (a) be issued in the name of the person who made the application and not in the name of the company;
 - (b) entitle the licensee to repair, assemble, install or overhaul only the types of weighing or measuring equipment covered by the said licence as set out in Part XI of the Thirteenth Schedule.
- (8) No person licensed under these Rules shall undertake to repair, assemble, install or overhaul weighing or measuring equipment which are not specified in the Technician Practicing Licence held.
- (9) The application for renewal of a Technician Practicing Licence shall be in the form set out in Part IXC of the Thirteenth schedule.
- (10) The Director shall reject any application for the renewal of a technician's licence where he is satisfied that-
 - (a) The application for renewal has not been made within the specified time without reasonable cause;
 - (b) The applicant has made a statement in or in relation to the application for the renewal of a licence which is incorrect or false in any material particular; or
 - (c) The applicant has contravened any provisions of the Weights and Measures Act or any Rules made thereunder.
- (11) Upon production of proof in accordance with Sub-Rule (3) and on payment of the prescribed fee, the Director shall issue such an applicant with a renewal of Technician Practicing Licence as set out in Part IXD of the Thirteenth schedule.
- (12) The Director shall maintain a register of all persons who hold Technician Practicing Licences and their respective employers as set out in Part VIII E of the Thirteenth schedule.

249. Approval of workshops

- (1) Every workshop intended for the manufacture, service, assembly, installation or overhaul of weighing or measuring equipment for use for trade shall be approved by the Director.
- (2) Every workshop shall –
 - (a) have the necessary tools, instruments and machinery relevant to the scope of equipment being manufactured, serviced or maintained;
 - (b) have relevant duly verified and stamped working standards;
 - (c) have a valid certificate of registration under the Occupational Safety and Health Act for the purposes of a workshop as stipulated under these Rules;
 - (d) have duly licensed technicians for the scope of equipment for which the workshop is approved to service/maintain;
 - (e) be specific to a particular scope of equipment being manufactured, serviced or maintained as set out in Part XI of the Thirteenth Schedule;
- (3) Application for workshop approval shall be made in the form set out in Part XA of the Thirteenth Schedule.
- (4) Upon receipt of an application referred to in Sub-Rule (3) and payment of prescribed fee as specified in PART VI of the Eleventh Schedule the Director shall arrange for the inspection of the workshop for the purpose of determining its suitability for such use.
- (5) The Director shall reject any application for the approval of a workshop where he is satisfied that-
 - (a) The applicant has made a statement in or in relation to the application for the approval of a workshop which is incorrect or false in any material particular; or
 - (b) The applicant has contravened any provisions of the Weights and Measures Act or any Rules made thereunder.
- (6) The Director shall issue an approval certificate for the workshop where the applicant satisfies all the requirements.
- (7) Any approval certificate granted for a workshop under Sub-Rule (5) shall be for a specific physical location and is not transferable.
- (8) A workshop approval certificate issued by the Director shall be in the form set out in Part XB of the Thirteenth Schedule.
- (9) The Director shall maintain a register of all approved workshops with their respective owners, employees and locations and shall be in the form set out in Part IVE of the Thirteenth Schedule.
- (10) The Director shall perform routine compliance checks on all approved workshops.
- (11) Any approved workshop that fails to maintain compliance with these Rules shall forthwith lose its approval status and the Director shall cancel its approval certificate.

250. Cancellation or suspension of licences

- (1) Where, after the issuance or renewal of a licence, the Director has reasonable cause to believe that a licensee made any statement in or in relation to an application for the issuance or renewal of the licence which was incorrect or false in any material particulars, the Director shall cancel such licence.
- (2) Where the Director has reasonable cause to believe that a licensee has, since the issue of the licence, contravened any provisions of the Weights and Measures Act or any Rules made thereunder, the Director shall suspend such licence with immediate effect pending the outcome of investigations.

(3) Where a licence has been suspended in accordance with sub-Rule (2) above, the Director shall constitute a panel of investigators comprising three (3) inspectors to investigate the allegations and report the findings.

(4) A licence shall remain suspended for a maximum period of three months from the date of such suspension at the expiry of which the suspension shall stand lifted unless within such time legal proceedings are instituted against the licensee.

(5) The Director shall cancel the licence of any licensee facing legal proceedings for offence relating to the contravention of these Rules.

(6) The Director shall cancel the licence of a person who fails to maintain the degree of competence which he possessed at the time of licensing

(7) The Director shall cancel the licence of any person who ceases to be a technician, as licensed under these Rules.

(8) The Director shall cancel the licence of any person who in the course of performance of his duties does not uphold professional ethics.

(9) Any person whose licence has been suspended or cancelled under these Rules, shall within a period of three months after such suspension or cancellation, surrender his licence to the Director.

(10) Any person whose licence has been suspended or cancelled by the Director in accordance with this Rule shall forthwith cease to engage in any activities relating to the suspended or cancelled licence.

(11) Any person aggrieved by the decision of the Director given under Sub-Rules (1),(2), (6), (7) of this Rule shall appeal to the Principal Secretary responsible for the Weights and Measures matters for the time being within sixty days from the date of such decision and in every such case the decision of the Principal Secretary shall be final.

(12) In any case where no appeal is lodged within the stipulated time the person whose licence has been cancelled shall, within three months from the date of expiry of the appeal period, surrender to the Director his registration certificate.

251 All manufacturers and licensed technicians to submit, manufactured and repaired instruments for verification

(1) Every manufacturer or technician shall submit all instruments which he has manufactured or repaired to an inspector for verification and stamping before the same is sold or returned to trade use.

(2) Where in the opinion of a technician any equipment which has been presented to him for repair is beyond repair, he shall notify an inspector forthwith.

(3) The inspector upon receipt of any notification of an equipment beyond repair, shall examine and test such equipment himself and give his written decision based on his findings to the Director and a copy of such findings shall be given to the owner of the equipment where the equipment is to be withdrawn from use.

252. Manufacturers, importers, service companies and sellers to maintain registers

(1) Every manufacturer shall maintain a register in the form set out in Part XIIIA of the Thirteenth Schedule in which he shall record details of all equipment manufactured by him and shall produce such register for inspection by the inspector upon request.

- (2) Every importer shall maintain a register in the form set out in Part XIIB of the Thirteenth Schedule in which he shall record details of all equipment imported by him and shall produce such register for inspection by the inspector upon request.
- (3) Every service company shall maintain a register in the form set out in Part XIIC of the Thirteenth Schedule in which he shall record details of all equipment serviced by him together with the names and addresses of the users and shall furnish such information concerning any equipment which he has or is about to repair to the inspector upon request.
- (4) Every seller shall maintain a register in the form set out in Part XIID of the Thirteenth Schedule in which he shall record details of all instruments sold by him and shall produce such register for inspection by the inspector upon request.

253. Certificate of Service to be issued

Where a licensed technician has serviced, repaired or overhauled any equipment on the premises of any person, whether under a contract or not, the technician shall issue the person responsible for the equipment with a certificate of service in the form set out in Part XIII of the Thirteenth Schedule.

254. All Test Weights and Standards to be verified and stamped

All test weights or standards of weight or measure which are used by manufacturers and service companies shall be submitted to an inspector at least once in every year, or at any other such time as an inspector may direct for the purpose of verification

The test weights and standards shall be marked with a date comprising a letter to denote the month (A-Jan and L-Dec.) and the year.

255. Offences

Any person who contravenes or fails to comply with the provisions of these Rules commits an offence and shall upon conviction be liable to a fine not exceeding five hundred thousand shillings or three years' imprisonment or both.

THIRTEENTH SCHEDULE

[Rules 244, 245,246, 247,248,249, 250, 251,252,253,254,255 L.N .../2023.]

PART I

[Deleted by L.N.../2023.]

PART IA - APPLICATION FOR REGISTRATION AS A MANUFACTURER

To: The Director of Weights and Measures
P.O Box 41071- 00100
Nairobi.

*I /We would like to be registered as manufacturer(s) of weighing or measuring equipment or modules or parts thereof as required under Rule 244 (7) of the Weights and Measures Rules.

*Delete whichever is not applicable.

1. * Trade/ business name of manufacturer.....
2. Complete address:
 - (a) Postal address
.....
.....
 - (b) Location (Town, Estate, Street and plot No)
 - (c) Telephone No.
 - (d) Official email address:
3. Name(s) of proprietor(s) and/or partners

Name	ID/ Passport Number
(a)
(b)
(c)
(d)

(Note. – In the case of a limited company please underline the name of the Managing Director.)

4. Date of establishment of workshop/factory
5. Number and Date of registration of business (Attach copy of CR12).....
6. Number and date of current single business permit (Attach copy):
Licence No.Date.....
7. Registration certificate No. and Date as per the Occupational Safety and Health Act No. 15 of 2007 (attach copy).....
8. Types of apparatus to be manufactured:
 - (a) Weights.....
 - (b) Measures.....
 - (c) Weighing equipment

- (d) Measuring equipment
- (e) Others
- 9. The monogram or trade mark intended to be imprinted on the weighing or measuring equipment. Attach a certified trademark certificate (Please stamp the monogram/trade mark in the box below).



- 10. Details of the standards and test equipment in your possession for use in testing the manufactured weighing or measuring equipment
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.....
- 11. Do you have facilities for steel casting and/or hardness testing of vital parts of the articles or equipment to be manufactured? Please state these facilities if any.
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(To be certified by the Managing Director or legal representative)
 *I/We have read the Weights and Measures Act and rules made thereunder and agree to abide by the same.
 All the information furnished in this form is true to the best of *my/our knowledge.

..... Full name of the applicant Signature of the applicant and official stamp Date
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(FOR OFFICIAL USE ONLY)

Date of receipt of the application

Serial number of the application

Workshop approval number (Attach copy):

Recommendation by the Inspector.....

Name of the Inspector Signature

Application * accepted/rejected

Certificate of registration number issued

Date

DIRECTOR OF WEIGHTS AND MEASURES

PART IB - APPLICATION FOR REGISTRATION AS AN IMPORTER

To: The Director of Weights and Measures

P.O Box 41071

Nairobi

*I /We would like to be registered as importer(s) of weights, measures, weighing and measuring instruments as required under rule 244 of the Weights and Measures Rules.

*I /We * am/are furnishing the particulars as required under the said Rules.

*Delete whichever is not applicable.

1.* Trade/ business name of Importer.....

2. Complete address:

(a) Postal address

.....

(b) Location (Town, Estate, Street and plot No).....

.....

(c) Telephone No.

(d) Official email address:

3. Name(s) of proprietor(s) and/or partners

Name(s)	ID/ Passport Number
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(a)

(b)

(c)

(d)

(e)

(Note. – In the case of a limited company please underline the name of the managing director.)

4. Date of establishment of the business

5. Date and number of registration of business (Attach copy of CR12)

.....

6. Number and date of current Single Business Permit (Attach copy):.....

.....

7. Registration certificate No. and Date as per the Occupational Safety and Health Act No. 15 of 2007 (Attach copy).....
8. Types of equipment to be imported:
 - (a) Weights
 - (b) Measures
 - (c) Weighing instruments
 - (d) Measuring instruments

(To be certified by the importer or representative)

*I/We have read the Weights and Measures Act and Rules made thereunder and agree to abide by the same.

All the information furnished in this form is true to the best of *my/our knowledge.

.....

Full name of importer signature of importer and official stamp Date

(FOR OFFICIAL USE ONLY)

Date of receipt of the application

Serial number of the application

Recommendation by the inspector of Weights and Measures

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Name of the Inspector..... signature

Application * accepted/rejected

Certificate of registration number issued

Date

DIRECTOR OF WEIGHTS AND MEASURES

PART IC - APPLICATION FOR REGISTRATION AS A SERVICE COMPANY

To: The Director of Weights and Measures

P.O Box 41071

Nairobi

*I /We would like to be registered as Service Company as required under Rule 244(7) of the Weights and Measures Rules.

*I /We * am/are furnishing the particulars as required under the said Rules.

*Delete whichever is not applicable.

- 1. * Trade/ business name of service company.....
- 2. Complete address:
 - (a) Postal address
 -
 - (b) Location (Town, Estate, Street and plot No).....
 - (c) Telephone No.
 - (d) Official email address.....

3. Name(s) of proprietor(s) and/or partners

Name	ID/ Passport Number
(a)
(b)
(c)
(d)

(Note. – In the case of a limited company please underline the name of the managing director.)

- 4. Date of establishment of service company
- 5. Date and number of registration of business (Attach copy of CR12)
-
- 6. Number and date of current single business from the County of operation (Attach copy) Single Business permit No.Date
- 7. Registration certificate No. and Date as per the Occupational Safety and Health Act No. 15 of 2007 (Attach copy).....
-
- 8. Types of equipment to be serviced:
 - (a) Weights
 - (b) Measures

(c) Weighing instruments

(d) Measuring instruments

9. Details of the standards and the test equipment in your possession for use in testing the serviced weights, measures, weighing or measuring instruments

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.....
.....
.....
.....

(To be certified by the CEO or representative)

*I/We have read the Weights and Measures Act and rules made thereunder and agree to abide by the same.

All the information furnished in this form is true to the best of *my/our knowledge.

.....

Full name of applicant	signature of applicant and official stamp	Date
.....

(FOR OFFICIAL USE ONLY)

Date of receipt of the application

Serial number of the application

Workshop approval number(Attach copy):

Recommendation by the inspector of Weights and Measures.....

.....

Name of the inspector of Weights and Measures.....

Signature

Application * accepted/rejected

Certificate of registration number issued

Date

.....

DIRECTOR OF WEIGHTS AND MEASURES

*Delete whichever is not applicable

PART ID - APPLICATION FOR REGISTRATION OF A SELLER

To: The Director of Weights and Measures

P.O Box 41071-00100

NAIROBI

*I/We would like to be registered as a seller(s) of weights, measures, weighing and measuring instruments as required under Rule 244 of the Weights and Measures Rules.

*I/We * am/are furnishing the particulars as required under the said Rules.

1.* Trade / Business name of seller.....

2. Complete address:

(a) Postal address

(b) Location (Town, Estate, Street and Plot No.)

(c) Telephone No.

3. Name of Proprietor/Partners/Directors:

Name **ID/Passport No. (Attach copy)**

(a).....

(b).....

(c).....

Note:- In the case of a limited company, please underline the name of the Managing Director.

4. Date and number of registration of business (Attach copy of CR12)

5. Number and date of current Single Business Permit: No.....Date.....(Attach copy)

6. Particulars of licensed service company contracted for technical support:

Name of company

(Attach service contract)

Weights & Measures Workshop Approval Number(Attach copy)

7. Models of instruments intended to be sold and their Weights and Measures Approval

Model	Approval Number
.....
.....
.....
.....
.....

(c) Telephone No.

(d) Official email address

3. Name(s) of proprietor(s) and/or partners

Name	ID/ Passport Number
(e)
(f)
(g)
(h)
(i)

(Note. – I the case of a limited company please underline the name of the managing director.)

4. Date of establishment of the manufacturer

5. Date and number of registration of business (Attach copy of CR12).....
.....

6. Number and date of current single business permit from the County of operation:

Single Business permit No. Date

7. Registration certificate No. and Date as per the Occupational Safety and Health Act No. 15 of 2007 (attach copy).....
.....

8. Types of equipment to be manufactured:

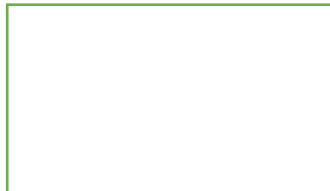
(e) Weights

(f) Measures

(g) Weighing instruments

(h) Measuring instruments

9. The monogram or trade mark intended to be imprinted on the weighing or measuring instrument. (Please stamp the monogram/trade mark in the box below).



10. Details of the standards and the test weights in your possession for use in testing the manufactured weights, measures, weighing and measuring instruments

.....
.....
.....
.....
.....

(To be certified by the manufacturer or representative)

*I/We have read the Weights and Measures Act and rules made thereunder and agree to abide by the same.

All the information furnished in this form is true to the best of *my/our knowledge.

.....

Full name of applicant	Signature of applicant and official Stamp	Date
------------------------	--	------

(FOR OFFICIAL USE ONLY)

Date of receipt of the application

Serial number of the application

Date of inspection of workshop/factory

Recommendation by the Inspector of Weights and Measures

.....

Name of the inspector..... Signature

Application * accepted/rejected

Certificate of registration number issued

Date

.....

Director of weights and measures.

PART IIB – APPLICATION FOR IMPORTERS LICENCE

To: The Director of Weights and Measures
P.O Box 41071- 00100
Nairobi

*I /We would like to be licensed as an importer Under Rule 244 (8) of the Weights and Measures Rules.

*I /We * am/are furnishing the particulars as required under the said Rules.

*Delete whichever is not applicable.

1. * Trade/ business name of the importer.....

2. Complete address:

(a) Postal address

.....

(b) Location (Town, Estate, Street and plot No).....

(c) Telephone No.

(d) Official email address

3. Name(s) of proprietor(s) and/or partners

Name	ID/ Passport Number
(i)
(ii)
(iii).....
(iv).....
(v)

(Note. – I the case of a limited company please underline the name of the managing director.)

4. Date and number of registration of business (Attach copy of CR12).....

5. Number and date of current single business permit from the County of operation:

Single Business permit No.Date.....

6. Registration certificate No. and Date as per the Occupational Safety and Health Act No. 15 of 2007 (attach copy).....

7. Types of equipment to be imported:

- (i) Weights
- (ii) Measures
- (iii) Weighing instruments
- (iv) Measuring instruments

(To be certified by the importer or representative)

*I/We have read the Weights and Measures Act and rules made thereunder and agree to abide by the same.

All the information furnished in this form is true to the best of *my/our knowledge.

.....

Full name of applicant signature of applicant and official Date

Stamp

(FOR OFFICIAL USE ONLY)

Date of receipt of the application

Serial number of the application

Recommendation by the inspector of Weights and Measures

.....

Name of the inspector..... signature

Application * accepted/rejected

Certificate of registration number issued

Date

.....

Director of weights and measures.

PART IIC – APPLICATION FOR A SELLERS LICENCE

To: The Director of Weights and Measures

P.O Box 41071- 00100

Nairobi

*I /We would like to be licensed as a seller Under Rule 244 (8) of the Weights and Measures Rules.

*I /We * am/are furnishing the particulars as required under the said Rules.

*Delete whichever is not applicable.

1. * Trade/ business name of seller

2. Complete address:

(a) Postal address

.....

(b) Location (Town, Estate, Street and plot No).....

(c) Telephone No.

(d) Official email address

3. Name(s) of proprietor(s) and/or partners

Name

ID/ Passport Number

(i)

(ii)

(iii).....

(iv).....

(v)

(Note. – I the case of a limited company please underline the name of the managing director.)

4. Date and number of registration of business (Attach copy of CR12).....

5. Number and date of current single business permit from the County of operation:

Single Business permit No.Date.....

6. Registration certificate No. and Date as per the Occupational Safety and Health Act No. 15 of 2007 (attach copy).....
7. Types of equipment to be sold:
 - (i) Weights
 - (ii) Measures
 - (iii) Weighing instruments
 - (iv) Measuring instruments

(To be certified by the service company or representative)

*I/We have read the Weights and Measures Act and rules made thereunder and agree to abide by the same.

All the information furnished in this form is true to the best of *my/our knowledge.

.....
 Full name of applicant signature of applicant and official Date

Stamp

(FOR OFFICIAL USE ONLY)

Date of receipt of the application

Serial number of the application

Recommendation by the inspector

.....

Name of the inspector..... signature

Application * accepted/rejected

Certificate of registration number issued

Date

.....

Director of weights and measures.

PART IID – APPLICATION FOR SERVICE COMPANY LICENCE

To: The Director of Weights and Measures

P.O Box 41071

Nairobi

*I /We would like to be licensed as Service Company under Rule 244(8) of the Weights and Measures Rules.

1. Applicant’s Details

Full Name of Service Company.....

Date and number of registration of business (Attach copy of CR12).....

Mobile No.....

Email address:

2. Single Business Permit No. (Attach copy):

Workshop Approval No(s)(Attach copy/copies).

.....

Physical Address (Location).....

Postal Address.....Email Address.....

(To be certified by the applicant)

I certify that I have read the Weights and Measures Act Cap 513 and Rules made there under and agree

to abide by the same.

All information furnished above is true to the best of my knowledge.

Signature of Applicant.....

Date.....

(FOR OFFICIAL USE ONLY)

Date of receipt of the application

.....

(Final order of Licensing Authority)

Application *Successful/Unsuccessful:

Service Company Licence No.....

Date Issued

.....

DIRECTOR OF WEIGHTS AND MEASURES

PART IIIA-MANUFACTURER REGISTRATION CERTIFICATE

CERTIFICATE OF REGISTRATION NO.

.....

(To be filled in triplicate)

I hereby certify that

.....

.....(name) of

.....

..... (Address) has been registered as a manufacturer
of(specify)

.....

.....under Rule 244(9) of the Weights and Measures
Rules.

Dated on this day of
(Month)..... (Year)

.....

DIRECTOR OF WEIGHTS AND MEASURES

CONDITIONS FOR REGISTRATION

The person in whose name this certificate of registration has been issued shall

- (a) Comply with all the relevant provisions of the Act and the Rules made thereunder;
- (b) Not encourage or countenance any infringement of the provisions of the Act and the Rules for the time being in force and shall report without delay to an inspector any infringement that may come to his notice;
- (c) Exhibit this certificate of registration in some conspicuous part of the premises to which it relates;
- (d) Comply with any general or specific directive that may be given by the Director;
- (e) Present the weights, measures, weighing or measuring equipment manufactured by him to an inspector for verification and stamping before use for trade;
- (f) Ensure that any weights, measures, weighing or measuring equipment manufactured by him have been duly verified and stamped by an inspector before use for trade;
- (g) Notify the Director of any change of address within thirty days from the date of such change.

PART IIIB-IMPORTER REGISTRATION CERTIFICATE

CERTIFICATE OF REGISTRATION NO.

.....

(To be filled in triplicate)

I hereby certify that

.....

.....(name) of

.....

..... (Address) has been registered as an importer of(specify)

.....

..... under Rule 244(9) of the Weights and Measures Rules.

Dated on this day of
(Month)..... (Year)

.....

DIRECTOR OF WEIGHTS AND

MEASURES

DISCLAIMER: This Certificate does NOT confer authority to sell equipment meant for trade use.

CONDITIONS FOR REGISTRATION

The person in whose name this certificate of registration has been issued shall--

- (a) Comply with all the relevant provisions of the Act and the Rules made thereunder;
- (b) Not encourage or countenance any infringement of the provisions of the Act and the Rules for the time being in force and shall report without delay to an inspector any infringement that may come to his notice;
- (c) Exhibit this certificate of registration in some conspicuous part of the premises to which it relates;
- (d) Comply with any general or specific directive that may be given by the Director;
- (e) Present importation documents of weights, measures, weighing or measuring equipment imported by him to the Director for recording;
- (f) Notify the Director of any change of address within thirty days from the date of such change.

PART IIIC-SERVICE COMPANY REGISTRATION CERTIFICATE

CERTIFICATE OF REGISTRATION NO.

.....

(To be filled in triplicate)

I hereby certify that

.....

.....(name) of

.....

..... (Address) has been registered as a service company
of(specify)

.....

.....under Rule 244(9) of the Weights and Measures
Rules.

Dated on this day of
(Month)..... (Year)

.....

....

DIRECTOR OF WEIGHTS AND MEASURES

CONDITIONS FOR REGISTRATION

The person in whose name this certificate of registration has been issued shall--

- (a) Comply with all the relevant provisions of the Act and the Rules made thereunder;
- (b) Not encourage or countenance any infringement of the provisions of the Act and the Rules for the time being in force and shall report without delay to an inspector any infringement that may come to his notice;
- (c) Exhibit this certificate of registration in some conspicuous part of the premises to which it relates;
- (d) Comply with any general or specific directive that may be given by the Director;
- (e) Present the weights, measures, weighing or measuring equipment serviced/overhauled by him to an inspector for verification and stamping before the same is returned to trade use;
- (f) Ensure that any weighing or measuring equipment or modules or parts thereof equipment serviced/overhauled by him has been duly verified and stamped by an inspector before the same is returned to trade use;
- (g) Notify the Director of any change of address within thirty days from the date of such change.

PART IIID-SELLER REGISTRATION CERTIFICATE

CERTIFICATE OF REGISTRATION NO.

.....

(To be filled in triplicate)

I hereby certify that

.....

.....(name) of

.....

..... (Address) has been registered as a seller of (specify)

.....

..... under Rule 244(9) of the Weights and Measures Rules.

Dated on this day of
(Month)..... (Year)

.....

DIRECTOR OF WEIGHTS AND

MEASURES

DISCLAIMER: This Certificate does NOT confer authority to sell equipment meant for trade use.

CONDITIONS FOR REGISTRATION

The person in whose name this certificate of registration has been issued shall

- (a) Comply with all the relevant provisions of the Act and the Rules made thereunder;
- (b) Not encourage or countenance any infringement of the provisions of the Act and the Rules for the time being in force and shall report without delay to an inspector any infringement that may come to his notice;
- (c) Exhibit this certificate of registration in some conspicuous part of the premises to which it relates;
- (d) Comply with any general or specific directive that may be given by the Director;
- (e) Present the weights, measures, weighing or measuring equipment for sale by him to an inspector for verification and stamping before sale;
- (f) In the case of a service company/seller, ensure that any weighing or measuring equipment or modules or parts thereof instruments serviced/sold by him has been duly verified and stamped by an inspector before such sale;
- (g) Notify the Director of any change of address within thirty days from the date of such change.

PART IVA-DIRECTOR'S MANUFACTURERS REGISTER

(Register for manufacturers of weights, measures, weighing or measuring equipment)

Name of manufacturer	Address of workshop/factory	Certificate of Registration No.	Date of Registration	Equipment to be manufactured	Trademark/motogram used in the equipment	Remarks

PART IVB- DIRECTOR'S IMPORTERS REGISTER

(Register for importers of weights, measures, weighing or measuring equipment)

Name of Importer	Certificate of Registration No.	Date of Registration	Equipment to be imported	Remarks

PART IVC- DIRECTOR'S SERVICE COMPANIES REGISTER

Name of Service Company	Certificate of Registration No.	Date of Registration	Equipment to be serviced	Remarks

(Register for service companies of weights, measures, weighing or measuring equipment)

PART IVD-DIRECTORS SELLERS REGISTER

(Register for sellers of weights, measures, weighing or measuring equipment)

Name of Seller	Certificate of Registration No.	Date of Registration	Location of the premises	Equipment to be sold	Remarks

PART IVE-REGISTER OF APPROVED WORKSHOPS

Name of Workshop	Owner(s) of the workshop	Contact Details(Tel. No.)	Certificate of Approval No.	Date of Approval	Location of the premises	Equipment to be serviced	Remarks

PART IVF-TECHNICIANS REGISTER

Name of Technician	National ID No.	Certificate of Registration No.	Date of Registration	Service Company/Manufacturer	Scope of equipment	Remarks

PART V – LICENCE FOR MANUFACTURER/IMPORTER/SERVICE COMPANY OF WEIGHING OR MEASURING EQUIPMENT

No.....

Under the provisions of the Weights and Measures Rules,

..... (Name)
of.....

.....
.....

(Address) is licensed to engage in the *manufacture/importation/service of(specify)

.....
.....
.....
.....
.....
.....

*Delete whichever not applicable.

This licence is valid until 31st December,
year.....

This licence may be renewed annually upon payment of prescribed fee.

The licensee shall comply with the conditions set out on the reverse of this licence and failure to comply with any one of them shall render the licence liable to be cancelled.

Date.....

.....

Director of Weights and Measures

CONDITIONS OF THE LICENCE

The manufacturer/importer OR service company in whose name this licence has been issued shall--

- (a) Comply with all the relevant provisions of the Act and the Rules made and orders thereunder;
- (b) Not encourage or countenance any infringement of the provisions of the Act and the Rules for the time being in force and shall report without delay to an inspector any infringement that may come to his notice;
- (c) Exhibit this licence in some conspicuous part of the premises to which it relates;
- (d) Surrender the licence if and when required to do so by the Director or any other officer acting under the instructions of the Director;
- (e) Comply with any general or specific directive that may be given by the Director;
- (f) Present the weights, measures or weighing or measuring instrument, any module or part thereof as the case may be, duly serviced to an inspector for verification and stamping before being returned to trade use;
- (g) Submit the application for renewal of this licence as required under the Rules at least thirty days before the date of expiry of the validity of the licence;
- (h) Notify the Director of any change of address within thirty days from the date of such change.

PART VI

PART VI - RENEWAL OF MANUFACTURING/ IMPORTING/ SERVICING COMPANY PRACTICING LICENCE

No.

.....

THIS IS TO CERTIFY that

..... (Name) and
holder of initial Manufacturing/ Importing / Servicing Company Practicing licence No.
..... having been found to possess sufficient
knowledge and skill to enable them to continue practicing as a manufacturing/ importing/
servicing company in the following type(s) of
equipment.....

.....
.....

This license is valid from.....and expires on 31st December
.....

.....
.....

Date of issue

Director of Weights and Measures

PART VIIA-DIRECTOR’S LICENSED MANUFACTURERS REGISTER

Name of the manufacturer	Contact Details	Licence No.	Current status	Remarks

PART VIIB-DIRECTOR'S LICENSED IMPORTERS REGISTER

Name of the importer	Contact Details	Licence No.	Current status	Remarks

PART VIIC-DIRECTOR'S LICENSED SERVICE COMPANIES REGISTER

Name of the service company	Contact Details	Licence No.	Current status	Remarks

PART VIID-DIRECTOR'S LICENSED SELLERS REGISTER

Name of the seller	Contact Details	Licence No.	Current status	Remarks

PART VIIE- REGISTER OF PRACTICING LICENSED TECHNICIANS

Name of the technician	Name of Service Company	Contact Details	Licence No.	Date of last renewal	Remarks

**PART VIIIA – APPLICATION FOR TECHNICIAN REGISTRATION
CERTIFICATE**

To: **Director of Weights and Measures**
P.O. Box 41071
Nairobi.

1. Applicant's Details

Full Name of Applicant.....
ID/No (Attach Copy).....
Mobile No.....

Email address.....
Level of highest education (Attach copy):.....
Passport photo (Attach):.....

2. Details of Service company

Name of the Company
.....

Full Name of Director(s)
.....

Workshop Approval No. (Attach copy)
.....

Physical Address (Location).....

Postal Address..... .Email Address.....

- 3. Type of licence.....
- 4. Year of sitting for the qualifying exam
- 5. Are you a holder of any type of technician’s licence? If so, state type and number of Licence. (Attach valid licence)
.....

(To be certified by the applicant)

I certify that I have read the Weights and Measures Act Cap 513 and Rules made there under and agree to abide by the same.
All information furnished above is true to the best of my knowledge.

Signature of Applicant..... Date.....

(FOR OFFICIAL USE ONLY)

Date of receipt of the application
.....

Professional Certificate Number of Applicant (Attachcopy).....

(Final order of Registering Authority)

Application *Successful/Unsuccessful:

Technicians Registration No.....

Date Issued

DIRECTOR OF WEIGHTS AND MEASURES

PART VIII B –TECHNICIAN REGISTRATION CERTIFICATE

CERTIFICATE OF REGISTRATION NO.
.....

(To be filled in triplicate)

I hereby certify that

.....(name) of

..... (Address) has been registered as a technician
of(specify)..... under Rule 247(4) of the Weights
and Measures Rules.

Dated on this day of
(Month)..... (Year)

.....
Director of Weights and Measure

CONDITIONS FOR REGISTRATION

The person in whose name this certificate of registration has been issued shall:

- (a) Comply with all the relevant provisions of the Weights and Measures Act and the Rules made thereunder;
- (b) Not encourage or countenance any infringement of the provisions of the Act and the Rules for the time being in force and shall report without delay to an inspector any infringement that may come to his notice;
- (c) Exhibit this certificate of registration in some conspicuous part of the premises to which it relates;
- (d) Comply with any general or specific directive that may be given by the Director;
- (e) Notify the Director of any change of address within thirty days from the date of such change.

PART IXA – APPLICATION FOR TECHNICIAN PRACTICING LICENCE

To: Director of Weights and Measures
P.O. Box 41071-00100
Nairobi.

1. Applicant’s Details

Full Name of Applicant.....

ID/No (Attach Copy).....

Mobile No.....

Email address:

2. Details of Service company

Name of the Company.....

Full Name of Director

Workshop Approval No. (Attach copy certified by County Weights and Measures Officer)

Physical Address (Location).....

Postal Address..... .Email Address.....

3. Type of licence being applied.....

Technician Registration Certificate Number:

Licence Number:

Date of issue:

4. Year of sitting for the qualifying exam

5. Are you a holder of any type of technician’s licence? If so, state type and number of Licence. (Attach valid licence)

.....

6. Have you previously applied for a technician's licence and been denied? If so, why?.....
.....

(To be certified by the applicant)

I certify that I have read the Weights and Measures Act Cap 513 and Rules made there under and agree to abide by the same.

All information furnished above is true to the best of my knowledge.

Signature of Applicant..... Date.....

(FOR OFFICIAL USE ONLY)

Date of receipt of the application

.....

(Final order of Licensing Authority)

Application *Successful/Unsuccessful:

Practicing Licence No.....

Date Issued

.....

DIRECTOR OF WEIGHTS AND MEASURES

PART IXB TECHNICIAN PRACTICING LICENCE

No.

THIS IS TO CERTIFY..... (Name) of
Licence No.dated possesses sufficient knowledge and skill
to enable him/her to practice as a technician in the following type of
equipment.....

....

This practicing license is valid from.....and expires on 31st
December

.....

Date of issue DIRECTOR WEIGHTS AND MEASURES

CONDITIONS FOR LICENSING

The person in whose name this Practicing Licence has been issued shall:

- (a) Comply with all the relevant provisions of the Weights and Measures Act and the Rules made thereunder;
- (b) Not encourage or countenance any infringement of the provisions of the Act and the Rules for the time being in force and shall report without delay to an inspector any infringement that may come to his notice;
- (c) Exhibit this Practicing Licence in some conspicuous part of the premises to which it relates;

- (d) Ensure that any weights, measures, weighing or measuring equipment serviced by him have been duly verified and stamped by an inspector before use for trade;
- (e) Comply with any general or specific directive that may be given by the Director;
- (f) Notify the Director of any change of address within thirty days from the date of such change.

PART IXC– APPLICATION FOR RENEWAL OF TECHNICIAN PRACTICING LICENCE

To: Director of Weights and Measures
P.O. Box 41071-00100
Nairobi.

1. Applicant’s Details

Full Name of Applicant.....
ID/No (Attach Copy).....
Mobile No.....
Email address:

2. Details of Service company

Name of the Company.....
Full Name of Director
Workshop Approval No. (Attach copy)
Physical Address (Location).....
Postal Address..... .Email Address.....

3. Type of licence being renewed.....

Practicing Licence Number:
Date of issue:

4. Clearance by the Inspector in charge of the jurisdiction of operation.

.....
Name of Inspector Signature Official Stamp

(To be certified by the applicant)

I certify that I have read the Weights and Measures Act Cap 513 and Rules made there under and agree

to abide by the same.

All information furnished above is true to the best of my knowledge.

Signature of Applicant..... Date.....

(FOR OFFICIAL USE ONLY)

Date of receipt of the application

.....

(Final order of Licensing Authority)

Application *Successful/Unsuccessful:

Date Issued

.....

DIRECTOR OF WEIGHTS AND MEASURES

PART IXD - RENEWAL OF TECHNICIAN PRACTICING LICENCE

No.

.....

THIS IS TO CERTIFY that

..... (Name) and holder of practicing licence no.....having been found to possess sufficient knowledge and skill to enable him/her continue practicing as a technician in the following type(s) of equipment.....

.....

This practicing license is valid from.....and expires on 31st December

.....

.....

Date of issue

DIRECTOR WEIGHTS AND MEASURES

PART XA – APPLICATION FOR WORKSHOP APPROVAL

TO: Director of Weights and Measures

P.O. BOX 41071-00100, NAIROBI.

Application for the approval of workshop as required under Rule 249(3) of the Weights and Measures Rules.

Particulars of applicant

1. Trade/Business name.....
2. Complete Address:
 - (a) Postal Address.....
 - (b) Location (Town, Estate, and Plot No.).....
 - (c) Telephone No.....
 - (d) Official email address.....

3. Name of Proprietor/Partners/Directors:

Name	ID/Passport No. (<i>Attach copy</i>)
(a).....
(b).....
(c).....

Note: - In the case of a limited company, please underline the name of the Managing Director.

4. Date of establishment of the workshop.....
5. Date and number of registration of business (*Attach copy of CR12*).....
6. Number and date of current Single Business Permit: No..... Date..... (*Attach copy*)
7. Workshop registration under the Occupational Safety and Health Act. (*Attach copy*)

Registration No..... Date.....

8. Particulars of licensed persons employed:

Name (<i>Attach copy</i>)	ID/No.	Type of Licence	Practicing Licence No.
(a).....
(b).....
(c).....
(d).....

(Note: in case of more employees please attach a separate list)

9. Workshop will handle instruments in the following type(s) of licences:

Type(s):

I		V	
II		VI	
III		VII	
IV		VIII	
IVB			

(Tick whichever is applicable)

10. Details of equipment to be used when undertaking the repairs to weighing or measuring equipment. **(State quantities in each case).**

(a) Machinery

- (i) Grinding Machines.....
- (ii) Drilling machines.....

(iii) Vices.....

(iv) Others (please specify type)

.....
.....

(b) Tools

(i) Mechanical tool boxes (full of tools).....

(ii) Electrical/Electronic tool boxes (full of tools).....

(iii) Multimeters.....

(iv) Others (please specify type).....

.....
.....

(c) Test Weights:

Denomination

Quantity

.....
.....
.....
.....

(d) Check pump measures:

Capacity

Quantity

.....
.....
.....

(e) Prover Tanks: *(Please attach calibration certificates from National Weights and Measures Laboratory)*

Capacity

Quantity

.....
.....
.....

(f) Master Meters: *(Please attach calibration certificates from National Weights and Measures Laboratory)*

Model

Flow Rate Range

.....
.....
.....

(g) Sealing pliers.....

(h) Manufacturers/Service Company Register

*I/We have read the Weights and Measures Act and the Regulations made thereunder and agree to abide by the same.

All the information furnished in this application form is true to the best of my knowledge.

.....
Full Name of Applicant (Director/owner) **Signature** **Date**

(FOR OFFICIAL USE ONLY) (To be completed by the Inspecting Officer)

Date of Receipt of application Serial No.....

Date of Inspection.....

Recommendation by the Inspecting Officer.....

Type 2	Mechanical weighbridges, dormant platform scales, mechanical crane weighers and mechanical automatic weighing instruments;
Type 3	All Weighing instruments incorporating electronic devices;
Type 4	Mechanical Dispensing pumps;
Type 4B	Bulk measures;
Type 5	Mechanical bulk flow meters;
Type 6	Dispensing pumps incorporating electronic devices;
Type 7	All flow meters incorporating electronic devices;
Type 8	Fixed storage tanks including those incorporating gauging systems;
Type 9	Electricity meters and Electric Vehicles (EV) charging systems
Type 10	Taxi meters;
Type 10A	Safety and environmental metrological equipment
Type 10B	Health metrological equipment
Type 10C	LPG dispensers, LPG smart meters incorporating electronic devices
Type 11	Alcohol breath analysers
Type 12	Speed guns and speed radars
Type 13	Tyre Pressure Gauges;
Type 14	Sound level meters
Type 15	Exhaust analysers
Type 16	Health metrological instruments
Type A	Precision balance class 'A' (electronic comparators);
Type B	Precision class 'B' (mechanical comparators);
Type C	Precision balances class 'C' (inspector's beam scales);

PART XI A-MANUFACTURERS REGISTER

1. Name and address of the manufacturer.....
.....
.....
2. Manufacturer's Registration Certificate No.....date issued.....
3. Description of equipment manufactured.....
.....
.....
.....

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Type/Model	Serial number range	Month	Unsold stock from the previous month	Quantity manufactured during the month	Total monthly stock (4+5)	SOLD WITHIN KENYA		SOLD OUTSIDE KENYA		Total monthly stock sold (7+10)	BALANCE (6-11)	REMARKS
						No. of equipment sold	Dispatch voucher numbers and dates	The Country to which sold	No. of equipment sold			

PART XIIB-IMPORTERS REGISTER

- Name and address of the importer.....
.....
- Importer's Registration Certificate No.....date issued.....
- Description of equipment imported.....
.....
.....

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	11.	13.
Type/Model	Serial number's	Month	Unsold Imported stock from the previous month	Quantity imported during the month	Total monthly stock (4+5)	SOLD WITHIN KENYA		SOLD OUTSIDE KENYA		Total monthly stock sold (7+10)	Balance (6-11)	REMARKS
						No. of	Dispatch	The Cou	No. of			

						equip ment sold	vou cher num bers and date s	ntry to whi ch sold	equip ment sold			

PART XIIC-SERVICE COMPANIES REGISTER

1. Name and address of the service company.....
.....
.....
2. Service Company Registration Certificate No.....Date issued.....
3. Service company licence number.....Expiry Date.....
.....
.....

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Type/ Model	Seria l Num ber	Date on which the appar atus is receiv ed	Name and Telep hone of the user from whom receiv ed	Detail s of the equip ment	Rec eipt No. and date of issu e to the user	Servi cing charg es	Verific ation fee paid	Verific ation certific ate number	Dat e of ret urn to the iss ue	Rem arks

PART XIID-SELLERS REGISTER

1. Name and address of the seller.....
.....
.....
2. Seller’s Certificate Registration No.....Date issued.....
3. Sellers licence number.....Expiry date.....
.....
.....

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Serial Number	Date on which the equipment is sold	Name, location and Telephone of whom equipment is sold	Details of equipment sold (Serial number and model)	Sale Receipt No.	Warranty details if any	Verification fee paid	Verification certificate number	Date of re-verification	Remarks

PART XIII – CERTIFICATE OF SERVICE/OVERHAUL/REPAIRS

This is to certify that I, (name of technician).....licence number.....type of licence..... have today visited the premises of.....(name of trader)located at.....and have serviced/overhauled or repaired the following equipment which is/are in trade use,.....

The following equipment have been moved to my workshop for the purposes of service/repair, viz.....

Date.....Signature.....
Licensee

Copy to: Inspector in Charge (Area of jurisdiction)

Made on 11th May, 2026.

Hon. Lee Kinyanjui
Cabinet Secretary for Ministry of Investments, Trade and Industry