



**eprocedures.**  
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## County procedures / Mombasa County / Alcoholic drink licence Mombasa County

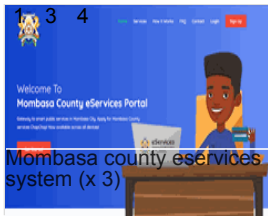
### Summary of the procedure

#### List of steps

##### List of steps (4)

- 1 Apply and pay for liquor licence
- 2 Premise inspection
- 3 Obtain invoice and pay licence fees
- 4 Obtain alcoholic drinks licence

#### Where to go?



Mombasa county eServices system (x 3)



Department of Trade, Tourism & Investment

#### What you will get



Liquor licence

#### Required documents



PIN certificate



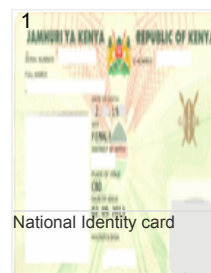
Certificate of incorporation



Route sketch



Police report



National Identity card



Health clearance certificate



Medical certificate

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**How much?**

Estimated cost of the procedure : **KES 11,600**

KES 7,500 ( liquor licence fee for a railway restaurant-estimate. The fee varies depending on size and type of business)

KES 4,000 ( application fees for liquor licence)

KES 50 ( eCitizen convenience fee)

KES 50 ( eCitizen convenience fee)

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**How long ?**

	min.	max.
Total time (sum):	3d 1/2	8d
<u>of which:</u>		
Attention at counter:	20mn	50mn
Waiting time until next step (sum):	3d	7d

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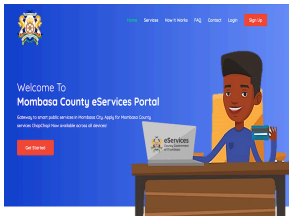
**Legal justification?**

Mombasa County Finance Act 2021

## Detailed steps

### 1 | Apply and pay for liquor licence

#### Contact details



#### Entity in charge

#### **Mombasa county eservices system**

Next To Burhani Park, Old Town,  
Treasury Square., Mombasa

Tel: +254 412311025

Email: [eservices@mombasa.go.ke](mailto:eservices@mombasa.go.ke)

Website:

<https://eportal.mombasa.go.ke/index.html>

#### Expected results

1. Account activation code
2. Payment invoice for liquor

#### Requirements

1. PIN certificate (copy)  
Of the registered entity
2. Certificate of incorporation (copy)  
For companies
- or Certificate of compliance (copy)  
For branches of foreign companies
- or Business registration certificate (copy)  
For sole proprietorships and partnerships
3. Contact details
4. Single business permit number (Msa)
5. Route sketch
6. Police report (original)  
duly stamped by police
7. National Identity card (copy)  
of the owner
8. Health clearance certificate (copy)

## Cost KES 4,050

### KES 4,000

application fees for liquor licence

### KES 50

eCitizen convenience fee

## Time frame

Attention at counter: Min. 5mn - Max. 15mn

Waiting time until next step: Min. 1 day - Max. 2 days

## Recourse: Department of Trade, Tourism & Investment



### Entity in charge

#### Department of Trade, Tourism & Investment

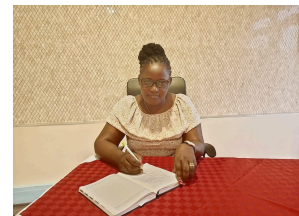
9th Floor, Bima Towers Digo Road P.O  
Box 82209, Mombasa 80100  
Tel: +254 709 003 107



### Unit in charge

#### Single business permit unit

Mon: 08:30 - 17:00  
Tue: 08:30 - 17:00  
Wed: 08:30 - 17:00  
Thu: 08:30 - 17:00  
Fri: 08:30 - 17:00



### Person in charge

#### Veronica Gitonga

Director liquor control and licensing  
Tel: +254 722 816 761  
Email: veromu@yahoo.com



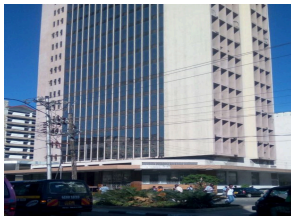
**Entity in charge:**

**Certified by:**

**Date/Signature:**

## 2 | Premise inspection

### Contact details



#### Entity in charge

#### Department of Trade, Tourism & Investment

9th Floor, Bima Towers Digo Road P.O  
Box 82209, Mombasa 80100  
Tel: +254 709 003 107



#### Unit in charge

#### Single business permit unit

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Thu: 08:30 - 17:00  
Fri: 08:30 - 17:00



#### Person in charge

#### Chief liquor inspector - Mombasa

Tel: +254 412 311 025  
Email: esrvices@mombasa.go.ke

### Expected results

1. Inspection report

### Requirements

1. Medical certificate (copy) of the workers
2. Premise

### Time frame

Attention at counter: Min. 10mn - Max. 20mn

### Legal justification

1. Mombasa County Finance Act 2021

## Recourse: Department of Trade, Tourism & Investment



### Entity in charge

#### **Department of Trade, Tourism & Investment**

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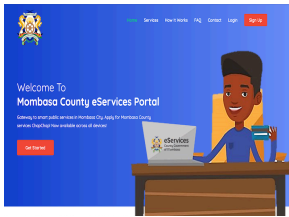
**Entity in charge:**

**Certified by:**

**Date/Signature:**

### 3 | Obtain invoice and pay licence fees

#### Contact details



#### Entity in charge

#### Mombasa county eservices system

Next To Burhani Park, Old Town,

Treasury Square., Mombasa

Tel: +254 412311025

Email: [eservices@mombasa.go.ke](mailto:eservices@mombasa.go.ke)

Website:

<https://eportal.mombasa.go.ke/index.html>

#### Expected results

1. Payment invoice for liquor
2. Payment bill

#### Cost KES 7,550

##### KES 7,500

liquor licence fee for a railway restaurant-estimate. The fee varies depending on size and type of business

##### KES 50

eCitizen convenience fee



Alcoholic drinks licence fee schedule

#### Time frame

Attention at counter: Min. 5mn - Max. 10mn

Waiting time until next step: Min. 2 days - Max. 5 days

#### Legal justification

1. Mombasa County Finance Act 2021

## Additional information

Upon payment, it is advisable to notify the inspector so fast tracking of the liquor licence

## Recourse: Department of Trade, Tourism & Investment



Entity in charge

### Department of Trade, Tourism & Investment

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Unit in charge

### Single business permit unit

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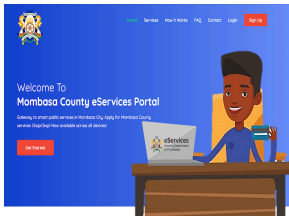
Certified by:

Date/Signature:



## 4 | Obtain alcoholic drinks licence

### Contact details



#### Entity in charge

#### **Mombasa county eservices system**

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Email: [eservices@mombasa.go.ke](mailto:eservices@mombasa.go.ke)

Website:

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### Expected results

1. Liquor licence

### Time frame

Attention at counter: Max. 5mn

### Legal justification

1. Mombasa County Finance Act 2021

### Recourse: Department of Trade, Tourism & Investment



#### Entity in charge

#### **Department of Trade, Tourism & Investment**

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