



**Kenya Bureau of
Standards**

Standards for Quality life

KIMS USER MANUAL- Quality Assurance

SYSTEM USER INTERFACE MANUAL FOR KIMS WEB BASED SYSTEM

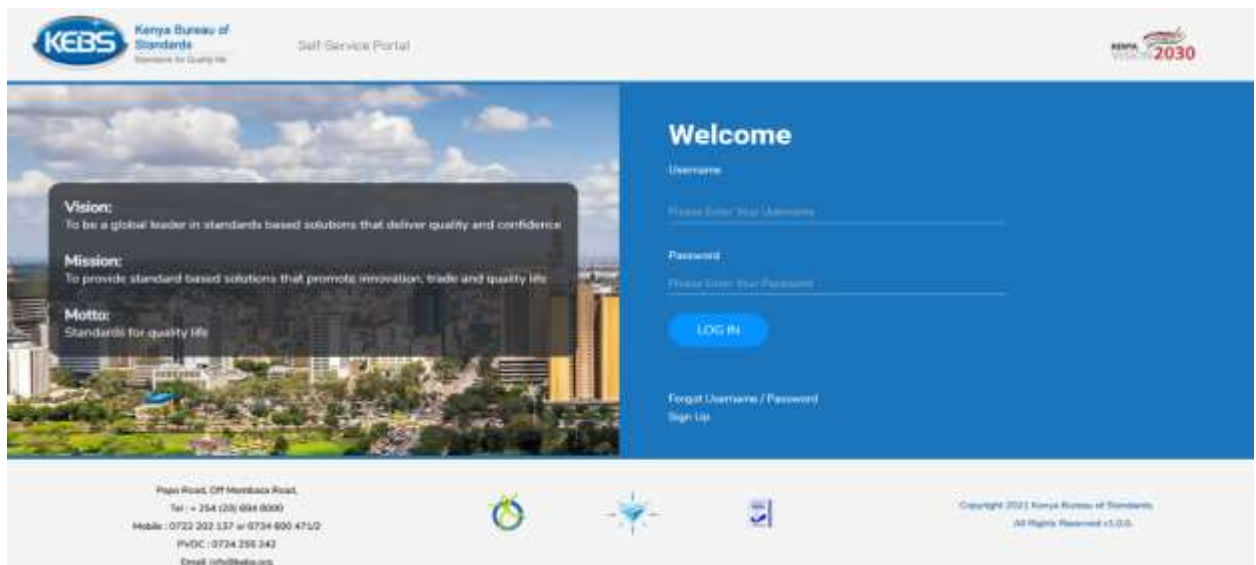
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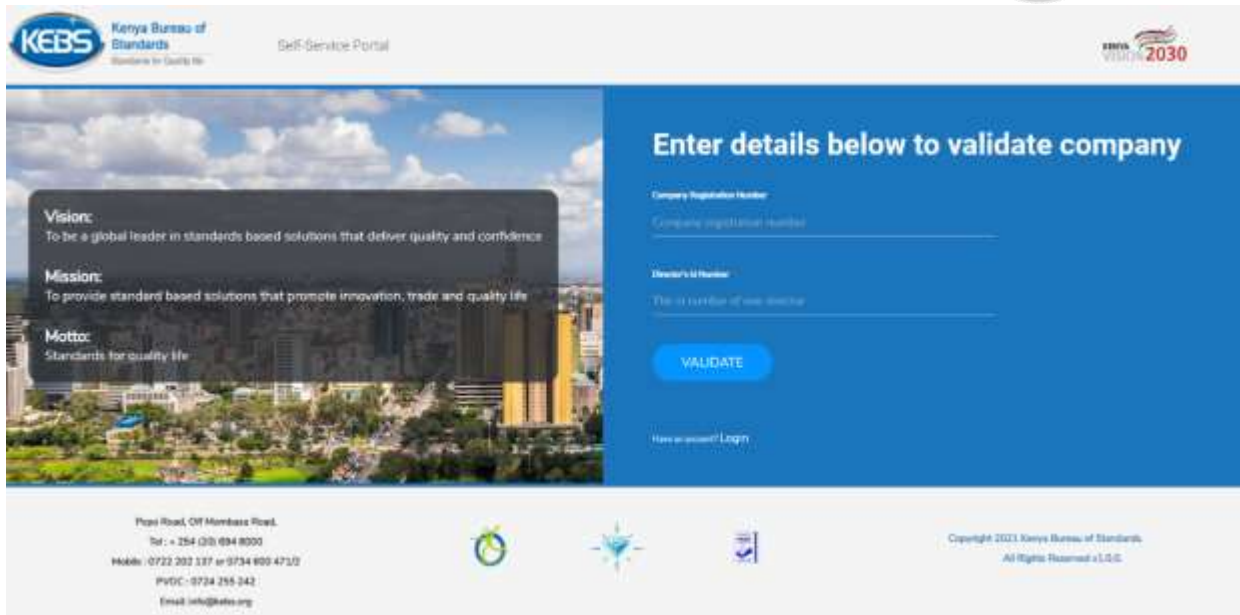
Quality Assurance- Application and Payment

1. Manufacturer Registration

1. Access the KIMS portal and click on **Sign Up**



2. This is the page that will be opened on clicking sign up



The screenshot shows the KEBS Self-Service Portal. On the left, there is a banner with the KEBS logo and the text "Kenya Bureau of Standards Standards for Quality life". Below this, there is a section titled "Vision: To be a global leader in standards based solutions that deliver quality and confidence". Below that, "Mission: To provide standard based solutions that promote innovation, trade and quality life". Below that, "Motto: Standards for quality life". On the right, there is a blue box with the text "Enter details below to validate company". Below this, there are two input fields: "Company Registration Number" and "Director's Id Number". Below these fields is a blue button labeled "VALIDATE". Below the button is a link "Have an account? Login". At the bottom of the page, there is a footer with contact information: "P.O. Box 100, Off Mombasa Road, Tel: + 254 (0) 694 8000, Mobile: 0722 202 137 or 0734 600 471/2, PIVIC: 0734 255 342, Email: info@kebs.org". There are also three small logos in the footer: a green circular logo, a blue star logo, and a purple logo. On the right side of the footer, there is a copyright notice: "Copyright 2021 Kenya Bureau of Standards. All Rights Reserved v1.0.0".

Kenya Bureau of
Standards
Standards for Quality life

KEBS
Kenya Bureau of
Standards
Standards for Quality life

Enter details below to validate company

Company Registration Number

Director's Id Number

VALIDATE

Have an account? Login

P.O. Box 100, Off Mombasa Road,
Tel: + 254 (0) 694 8000
Mobile: 0722 202 137 or 0734 600 471/2
PIVIC: 0734 255 342
Email: info@kebs.org

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3. Fill form with below details and click Login.
 - Company Registration Number
 - Director's Id Number



Kenya Bureau of
Standards
Standards for Quality life

Kenya Bureau of Standards
Standards for Quality life
Self-Service Portal

KENYA VISION 2030

Vision:
To be a global leader in standards based solutions that deliver quality and confidence

Mission:
To provide standard based solutions that promote innovation, trade and quality life

Motto:
Standards for quality life

Enter details below to validate company

Company Registration Number
Company registration number

Director's Id Number
The id number of one director

VALIDATE

New account? Login

Pope Road, Off Mombasa Road,
Tel : + 254 (20) 694 8000
Mobile : 0722 202 137 or 0734 600 471/2
PVOC : 0724 255 242
Email: info@kebs.org

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All Rights Reserved v1.0.0

4. Fill Below company information details and click **NEXT**

- Company Registration Number.
- Director's Id Number.
- Company Name.
- KRA pin.
- Yearly Turnover.
- Line Of Business.
- Nature of Business.



General Company Information

Company Registration Number

Company registration nu

The id number of one director is required

Director's Id Number

The id number of one dir

The id number of one director

Company Name

The Company name

The Company name required

KRA Pin

The kraPin

The Company name required

Yearly Turnover

The yearly Turnover

The yearly Turnover is required

Line Of Business

Please select

Nature of Business

Please select

PREV

NEXT

5. Fill Below details and click **NEXT**

- Postal Address.
- Physical Address.
- Plot Number.
- Company Email.
- Company Phone.

Address & Contact Information

Postal Address

Company postal address

The Postal Address is required

Physical Address

The physical address

The physical address is required

Plot Number

The plot number

The Plot Number is required

Company Email

The company email address

The company email address is required

Company Phone

The company phone number

The company phone number is required

PREV

NEXT

6. Fill Below details and click **NEXT**

- Building Name.
- Street Name.
- Region.
- County.

Physical Location Information

Building Name

Building Name:

Street Name

The street name

The street name is required

Region

The Region is required

County

The County is required

Town

The town is required

PREV

NEXT

7. Fill below details for the super user and click **NEXT**

- First Name.
- Last Name.
- User Name.
- Email Address.
- Password.
- Confirm Password.



Contact Person Information

First Name

Last Name

The last name is required

User Name

The userName is required

Email address

The email is required

Password

enter password

The credentials is required

Confirm Password

password confirmation

The confirm Credentials is required

PREV

NEXT

8. Fill Below details and click **NEXT**

- Phone Number.
- Click on **Send OTP**
- OTP (*sent to the phone number keyed in*).
- Click on validate and create



Contact Person Phone Information

Please Enter Your Phone Number To Receive Your OTP

Enter Your Phonenumber

e.g. 254xxxxxx

The call phone is required

OTP

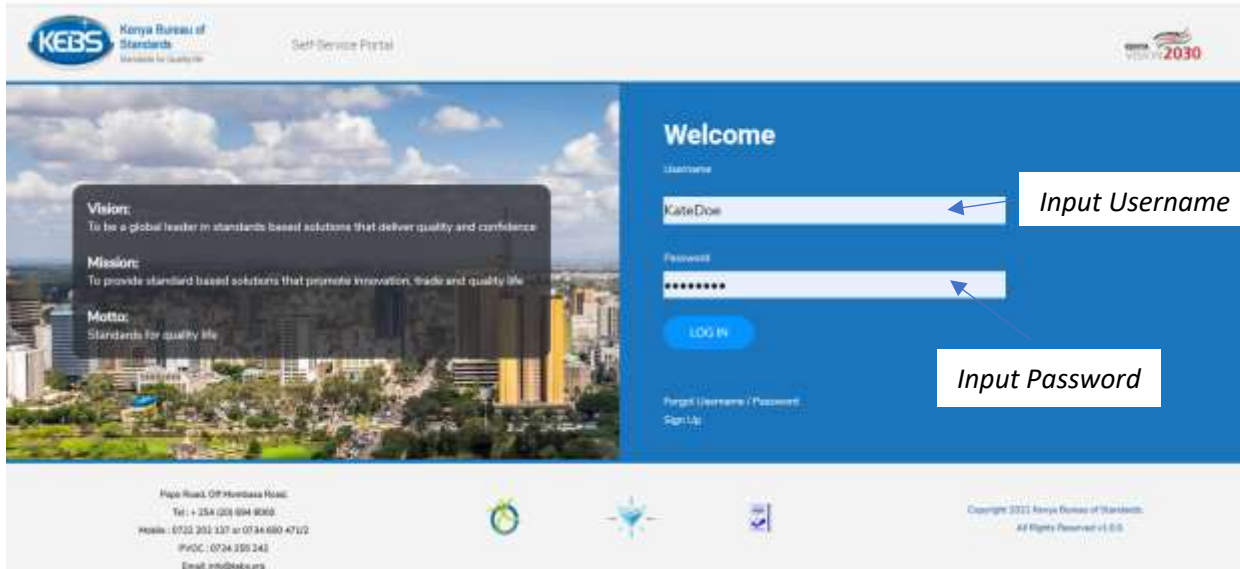
The OTP

PREV

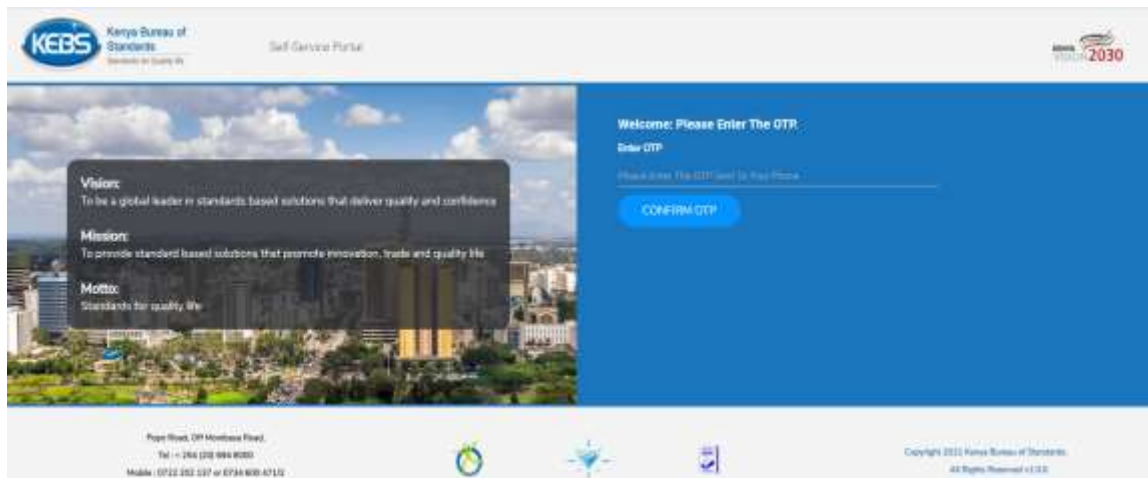
2. SMARK Application & Payment (New Application)

Registered Manufacturer

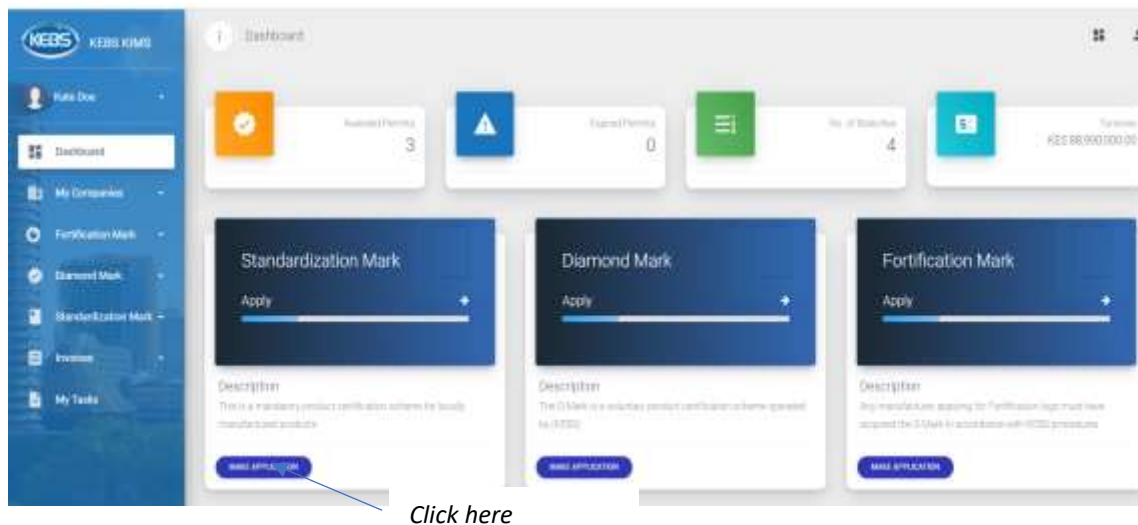
1. Login to the KIMS portal using provided username and password and click on **Login**.



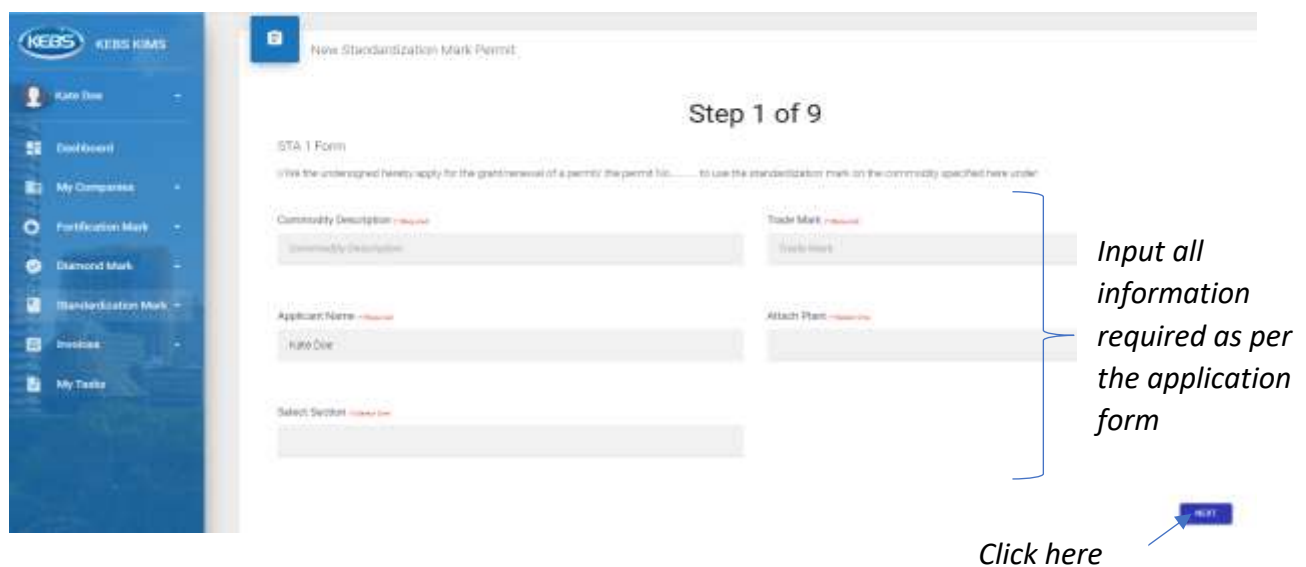
2. On successful login, an OTP will be sent to the phone number registered during registration. Key in the OTP shared and click on confirm OTP



3. Click on **Make Application on Standardization Mark**



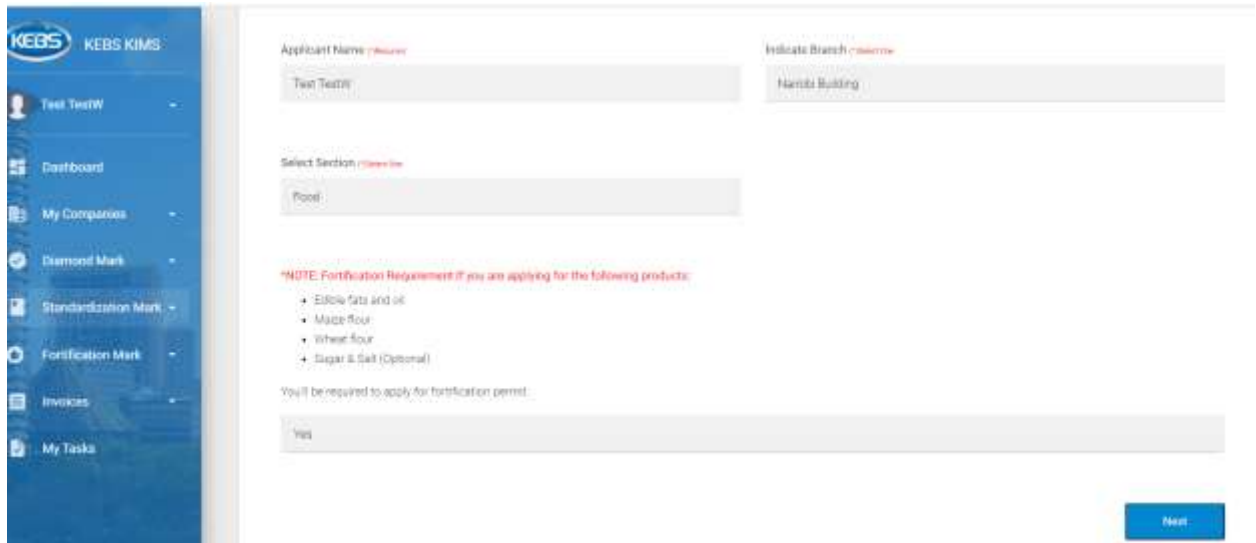
4. Fill in all the required fields on STA 1 form and click next



5. For section food, select whether an fmark is required for that product and click next. The list of products that require an fmark include:

- Edible fats and oil
- Maize flour
- Wheat flour

- Sugar & Salt (Optional)



KEBS KIMS

Test TestW

Dashboard

My Companies

Diamond Mark

Standardization Mark

Fortification Mark

Invoices

My Tasks

Applicant Name (Required)

Test TestW

Indicate Branch (Required)

Nairobi Building

Select Section (Required)

Food

***NOTE: Fortification Requirement if you are applying for the following products:**

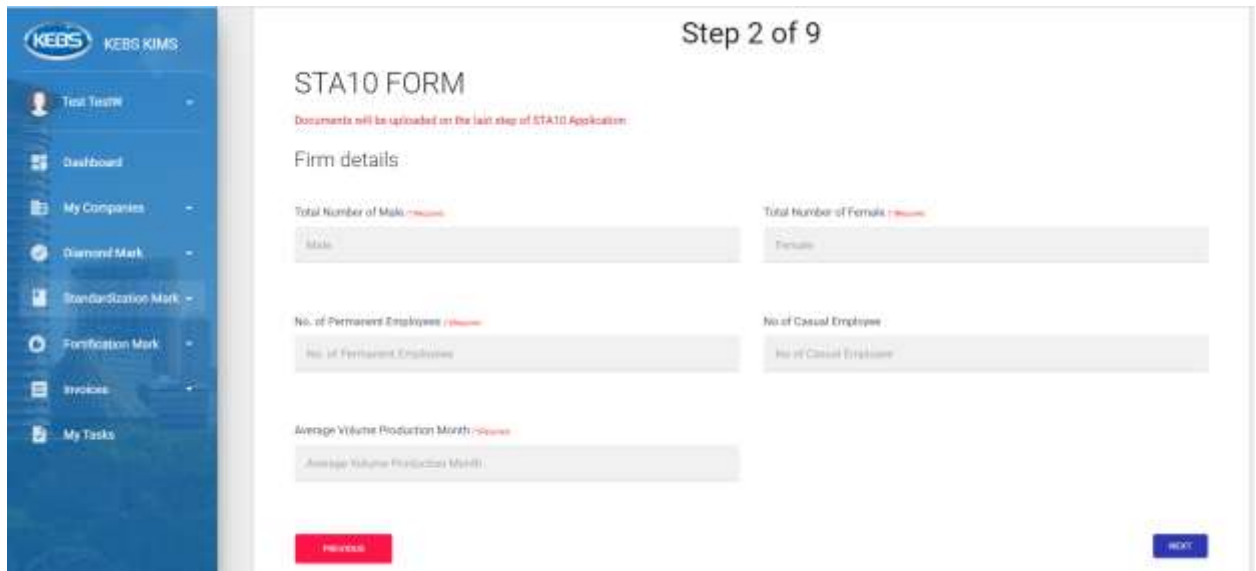
- Edible fats and oil
- Maize flour
- Wheat flour
- Sugar & Salt (Optional)

You'll be required to apply for fortification permit.

Yes

Next

6. input all information required as per the STA 10 questionnaire and upload documents as required on steps 2 to 9:



KEBS KIMS

Test TestW

Dashboard

My Companies

Diamond Mark

Standardization Mark

Fortification Mark

Invoices

My Tasks

Step 2 of 9

STA10 FORM

Documents will be uploaded on the last step of STA10 Application

Firm details

Total Number of Male (Required)

Male

Total Number of Female (Required)

Female

No. of Permanent Employees (Required)

No. of Permanent Employees

No. of Casual Employees

No. of Casual Employees

Average Volume Production Month (Required)

Average Volume Production Month

PREVIOUS

NEXT

Input information as required, click on add to add several items then click on next

KEBS KIMS

Test TestW

Dashboard

My Companies

Diamond Mark

Standardization Mark

Fortification Mark

Invoice

My Tasks

Make Application

New Standardization Mark Permit

Step 3 of 9

Competency of key personnel in charge of (Production and Quality Control)
*Additional documents will be required at the end of the application

Name of Personnel (Required) Qualification Evidence (Required) Date of Employment (Required) ADD

Personnel Name Qualification Institution Date Of Employment Action

www www 2021-08-25 REMOVE

Previous Next

Click here

Click on next

KEBS KIMS

Test TestW

Dashboard

My Companies

Diamond Mark

Standardization Mark

Fortification Mark

Invoice

My Tasks

Make Application

New Standardization Mark Permit

Step 4 of 9

Production

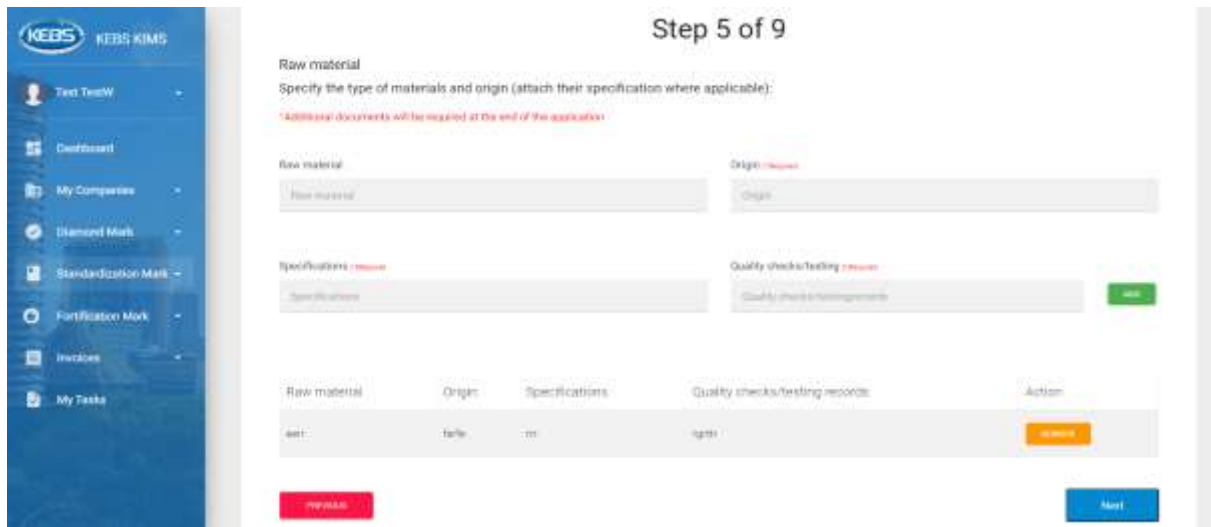
Products being manufactured/ Brands

Product Name (Required) Brand Name (Required)

Test2 Test2

Previous Next

Input information as required, click on add to add several items then click on next



Step 5 of 9

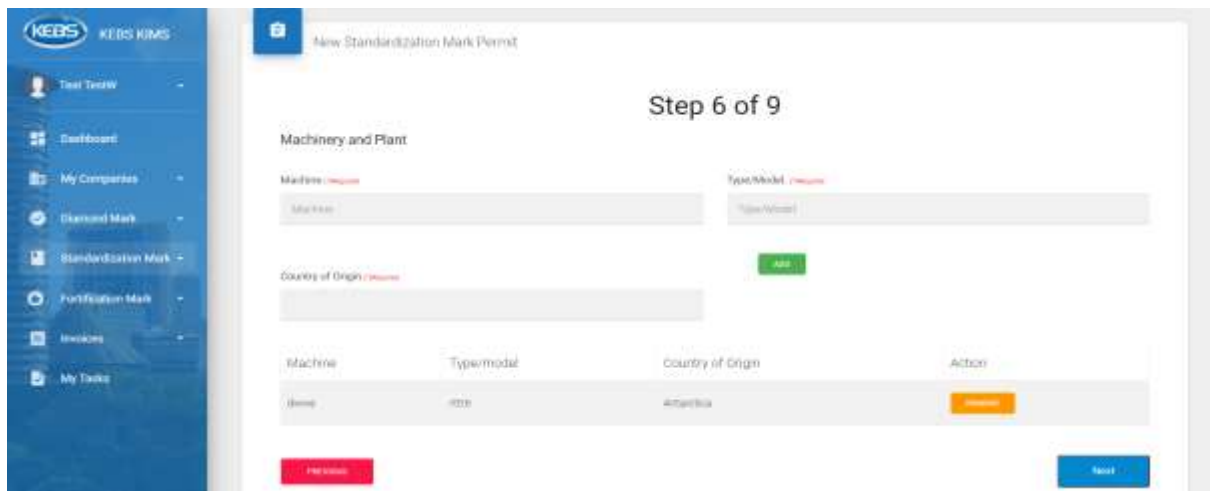
Raw material
Specify the type of materials and origin (attach their specification where applicable):
**Additional documents will be required at the end of the application*

Raw material: Origin:

Specifications: Quality checks/testing records:

Raw material	Origin	Specifications	Quality checks/testing records	Action
test	test	test	test	<input type="button" value="Delete"/>

Input information as required, click on add to add several items then click on next



Step 6 of 9

Machinery and Plant

Machine: Type/Model:

Country of Origin:

Machine	Type/Model	Country of Origin	Action
test	test	test	<input type="button" value="Delete"/>

Input information as required, click on add to add several items then click on next

Step 7 of 9

**Additional documents will be required at the end of the application*

Manufacturing process

Process Flow of Production... *Required*

Operations... *Required*

Critical Process parameters Monitored... *Required*

Process Monitoring Reports... *Required*

Quality checks/testing... *Required*

Frequency...

Process Flow of Production Operations Critical Process parameters Monitored Frequency Process monitoring records Action

Review Next

Input information as required then click next

Step 8 of 9

How are nonconforming products handled at the following stages of the manufacturing process?

I Raw Materials... *Required*

ii In-process products... *Required*

iii Final Products... *Required*

What strategy do you have in place for handling your products from the market that are nonconforming and have an effect on Health, Safety and Environment? *Required*

State, where and how you store your raw materials and end products (State facility conditions)

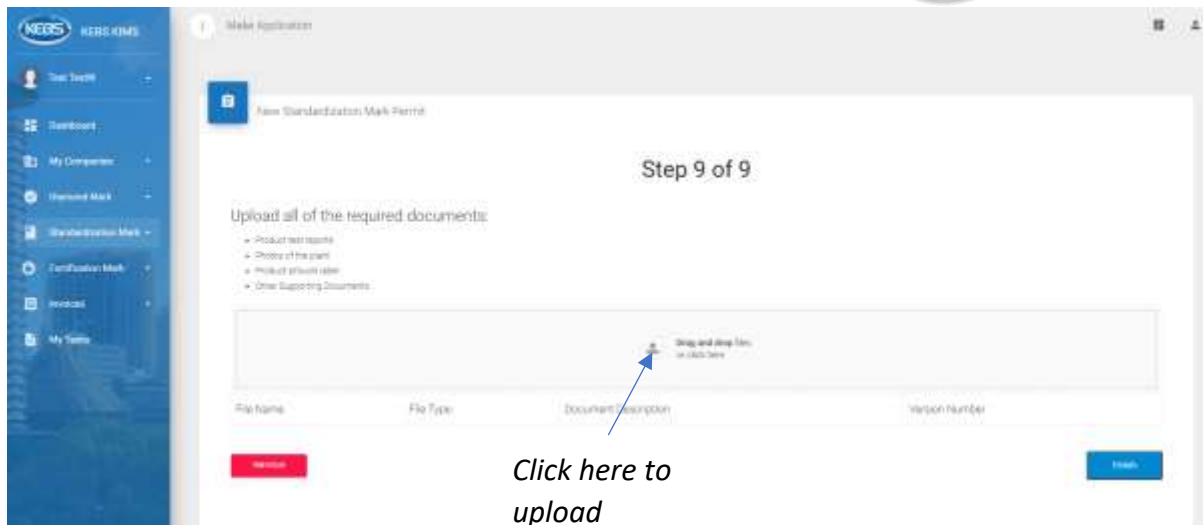
I Raw Materials... *Required*

ii In-process products... *Required*

iii Final Products... *Required*

Fill in all required fields

Upload all the necessary documents then click on finish



Step 9 of 9

Upload all of the required documents:

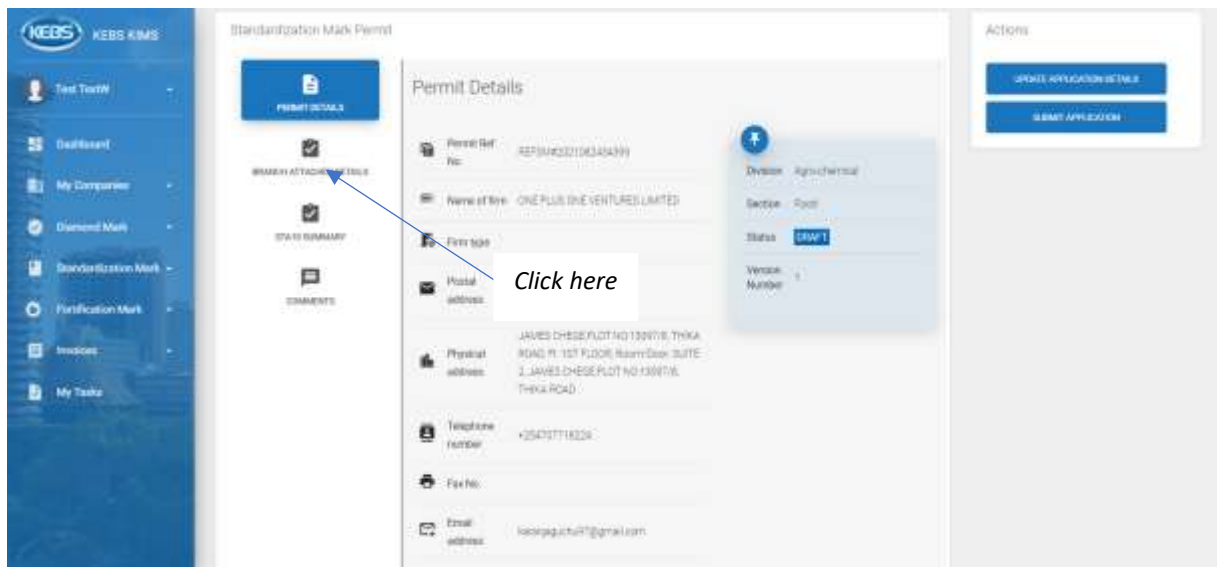
- Product test reports
- Photos of the plant
- Photo of person in charge
- Other Supporting Documents

Click here to upload documents

File Name	File Type	Document Description	Version Number
[Upload Area]			

Submit

7. Click on Branch details to view attached branch details, sta10 summary to view sta details and Update Application Details to make changes to the filled application details



Standardization Mark Permit

Permit Details

Permit Ref No: REF/MSD/10K340499

Name of firm: ONE PLUS ONE VENTURES LIMITED

Firm type: Private

Postal address: JAMES CHEGE PLOT NO 1300716, THIKA ROAD, 1ST FLOOR, Room/Box SUITE 1, JAMES CHEGE PLOT NO 1300716, THIKA ROAD

Physical address: JAMES CHEGE PLOT NO 1300716, THIKA ROAD, 1ST FLOOR, Room/Box SUITE 1, JAMES CHEGE PLOT NO 1300716, THIKA ROAD

Telephone number: +254707718224

Fax No:

Email address: kacagachuri@gmail.com

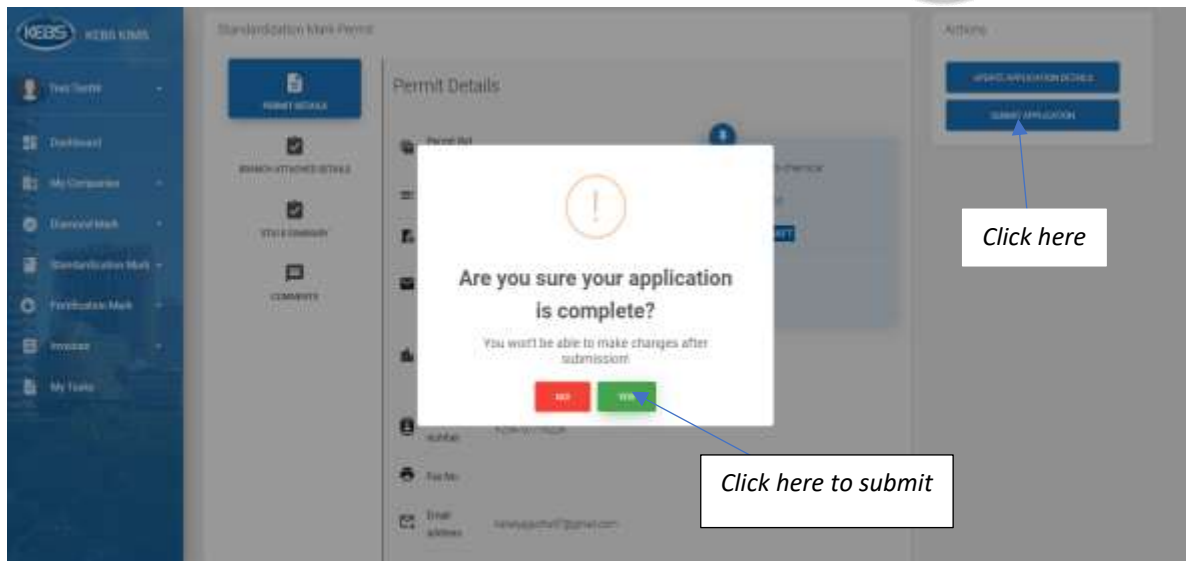
Click here

Actions

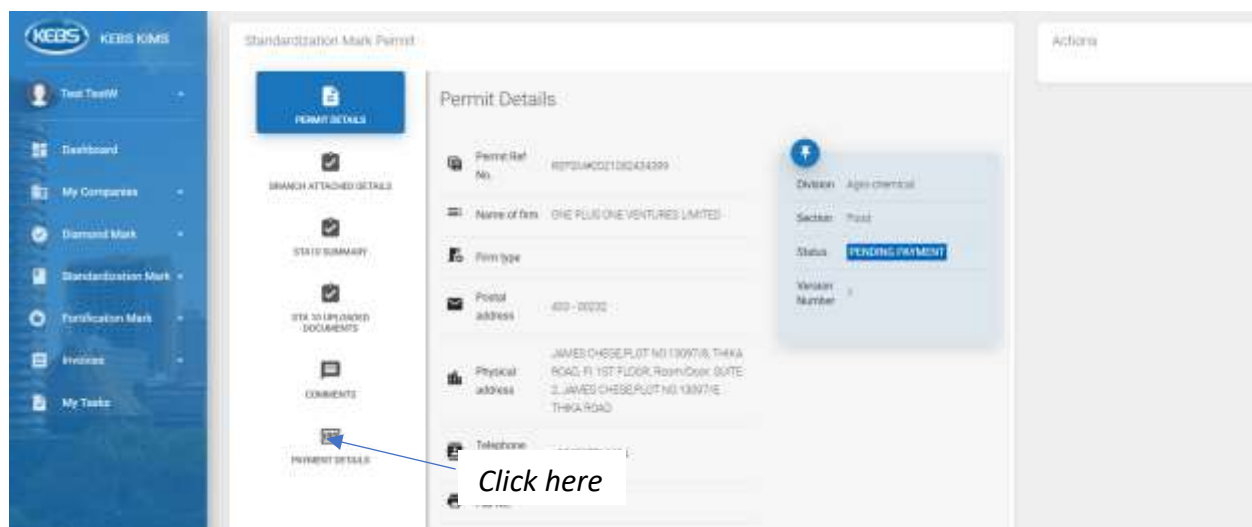
UPDATE APPLICATION DETAILS

SUBMIT APPLICATION

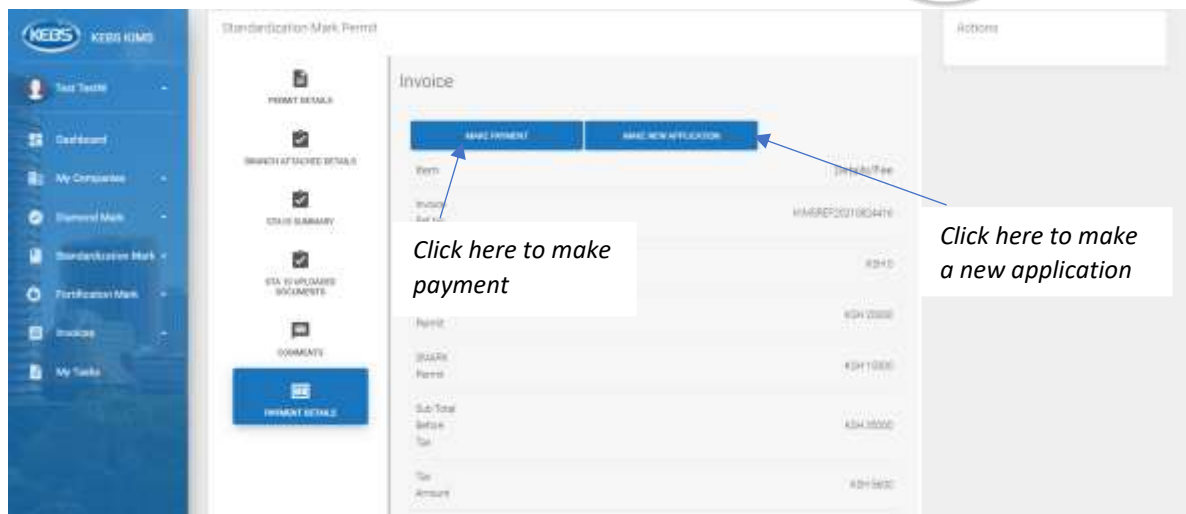
8. Click on **Submit Application** to submit application then click on Yes! If application is complete



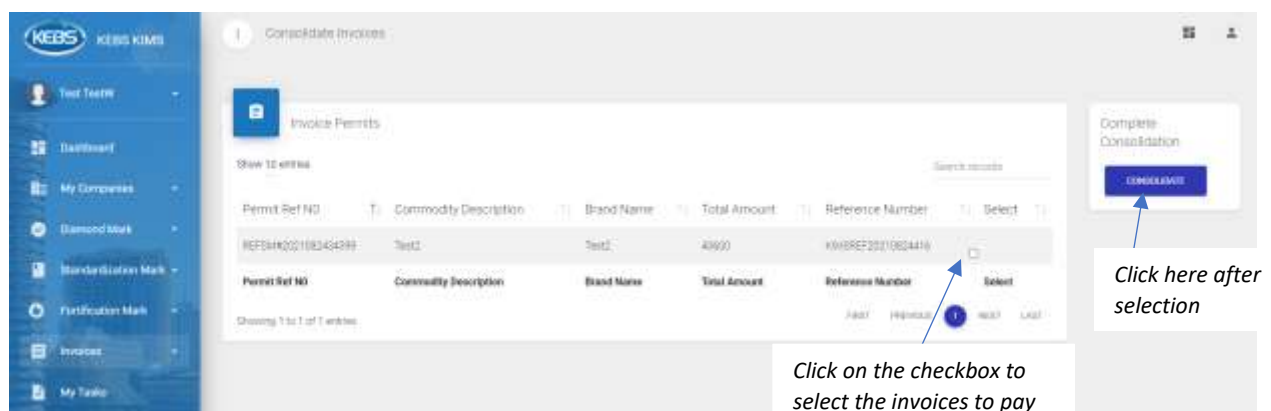
9. Click on **Payment Details** to view the invoice generated



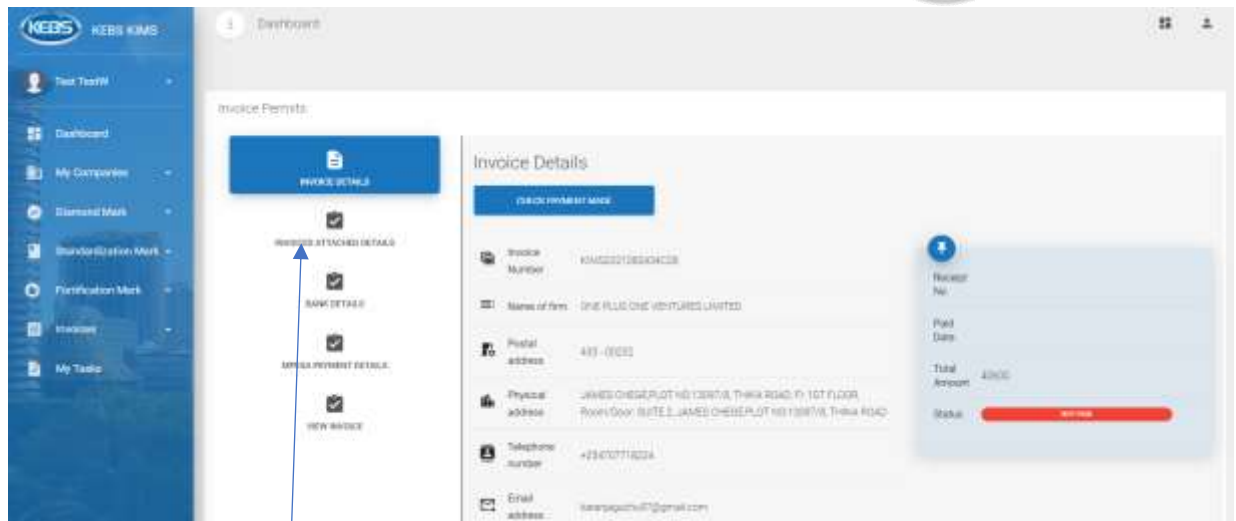
10. Click **Make Payment** to make payment and **Make New Application** to make another application



11. Click on **Make Payment** and select the invoice/s that you want to pay then click on consolidate

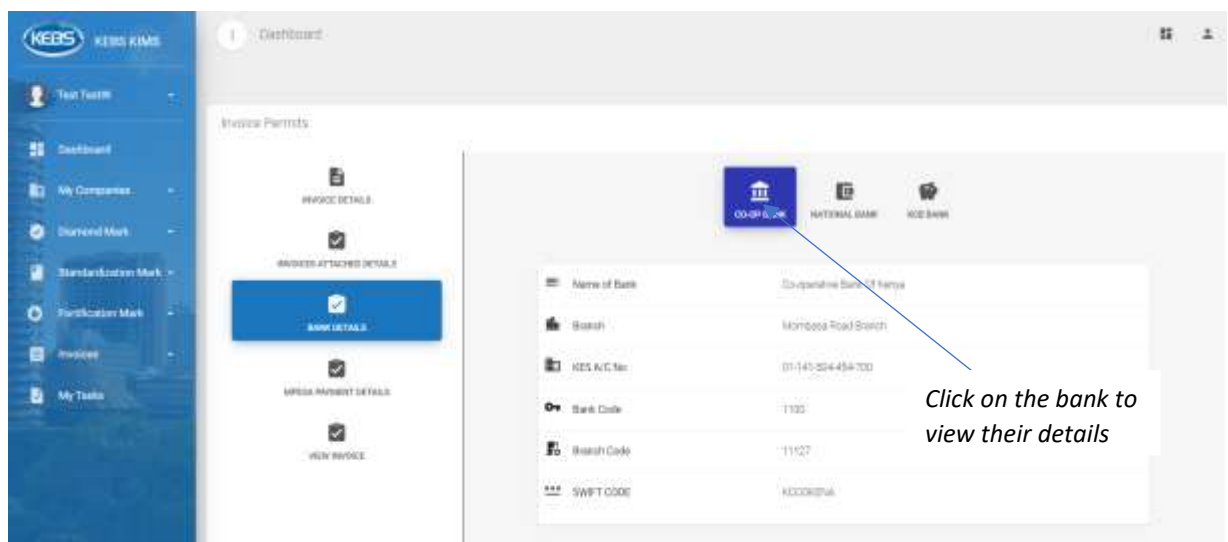


12. Click on invoice details to view the consolidated Invoice Details, Invoices Attached Details to view the selected invoices

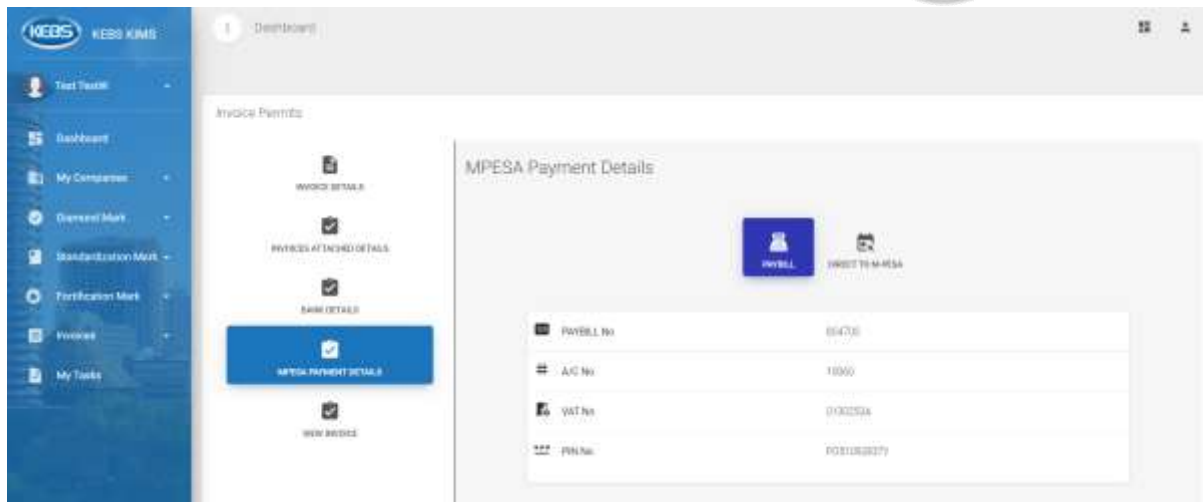


Click here

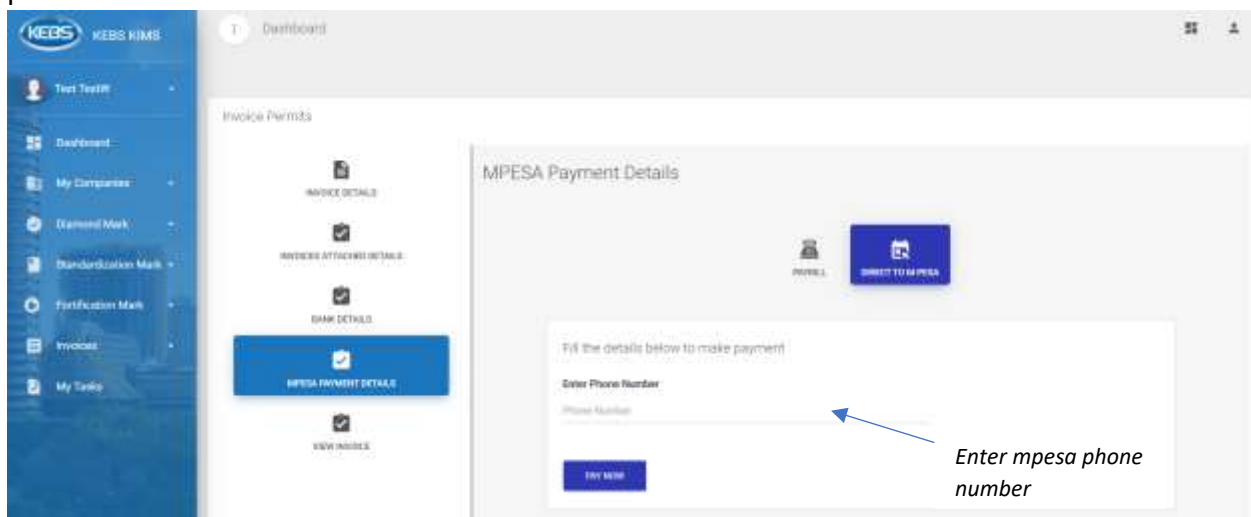
13. Click on Bank Details to view the various banks that payment can be made through. Click on a particular bank to view details for that bank



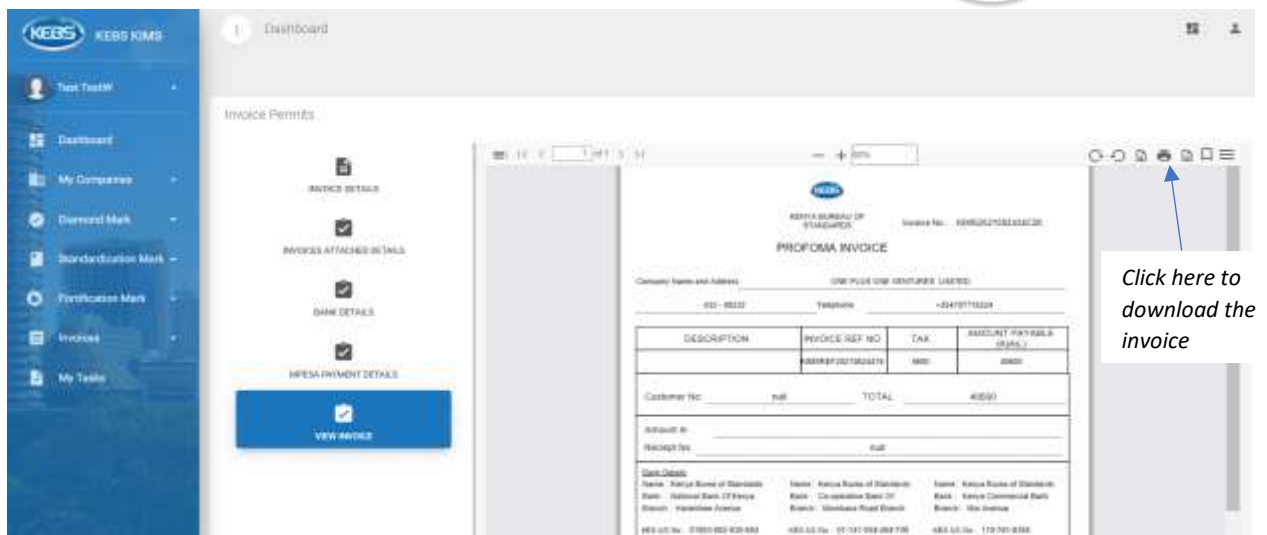
14. Click on MPESA Payment Details and click on paybill to view mpesa paybill details



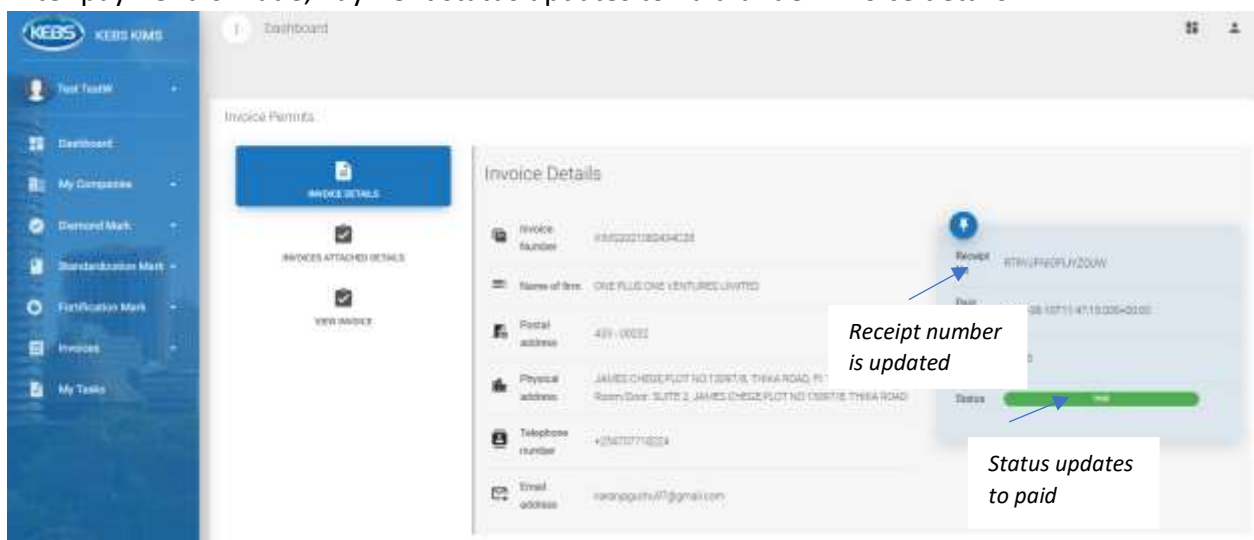
15. Click on Direct to mpesa ,enter Mpesa number and click on **PAY NOW** to pay via mpesa stk push



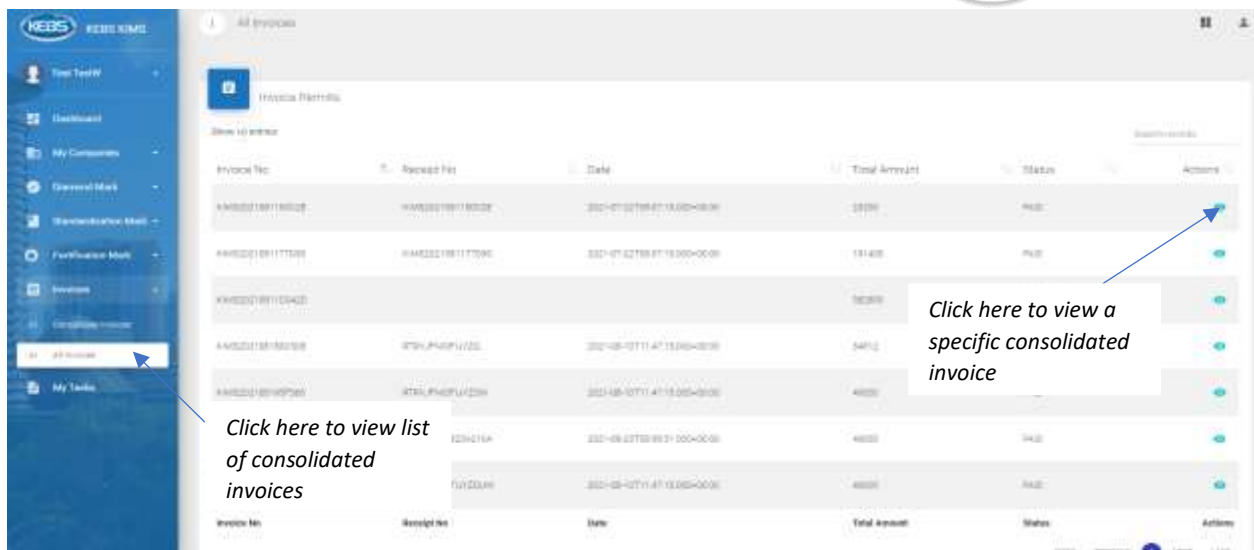
16. Click on View Invoice to view and download the generated invoice



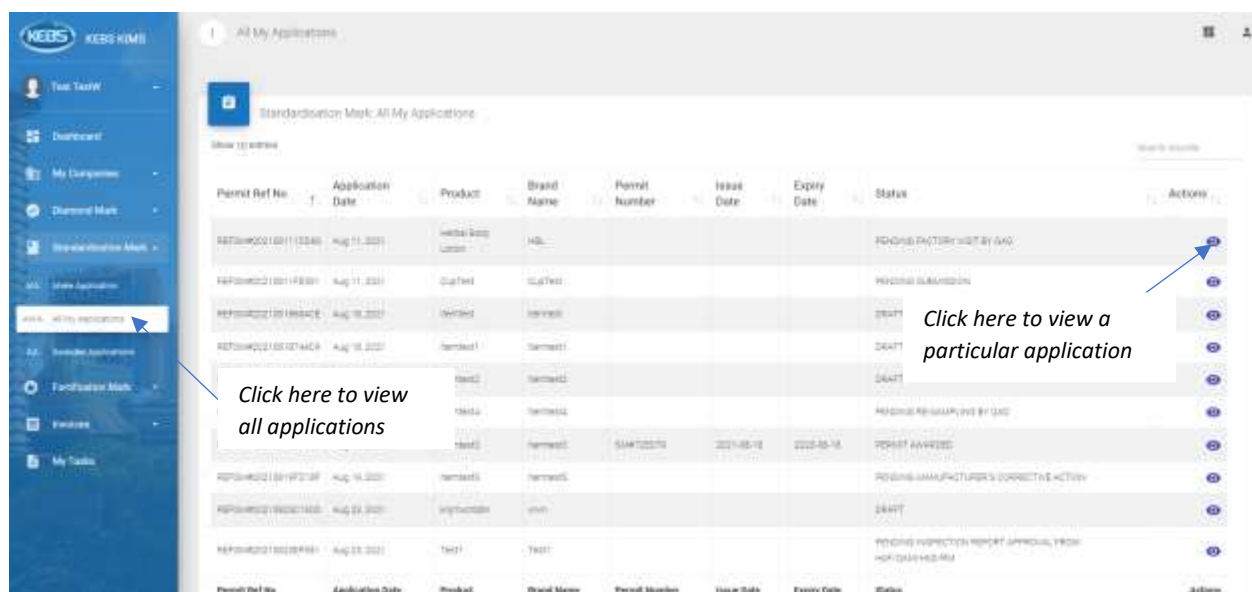
17. After payment is made, Payment status updates to Paid under Invoice details



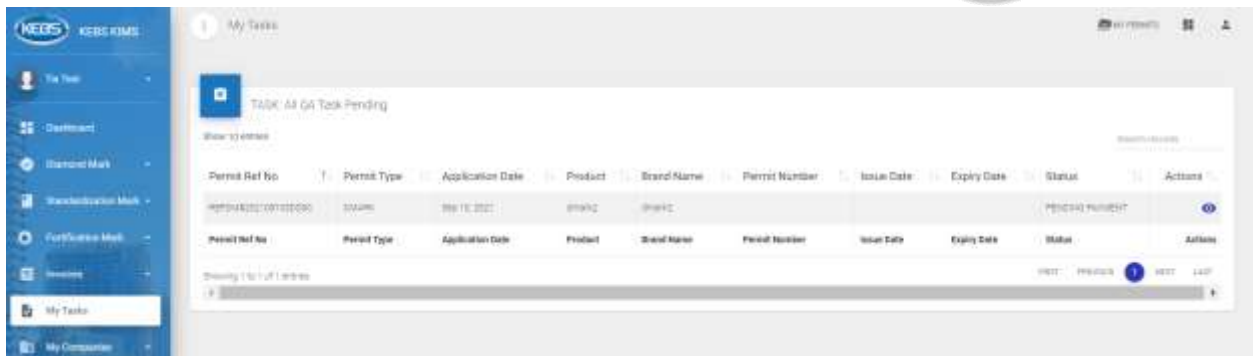
18. To view the invoice after logging out, click on the invoice drop down and then click on All Invoices



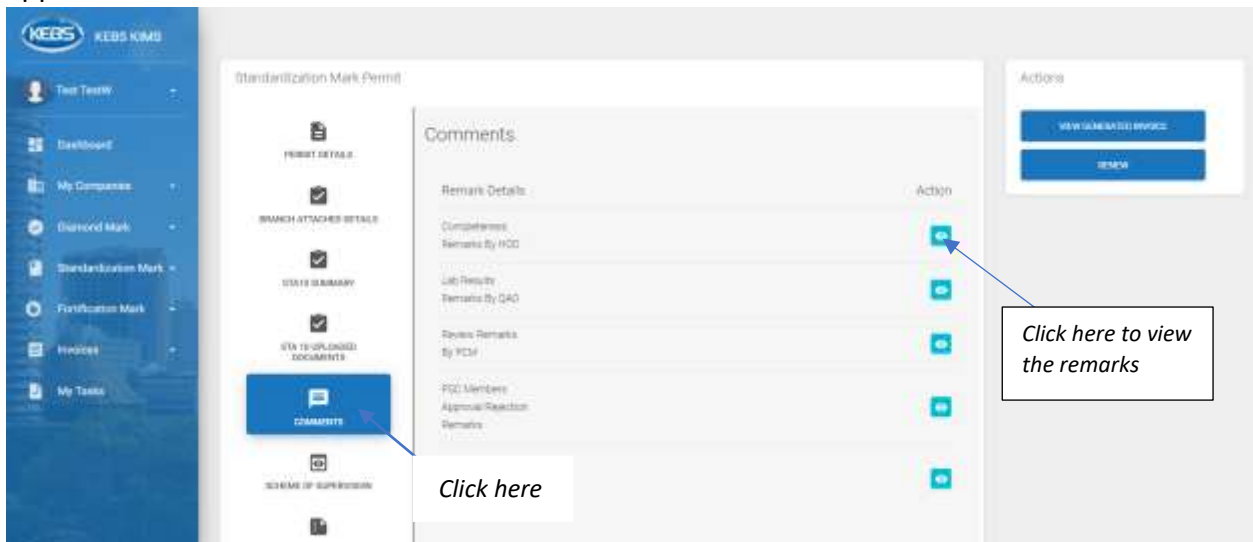
19. To view the applications applied and their progress status, click on **Standardization mark** on the side bar then select **All My Applications**



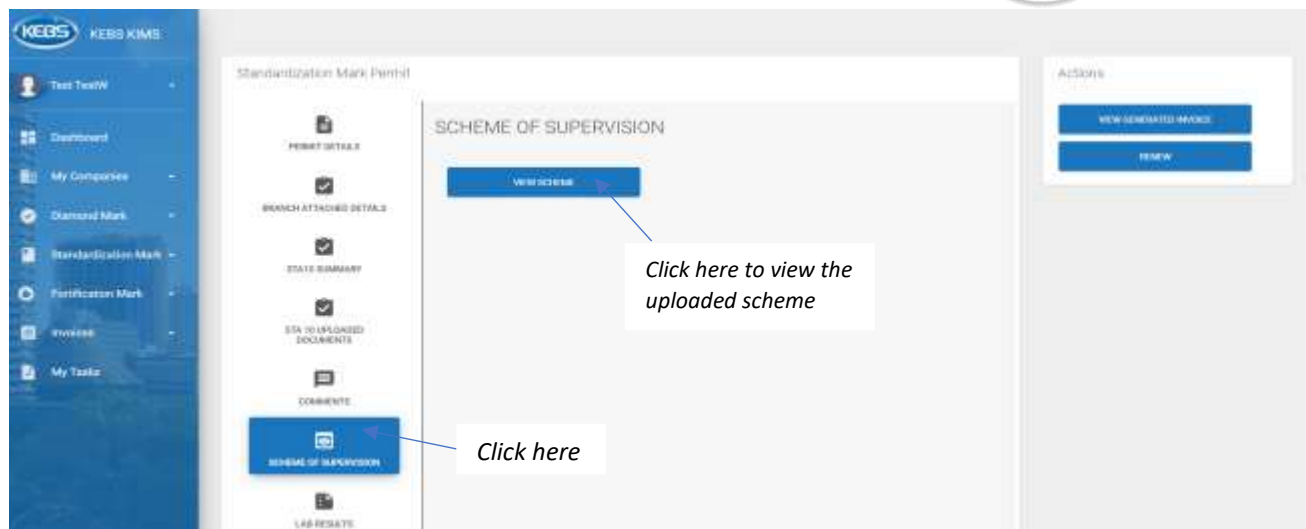
20. To view the applications that require manufacturer's action, click on My Tasks on the sidebar



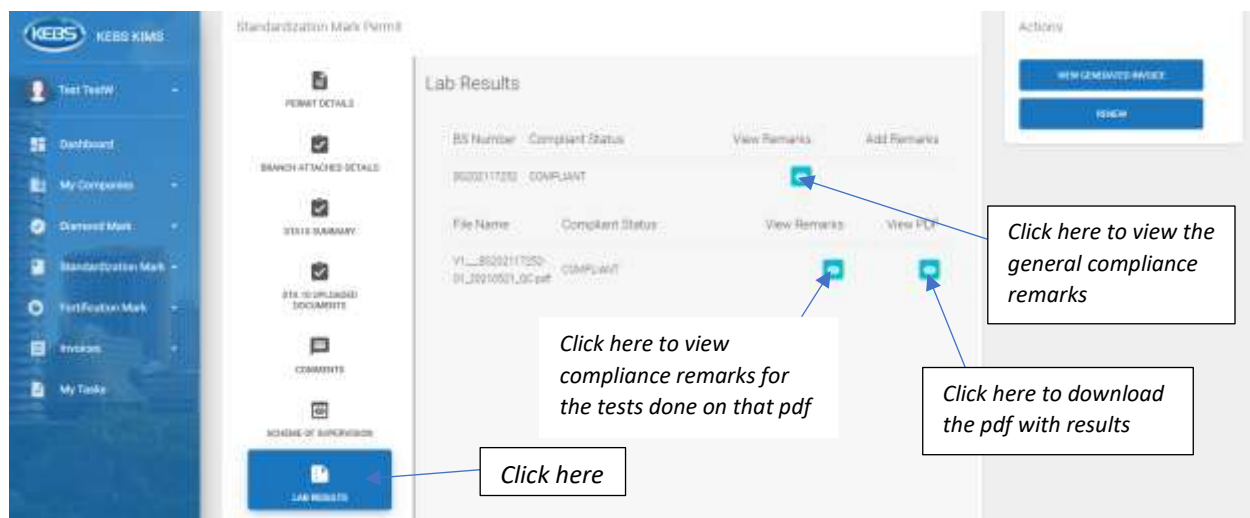
21. To view the various remarks given during application review, click on Comments under the application then click on view



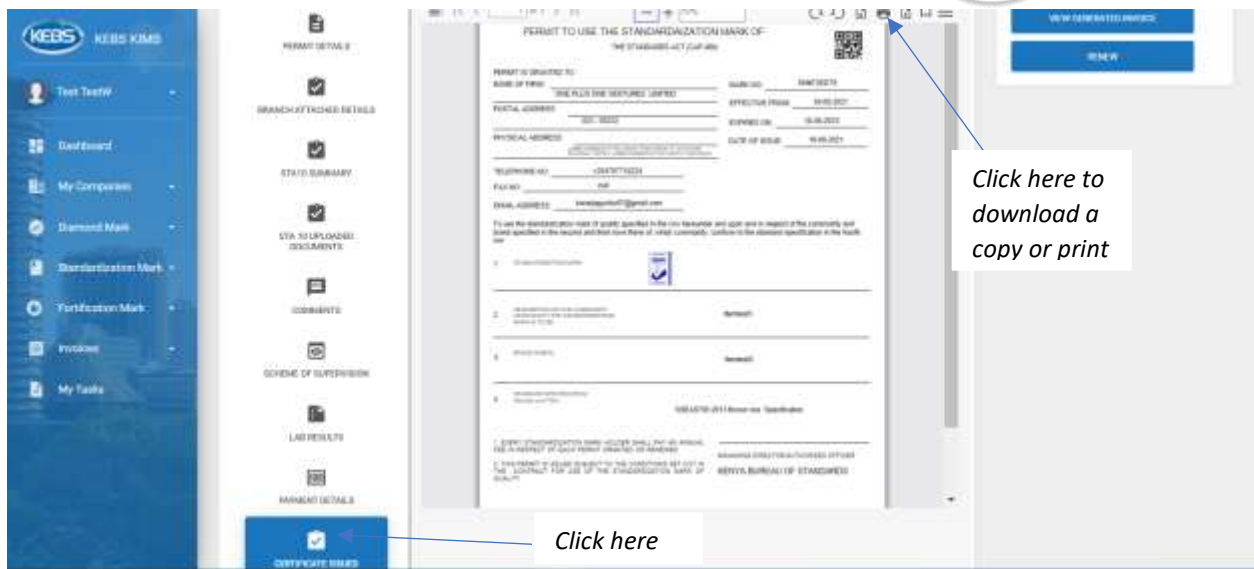
22. To view the Scheme of supervision uploaded, click on **Scheme of Supervision** on the side bar of the application and click on **view scheme**



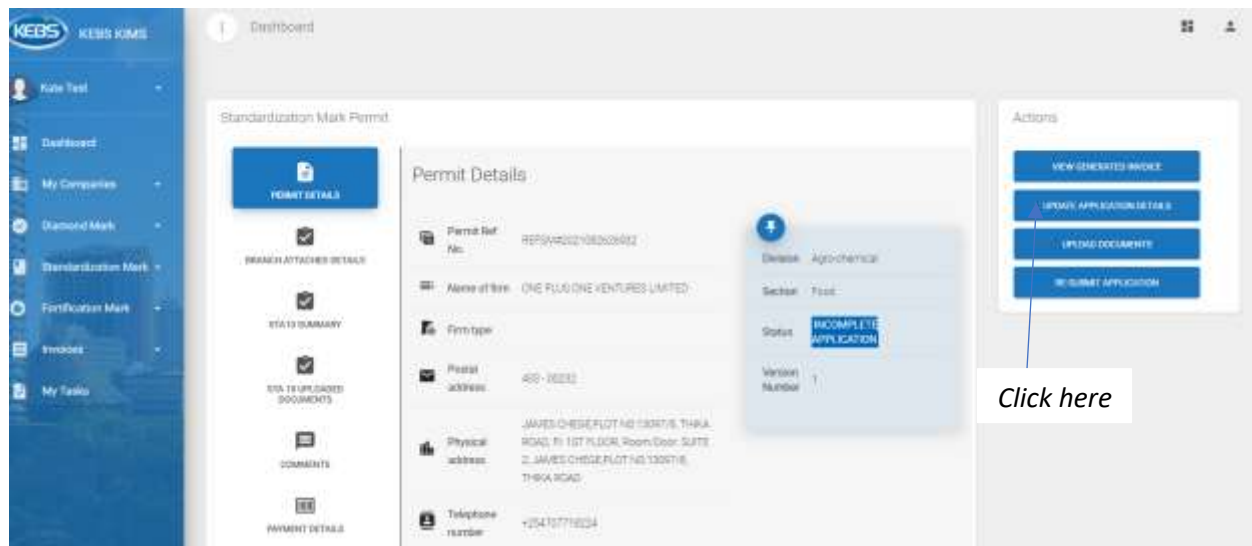
23. To view the Lab results for samples collected during inspection, click on Lab Results on the sidebar of the application, then click on view to view the lab results and the compliance statuses assigned to the samples collected



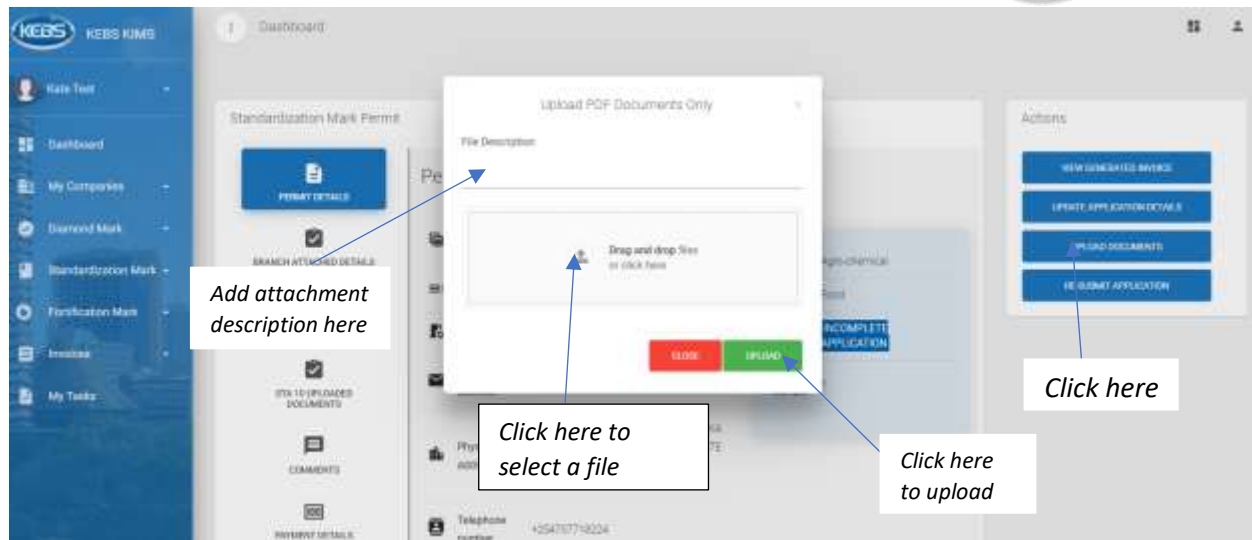
24. To view the Permit certificate awarded, click on Certificate Issued on the sidebar of the application



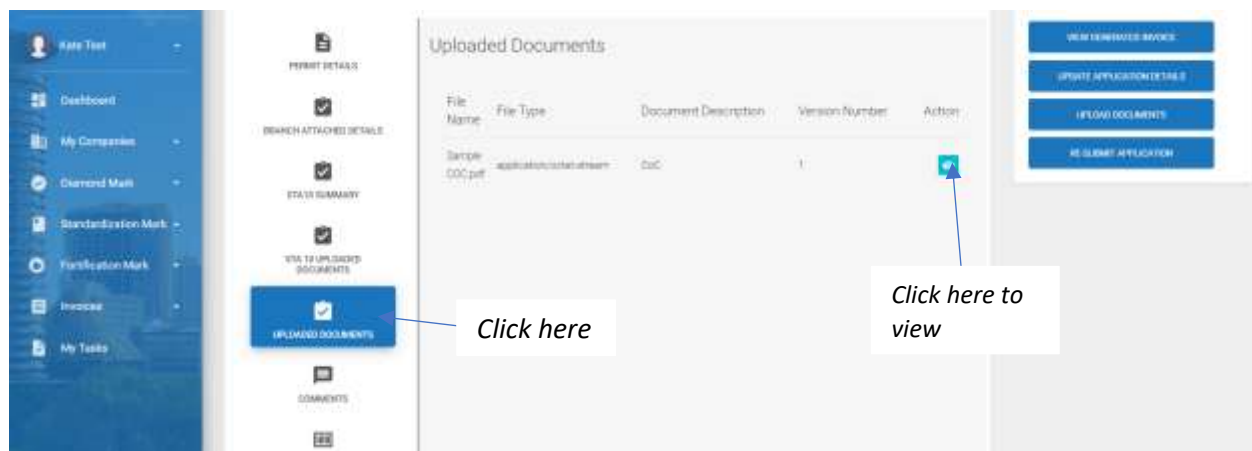
25. To resubmit an application incase it is rejected or the application requires an update from the manufacturer,click on Update Application Details to update sta 10 details



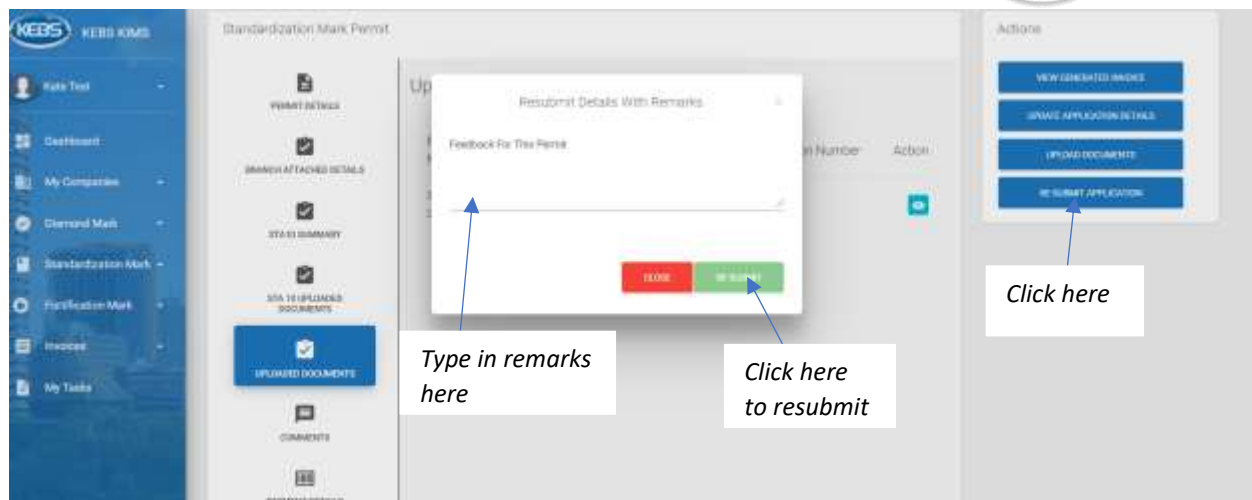
26. To upload a document, click on upload documents under actions tab, fill in file description then click on drag and drop to select a file then click on Upload



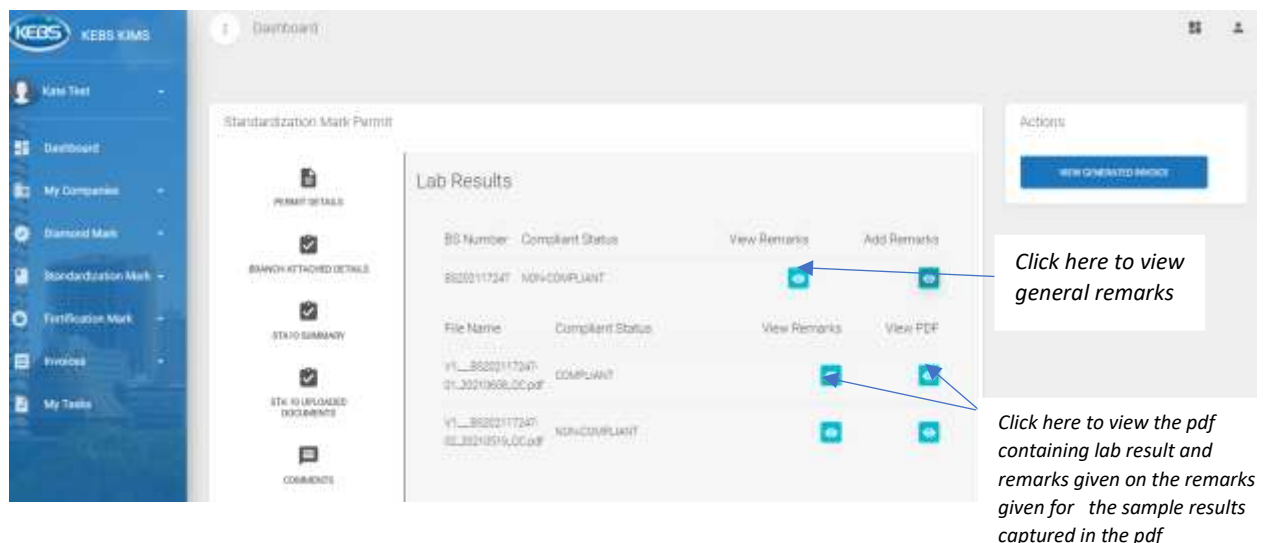
27. To view uploaded documents, click on **Uploaded Documents** on the sidebar of the application and click on view.



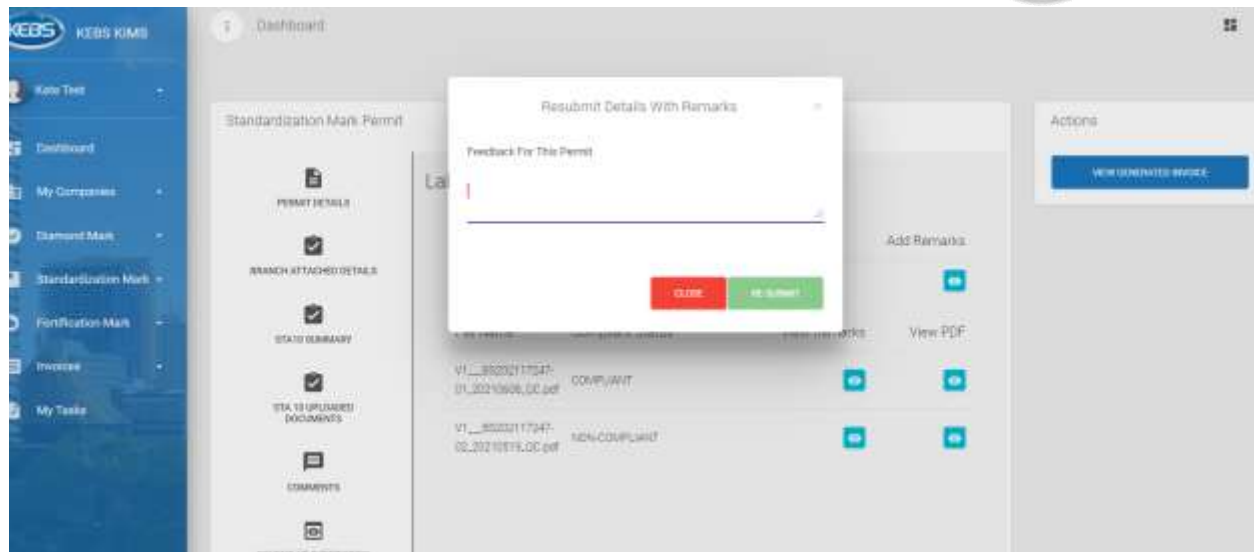
28. To resubmit, click on Re-submit Application to resubmit application after amendment, key in remarks and click on re-submit



29. To view lab results and compliance status, click on lab results on the side bar of the application then click on view

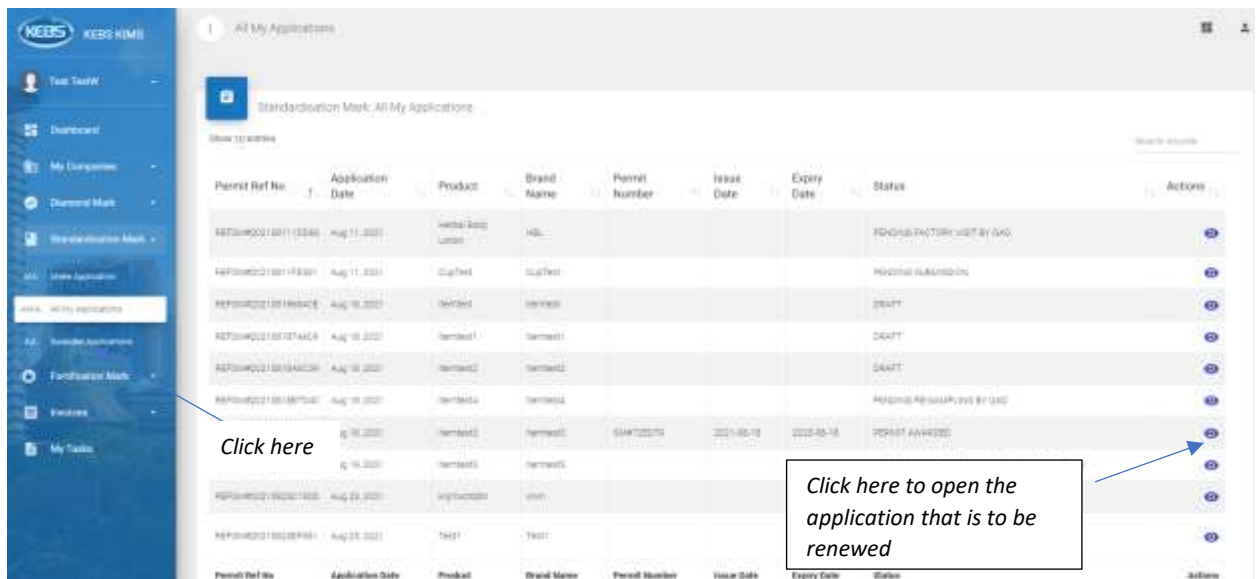


30. To resubmit application for re-sampling, click on re-submit for resampling on the actions tab ,input remarks then click on resubmit



3. SMARK Renewal Application and Payment

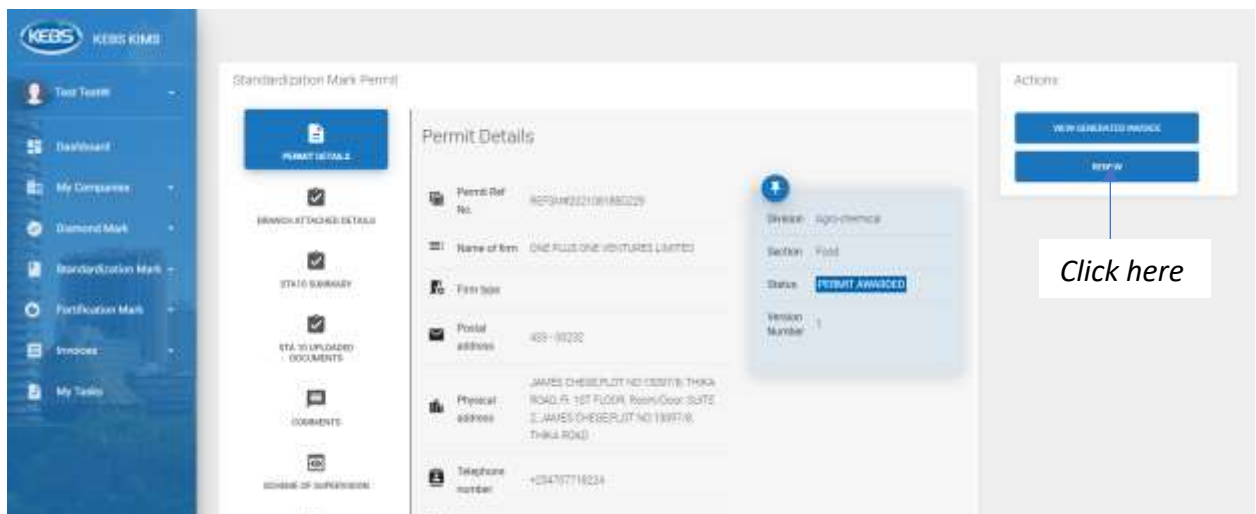
1. Click on Standardization Mark on the sidebar, Awarded permits then click on view the application that is to be renewed



Click here

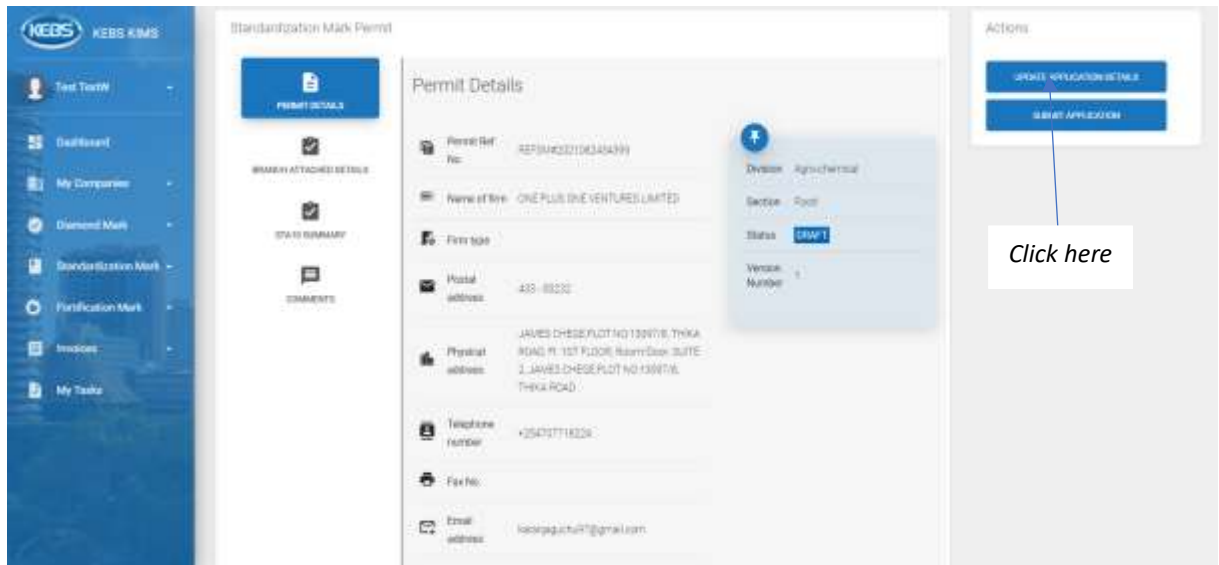
Click here to open the application that is to be renewed

2. Click on **Renew**



Click here

- Click on **Update Application** to make updates to STA 10 details



Standardization Mark Permit

Permit Details

Permit Ref: REP/SM/2019/345499

Name of Firm: ONEPLUS ONEVENTURES LIMITED

Firm type: Division: Agricultural

Postal address: 433-88232

Physical address: JAVES CHESERUOT RD 130016, THIKA ROAD, PT. 1ST FLOOR, Room/Box SUITE 1 JAVES CHESERUOT RD 130016, THIKA ROAD

Telephone number: +25471118228

Fax No:

Email address: kicagapachuri@gmail.com

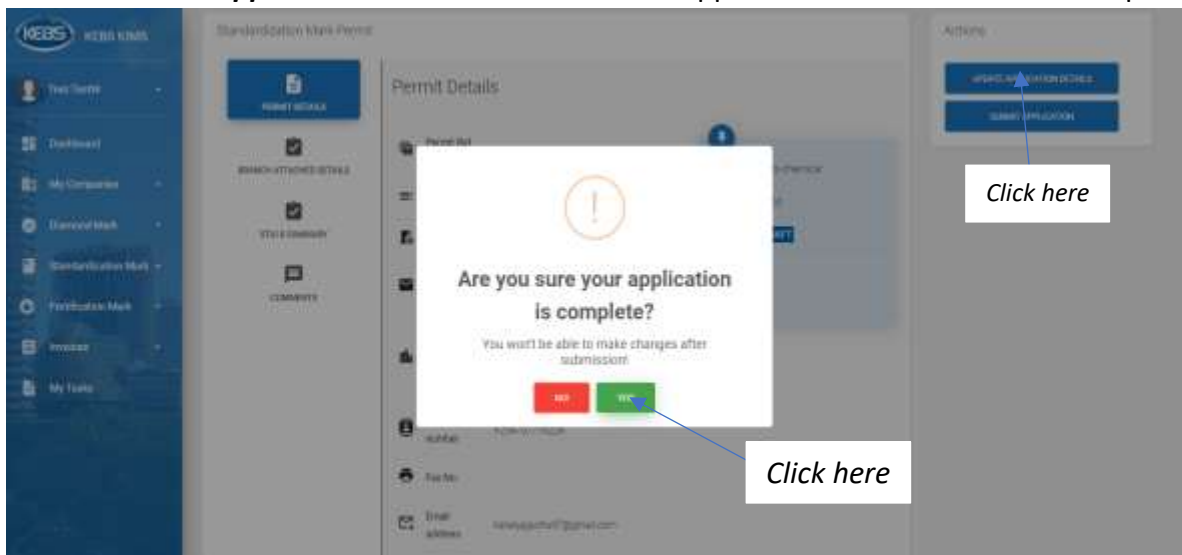
Actions

UPDATE APPLICATION DETAILS

SUBMIT APPLICATION

Click here

- Click on **Submit Application** to submit the renewed Application and click on Yes if complete



Standardization Mark Permit

Permit Details

Permit Ref: REP/SM/2019/345499

Name of Firm: ONEPLUS ONEVENTURES LIMITED

Firm type: Division: Agricultural

Postal address: 433-88232

Physical address: JAVES CHESERUOT RD 130016, THIKA ROAD, PT. 1ST FLOOR, Room/Box SUITE 1 JAVES CHESERUOT RD 130016, THIKA ROAD

Telephone number: +25471118228

Fax No:

Email address: kicagapachuri@gmail.com

Actions

UPDATE APPLICATION DETAILS

SUBMIT APPLICATION

Are you sure your application is complete?

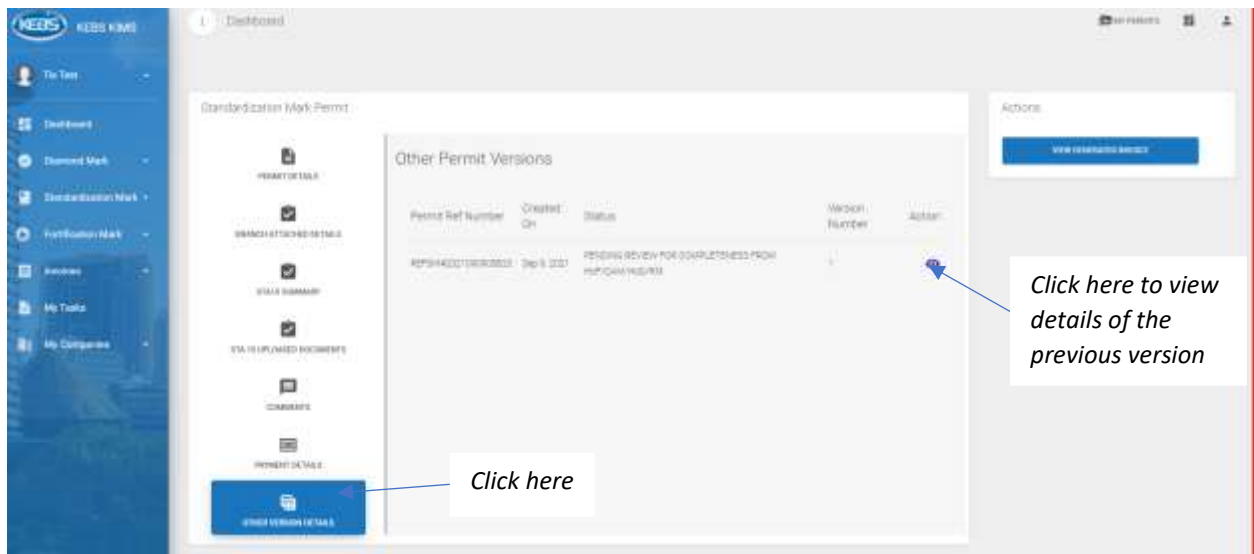
You won't be able to make changes after submission

NO YES

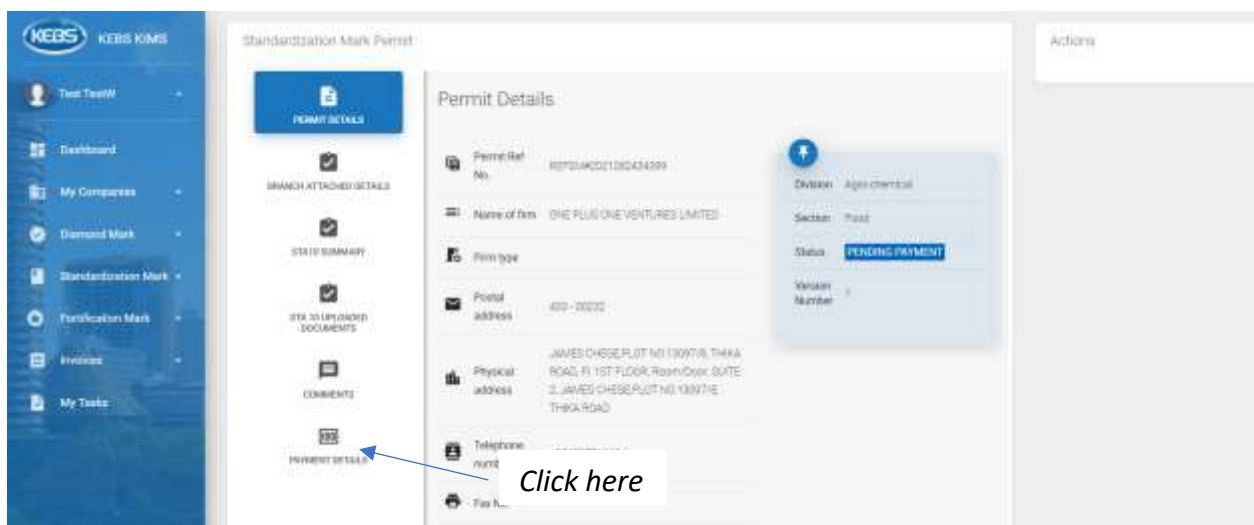
Click here

Click here

- To view the version of the previous awarded application before renewal, click on **other versions**



- Click on **Payment Details** to view the payment breakdown

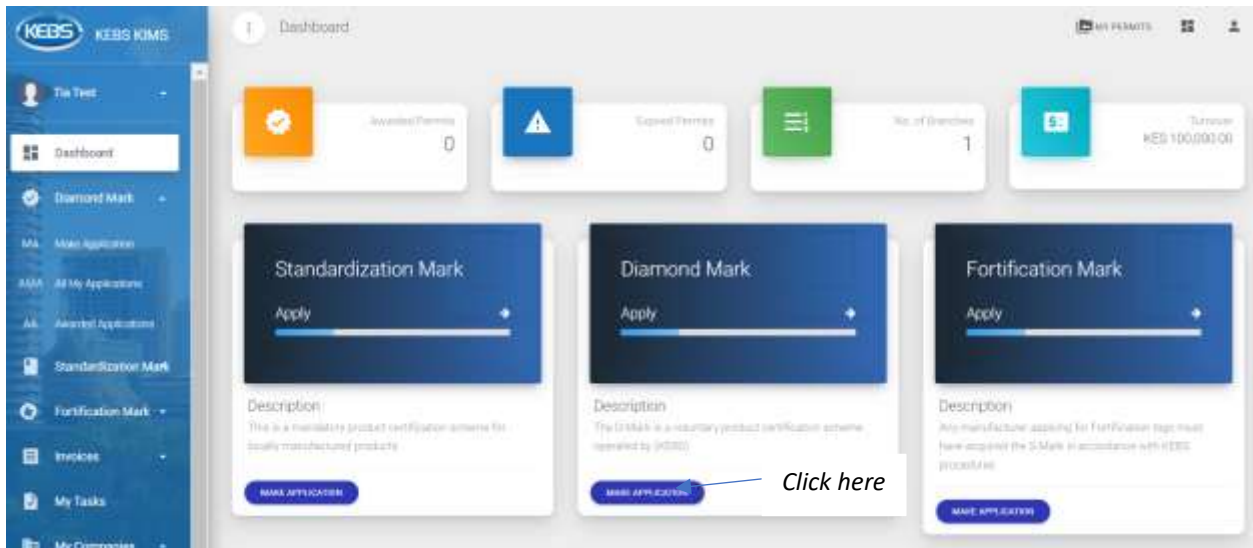


- Click **Make Payment** to make payment and **Make New Application** to make another application

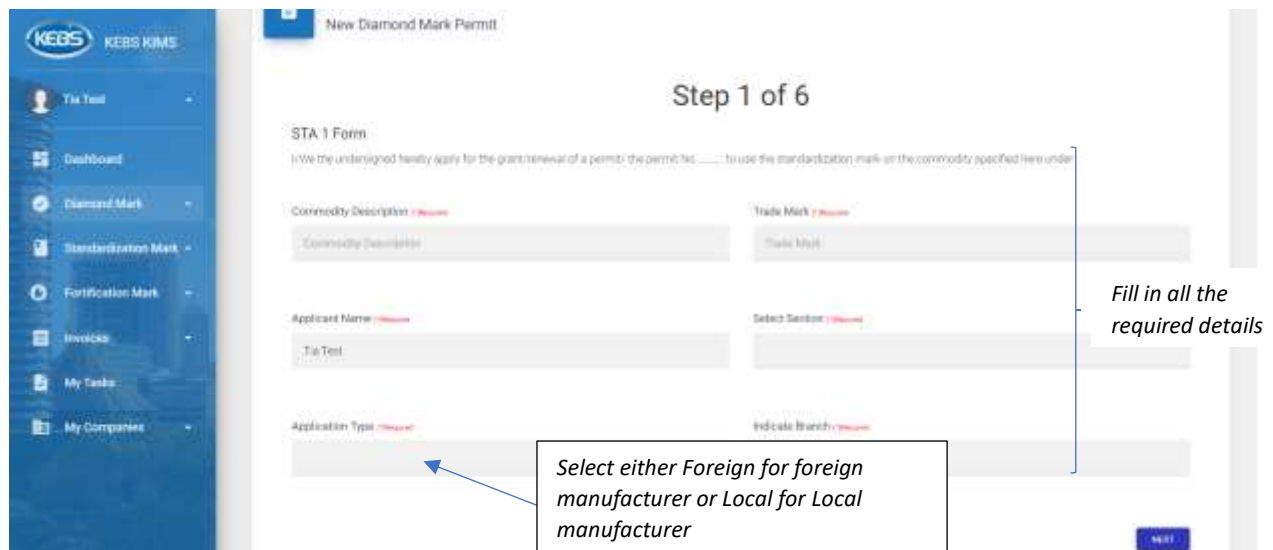
[Click here to proceed to make payment](#)

4. DMARK New Application & Payment

1. Click on **Make Application** on the Diamond Mark tab or click on make application under Diamond Mark menu on the side bar

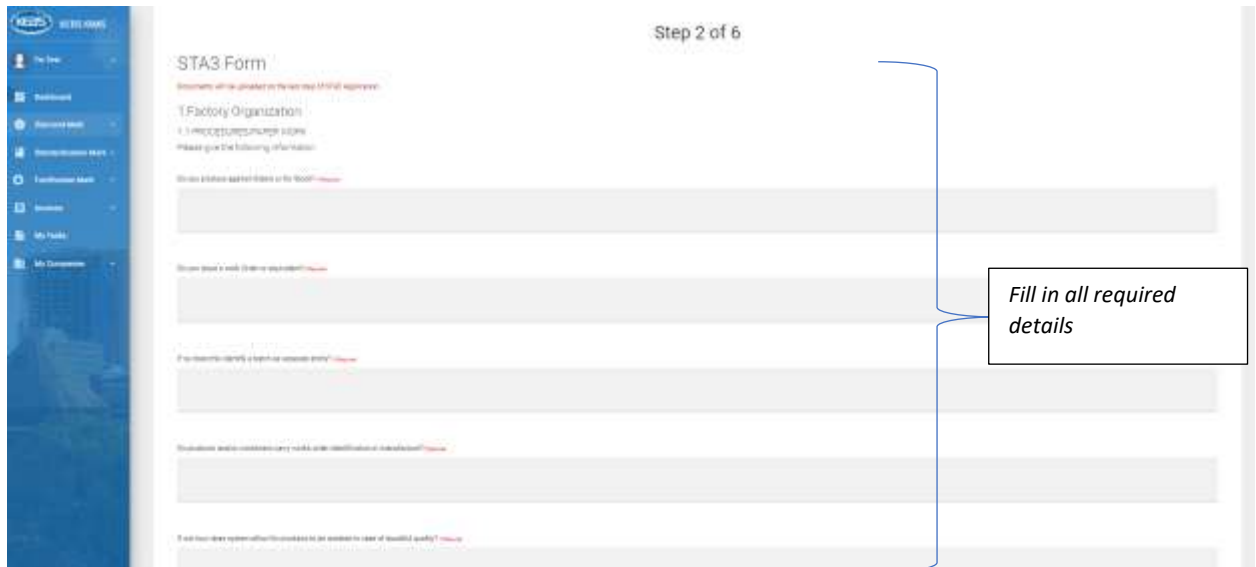


2. Fill in the STA 1 form details. Under Application Type select whether it's a foreign or Local Dmark you are applying for and click next



The screenshot shows the 'New Diamond Mark Permit' form, Step 1 of 6. The form is titled 'STA 1 Form' and contains several input fields. A blue arrow points to the 'Application Type' field, which has a dropdown menu. A text box next to it says 'Select either Foreign for foreign manufacturer or Local for Local manufacturer'. Another blue arrow points to the 'Trade Mark' field, with a text box saying 'Fill in all the required details'. The 'NEXT' button is visible at the bottom right.

3. Fill in the required sta 3 form details from steps 2 to 6 clicking next after each step



Step 2 of 6

STA3 Form

Please give the following information:

1. Factory Organization

2. Project/Department name

Please give the following information:

3. Does your organization have a QC staff?

4. Does your organization have a QC staff?

5. Does your organization have a QC staff?

6. Does your organization have a QC staff?

7. Does your organization have a QC staff?

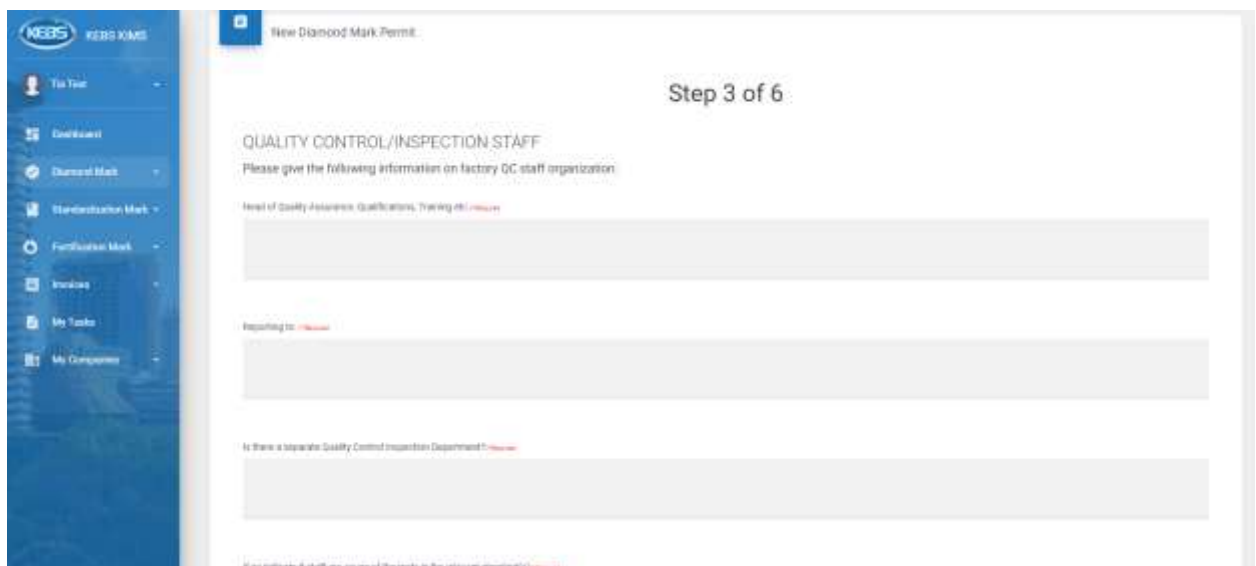
8. Does your organization have a QC staff?

9. Does your organization have a QC staff?

10. Does your organization have a QC staff?

Fill in all required details

Fill in the Quality control/Inspection staff details



Step 3 of 6

QUALITY CONTROL/INSPECTION STAFF

Please give the following information on factory QC staff organization

1. Head of Quality Assurance/Qualifications/Training etc.

2. Reporting to

3. Is there a separate Quality Control/Inspection Department?

4. If so indicate if staff are aware of the tests in the relevant standard(s)

Fill in all required details

Fill in Materials OR Components Details and click next

KEBS KIMS

New Diamond Mark Permit

Step 4 of 6

MATERIALS OR COMPONENTS:
PURCHASE SPECIFICATION/MATERIALS QUALITY ASSURANCE

Please detail main materials purchased, specification(s) used and major supplier involved. [Help](#)

Please also give quality assurance method adopted on receipt of materials or components indicating action taken on receipt. [Help](#)

What storage facilities used for incoming materials and finished products? [Help](#)

[Previous](#) [Next](#)

Fill in Manufacture Details and click next

KEBS KIMS

Step 5 of 6

**MANUFACTURE
SYSTEM**

Please detail previous steps in manufacture - A production schedule or a supplement in chart form showing stages, which may be advantageous. [Help](#)

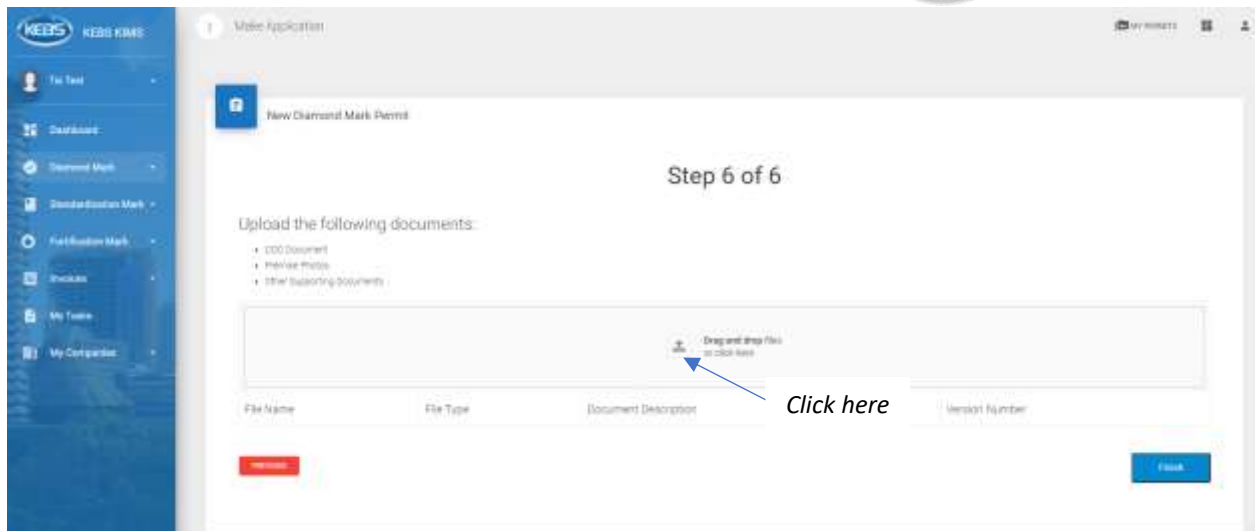
MAINTENANCE SYSTEM - PLANT AND EQUIPMENT

What maintenance system is in operation?

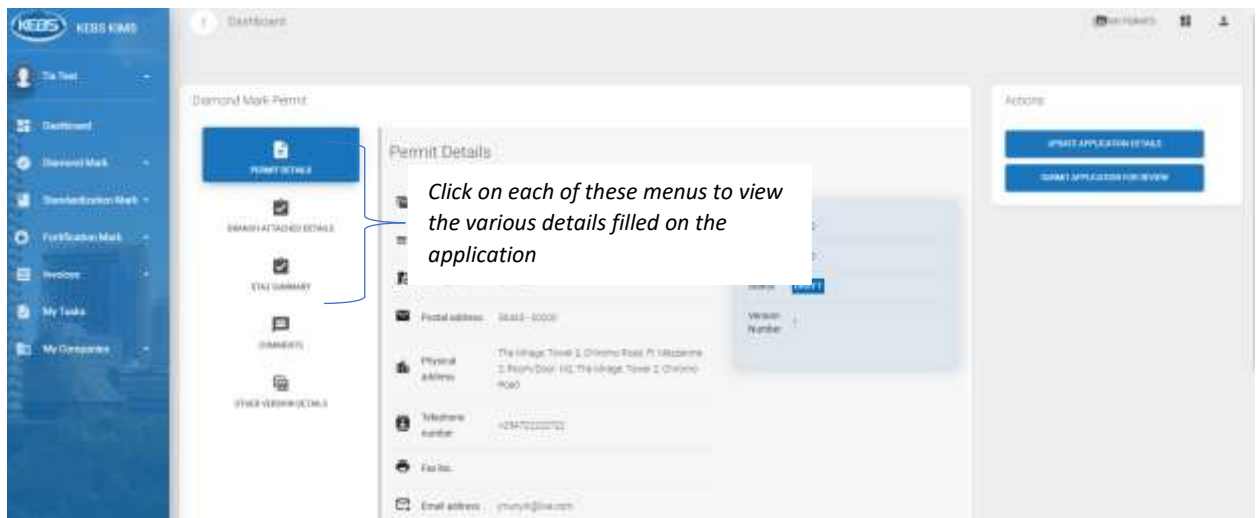
**QUALITY CONTROL AND TESTING
SYSTEM**

Please detail Quality Control System, including sampling followed with particular reference to the tests in the relevant Standard. A quality Control Schedule or supplement cross reference to Chart required in 3.1 is advantageous. [Help](#)

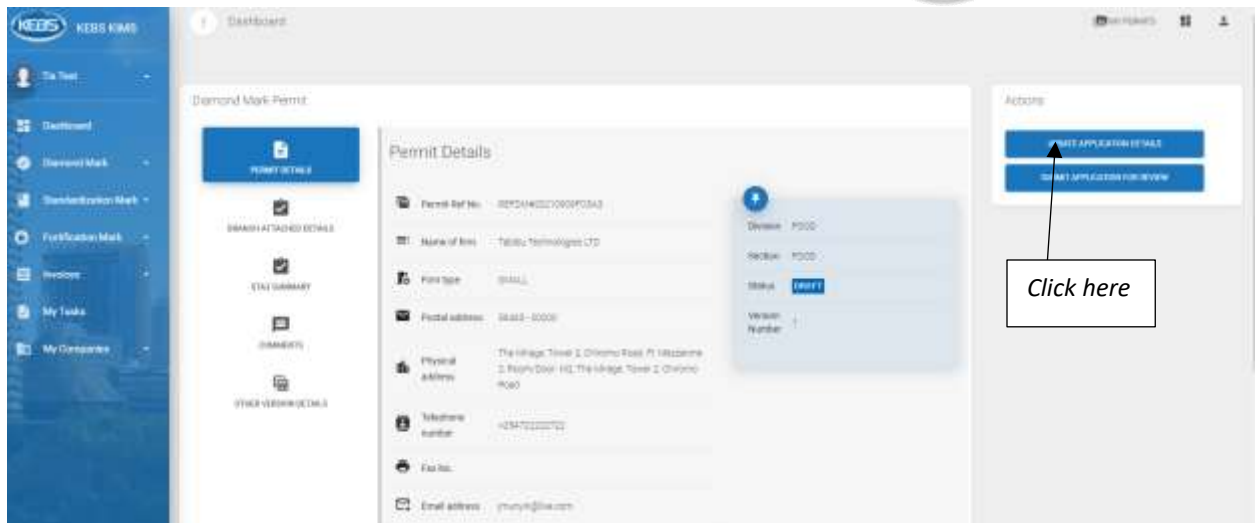
Upload all the required documents to support your application. Click on drag and drop files and select the files to attach and then click finish



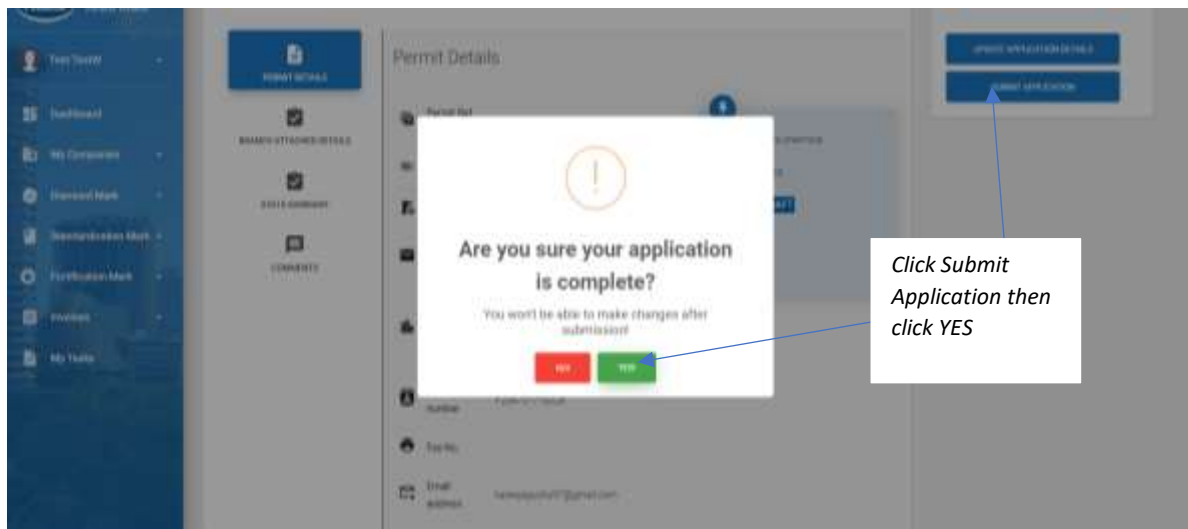
4. Click on the various menus on the application to view the details filled on the application



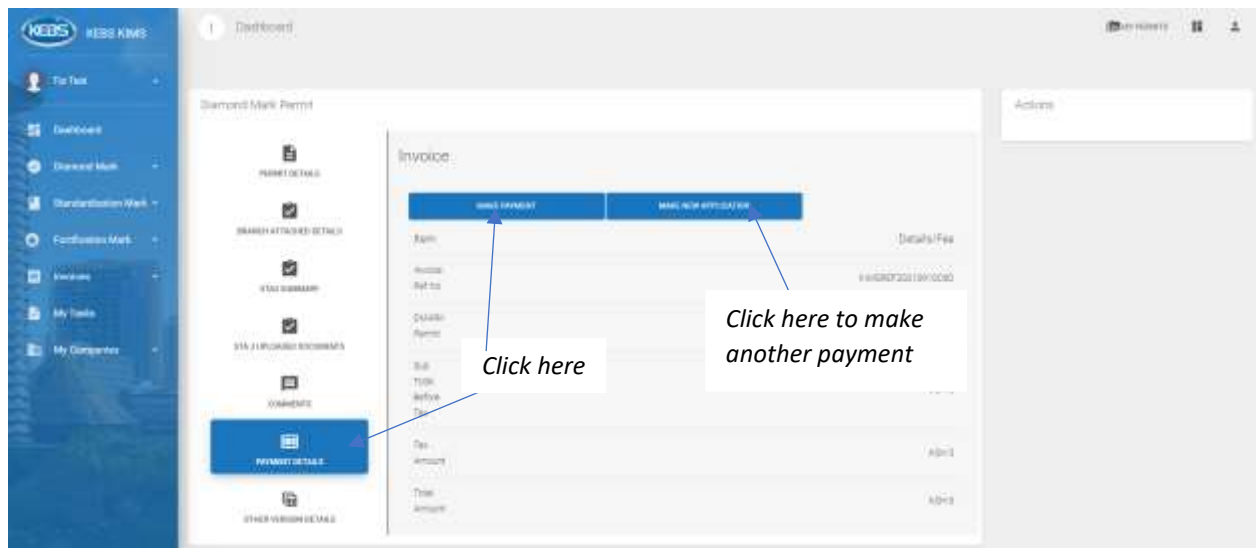
5. Click on Update application in order to make any changes on the STA forms details



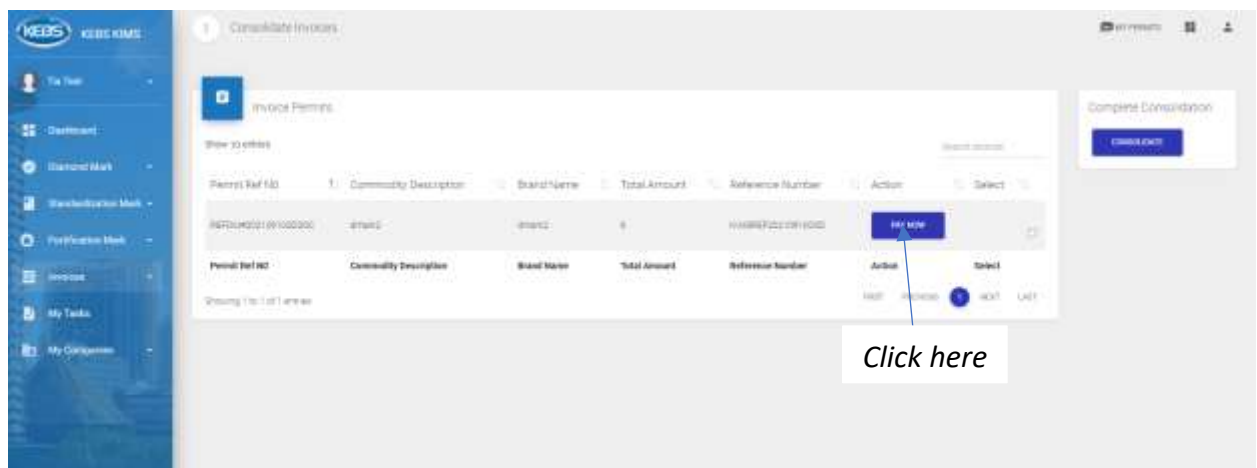
6. Click on **Submit Application** then click on Yes in order to submit application



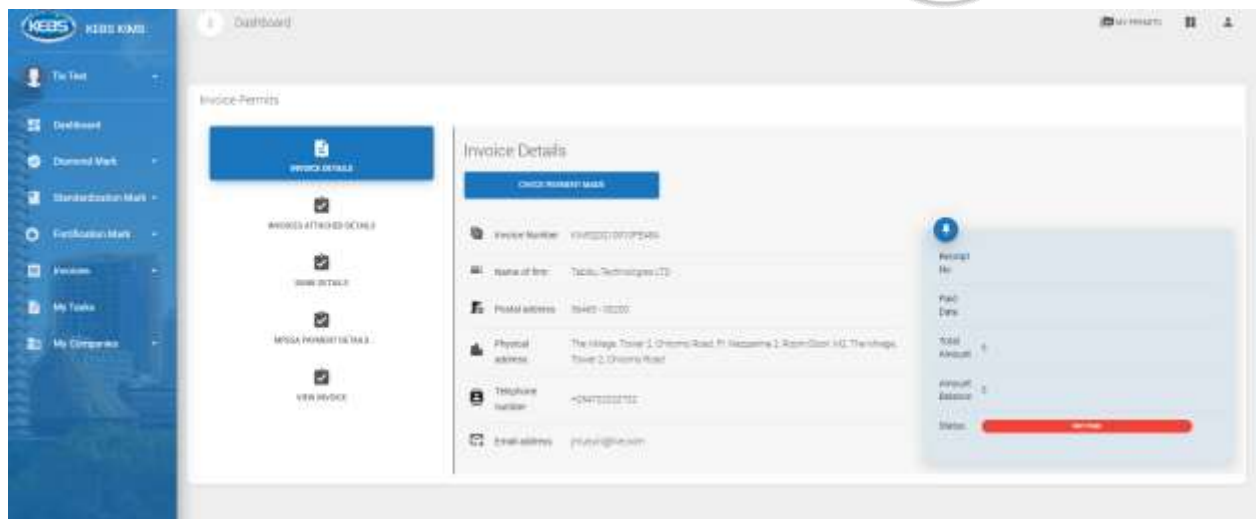
- Click on **Payment Details** to view payment breakdown. Then click on Make payment to make payment



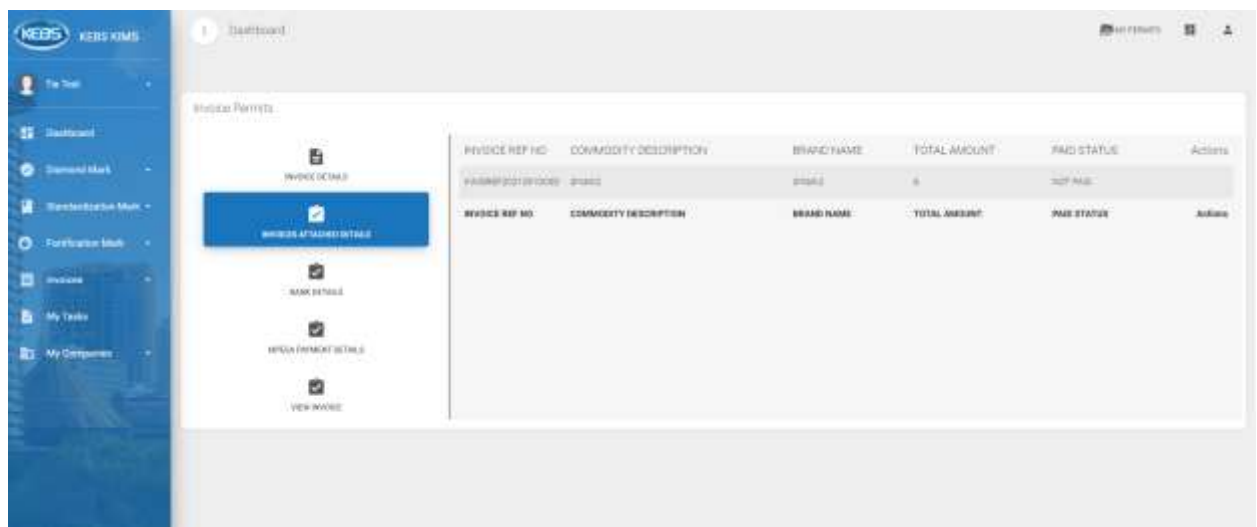
- Click on **Pay Now** to make payment to that one application



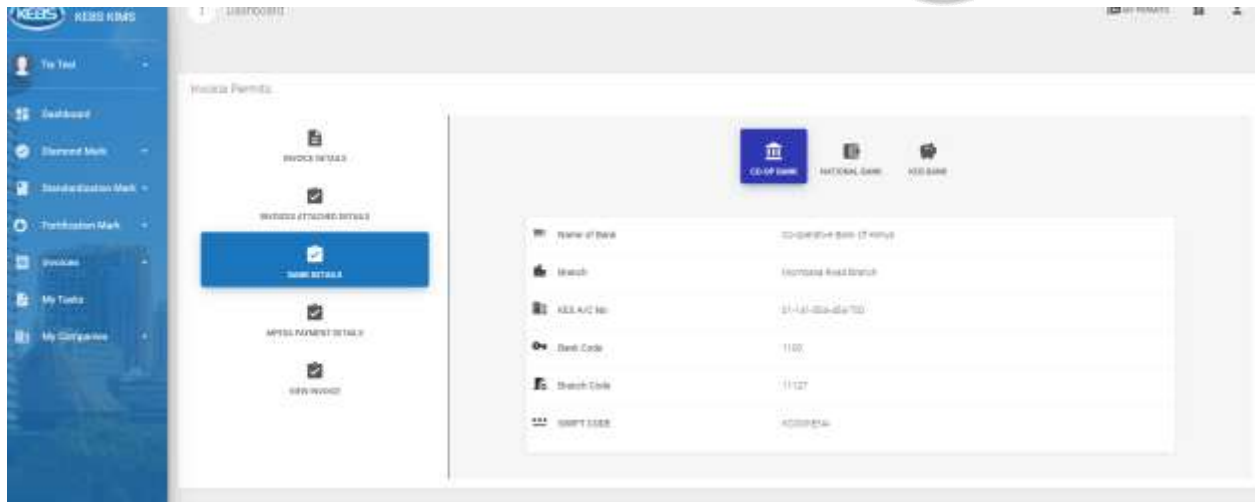
- Click on **Invoice Details** to view the general invoice details



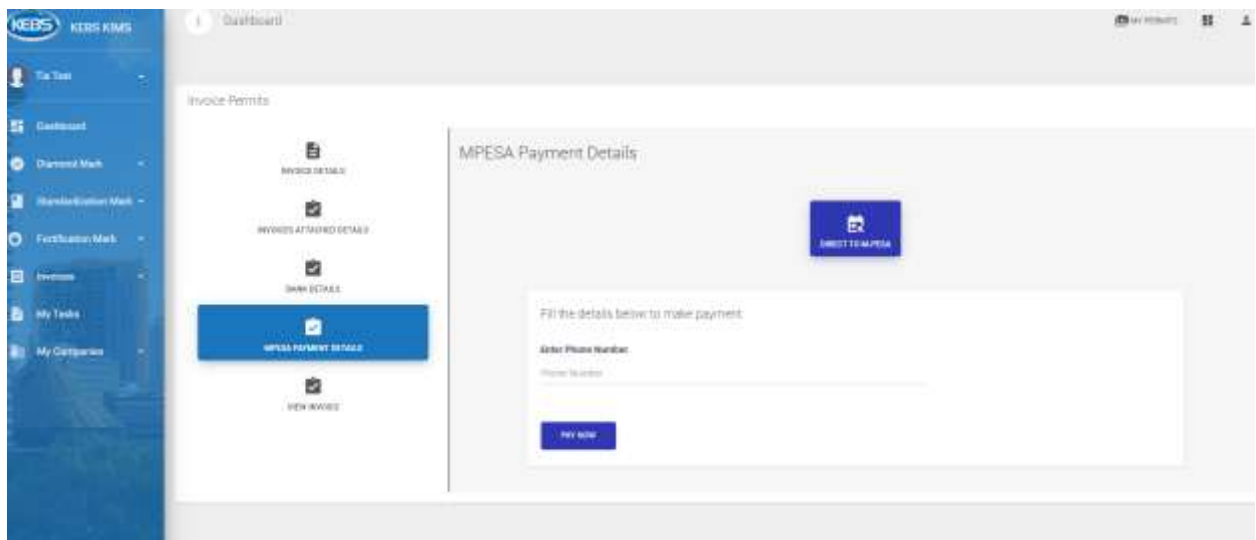
10. Click on **Invoice Attached Details** to view the consolidated invoice, if several they will be listed here



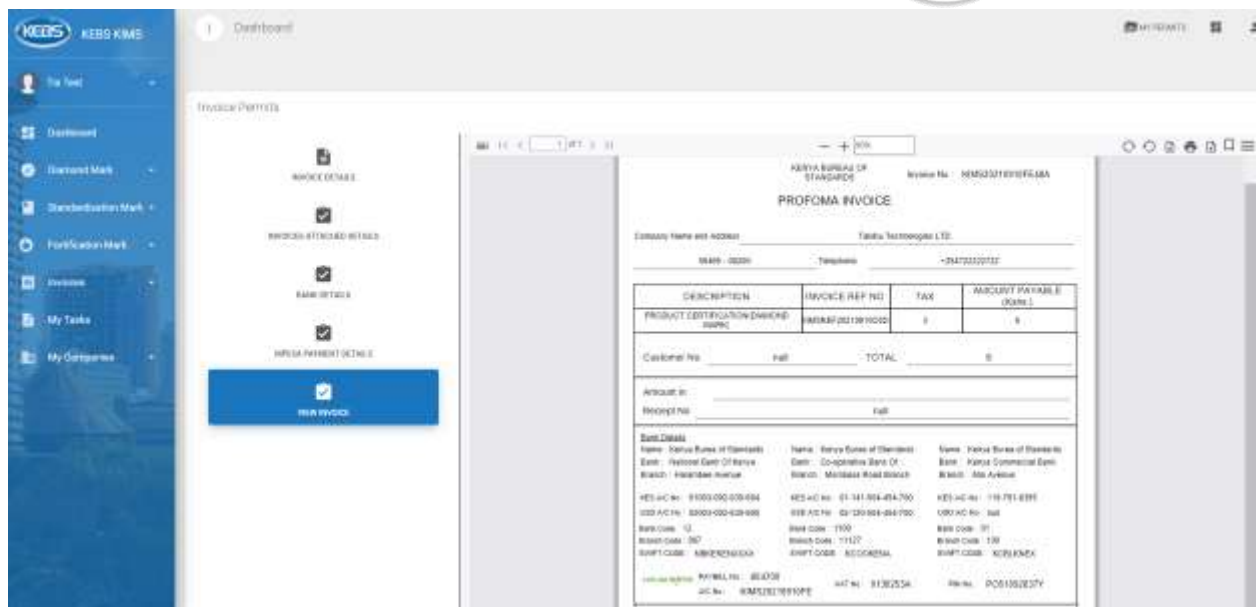
11. Click on **Bank Details** to view the various banks details through which payment can be made



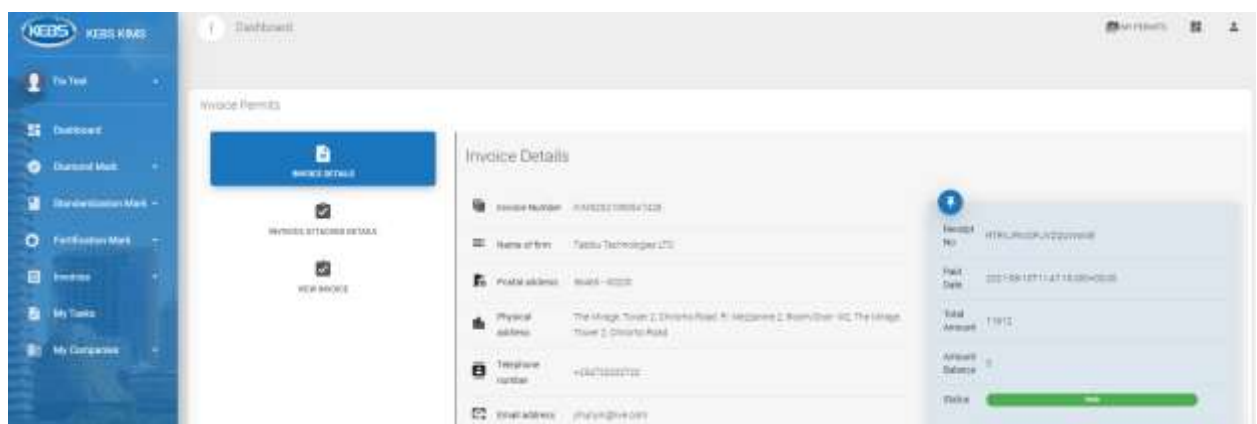
12. Click on **Mpesa payment Details** to pay through Mpesa stk push. Key in mpesa number and click on pay now



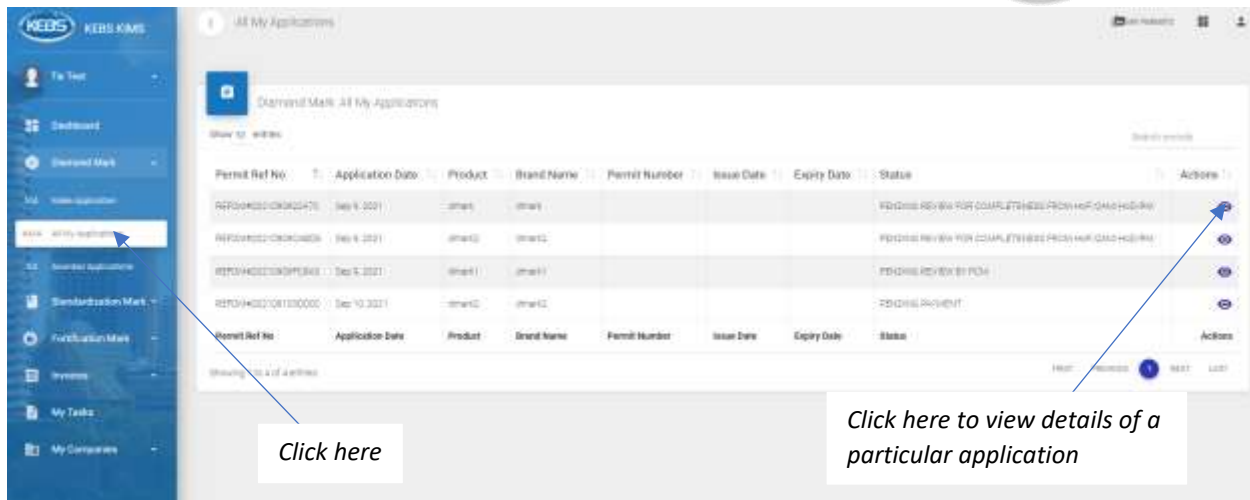
13. Click on **View Invoice** to view and download the generated invoice



14. After payment is made, invoice status updates to paid




15. Select Diamond Mark then All My Applications on the side bar to view progress of the Dmark applications made



Click here

Click here to view details of a particular application

16. Click on **My Tasks** on the side bar menu to view applications that need manufacture's action



Click here

Click here to make the necessary action

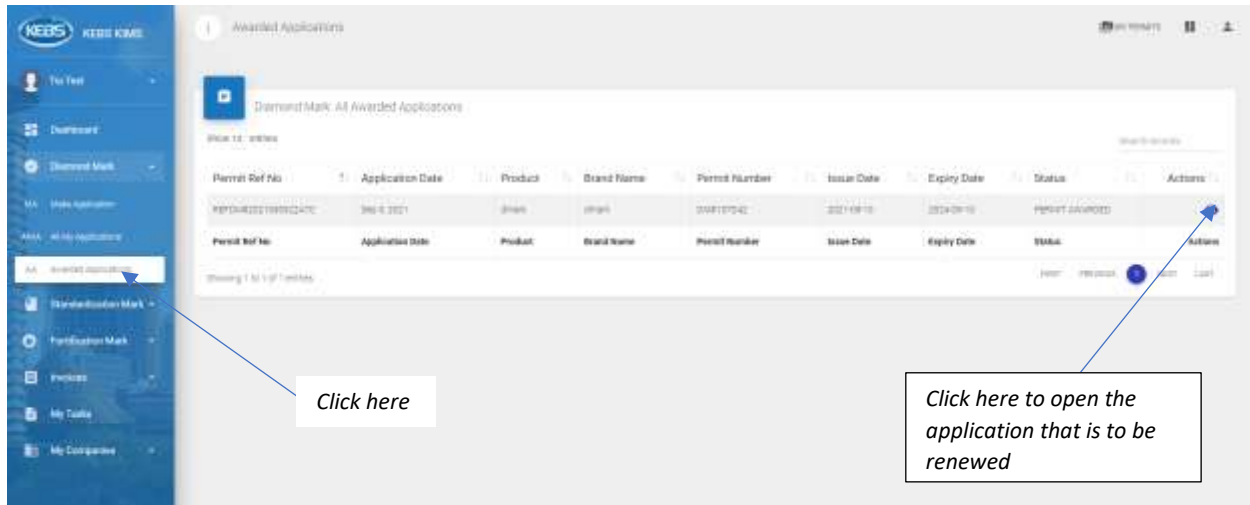
17. To view updates given during the review process, Click on each of the sub-menus on the side bar of the application



Click on each of the submenus to view outcome of the application review after submission and payment

5. DMARK Renewal & Payment

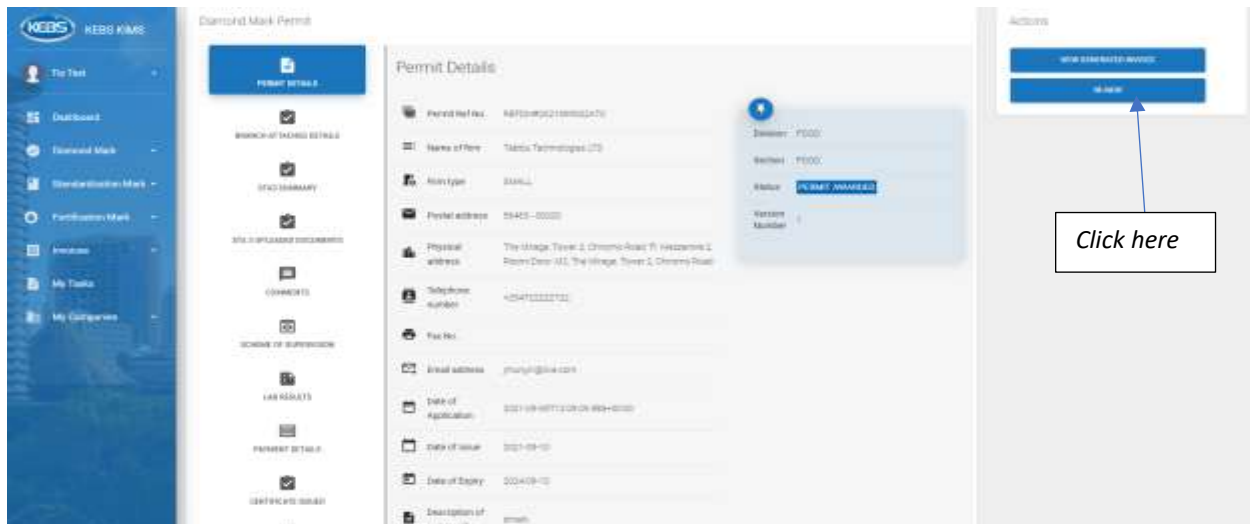
1. Click on Diamond Mark on the sidebar, Awarded permits then click on view the application that is to be renewed



Click here

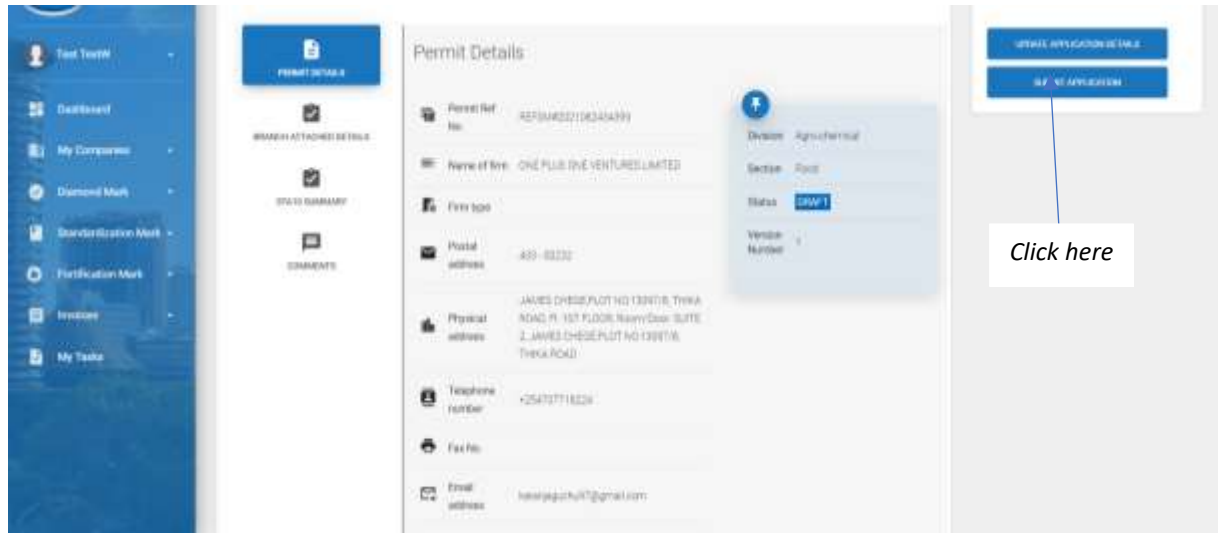
Click here to open the application that is to be renewed

2. Click on **Renew**

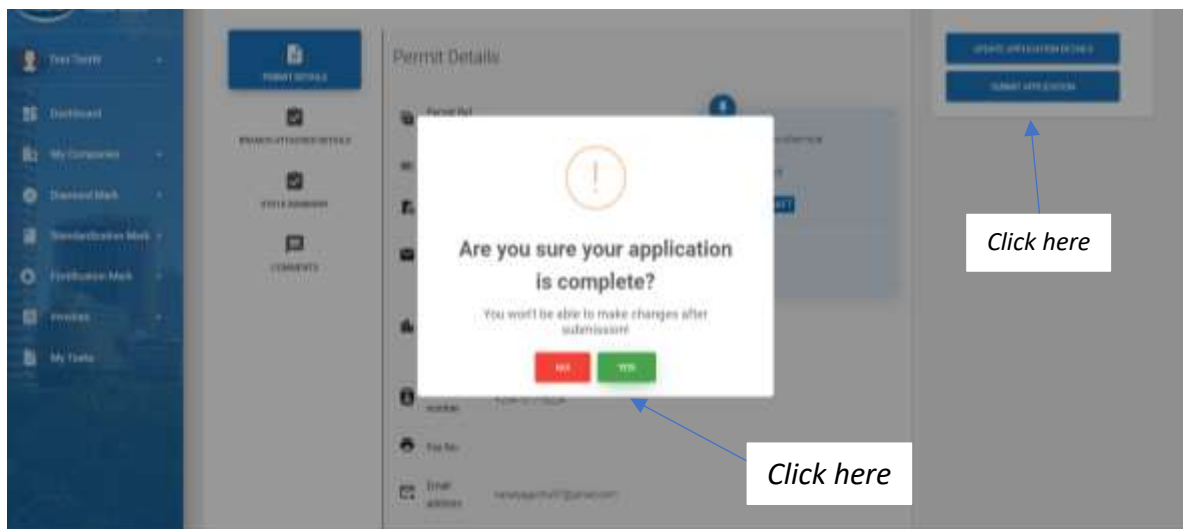


Click here

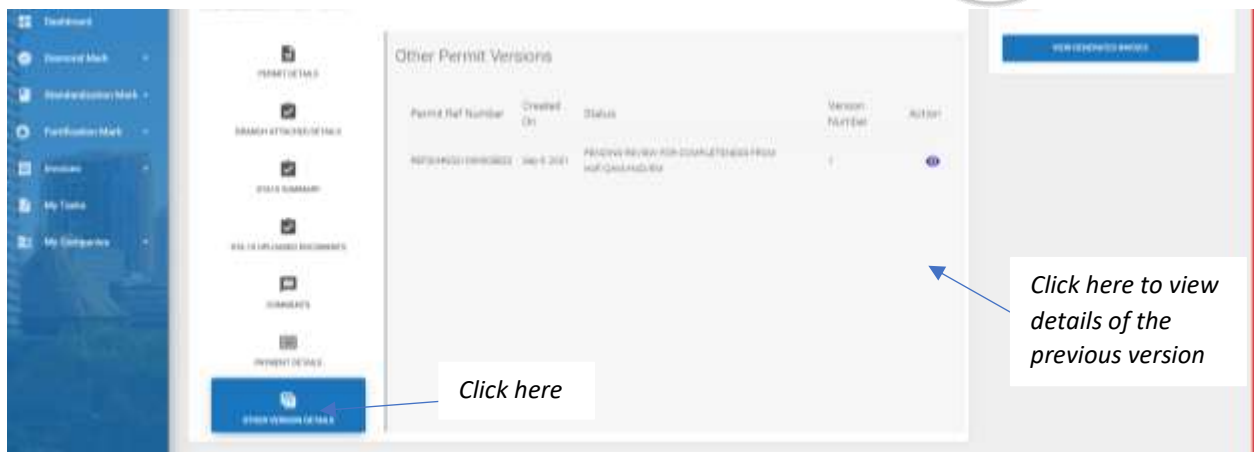
3. Click on **Update Application** to make updates to STA 3 details



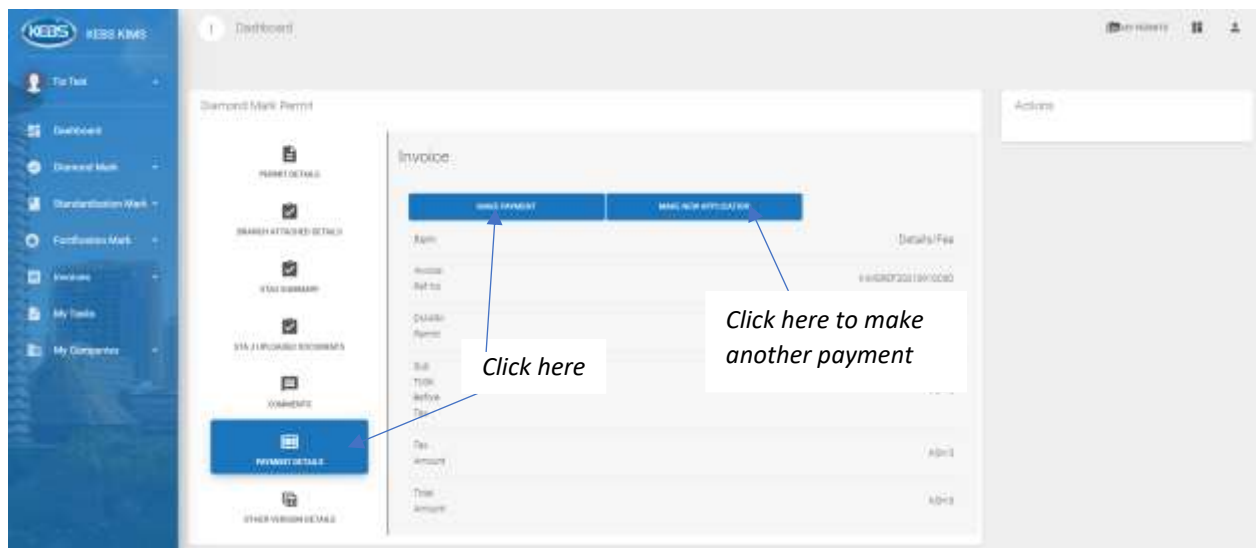
4. Click on **Submit Application** to submit the renewed Application and click on Yes if complete



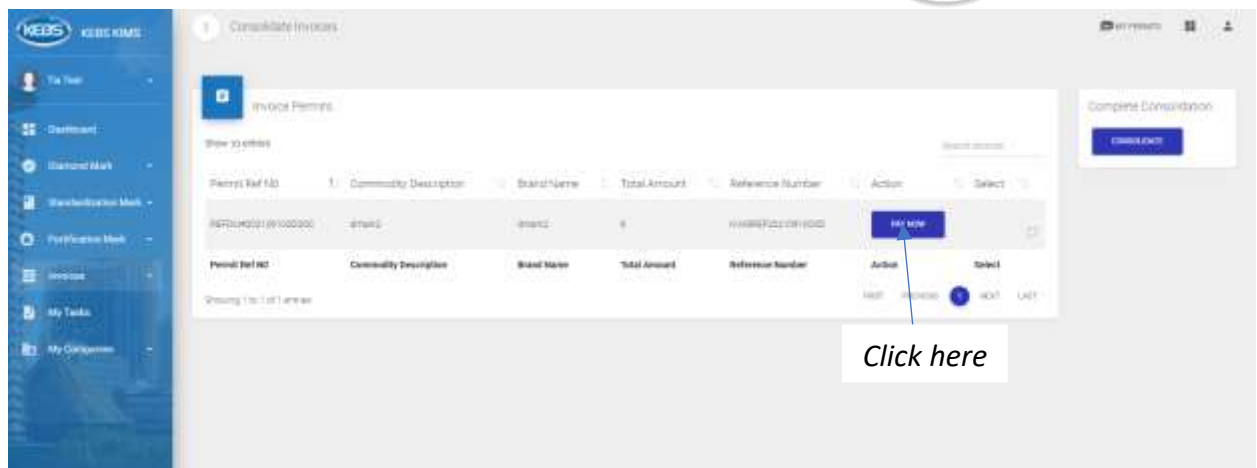
5. To view the version of the previous awarded application before renewal, click on **other versions**



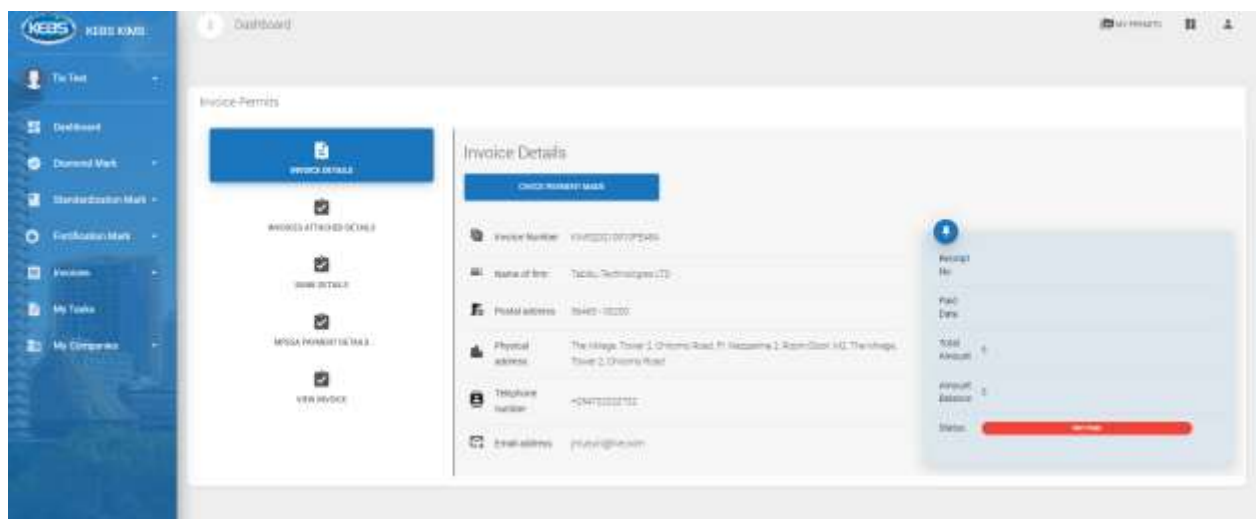
- Click on **Payment Details** to view payment breakdown. Then click on Make payment to make payment



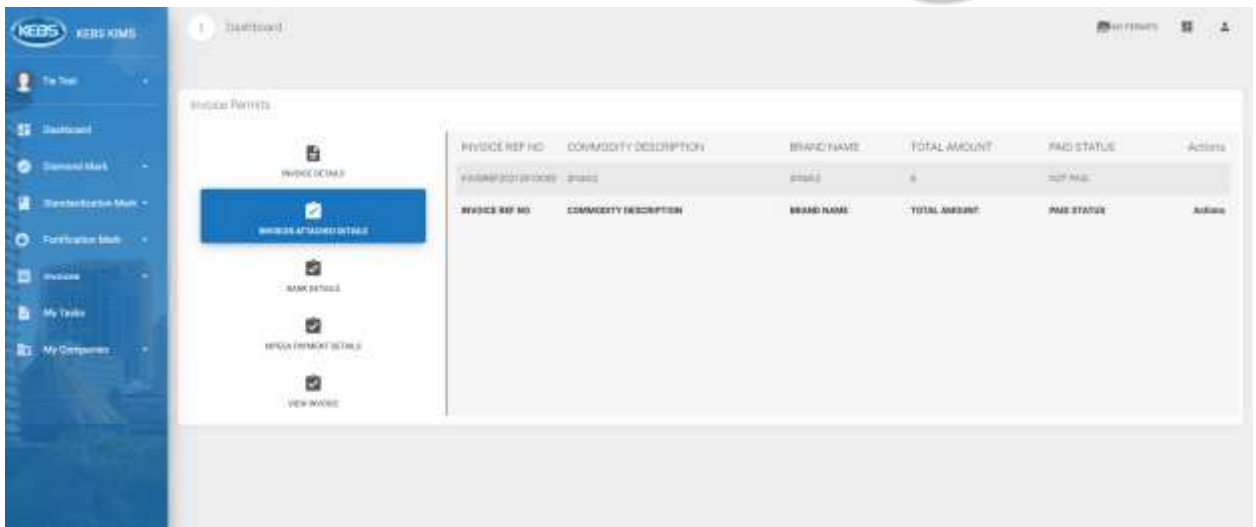
- Click on **Pay Now** to make payment to that one application



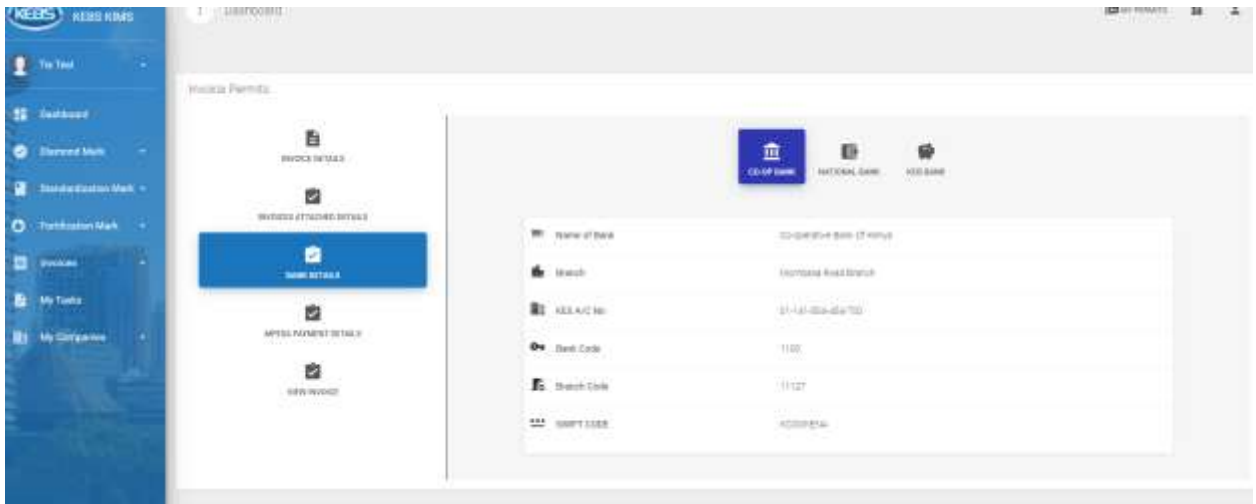
8. Click on **Invoice Details** to view the general invoice details



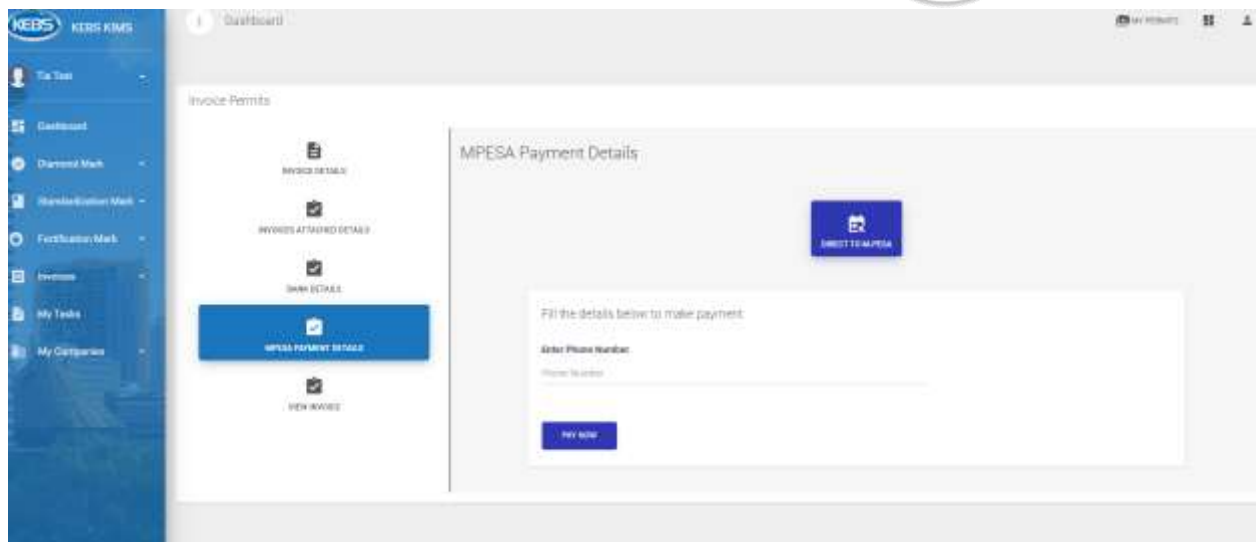
9. Click on **Invoice Attached Details** to view the consolidated invoice, if several they will be listed here



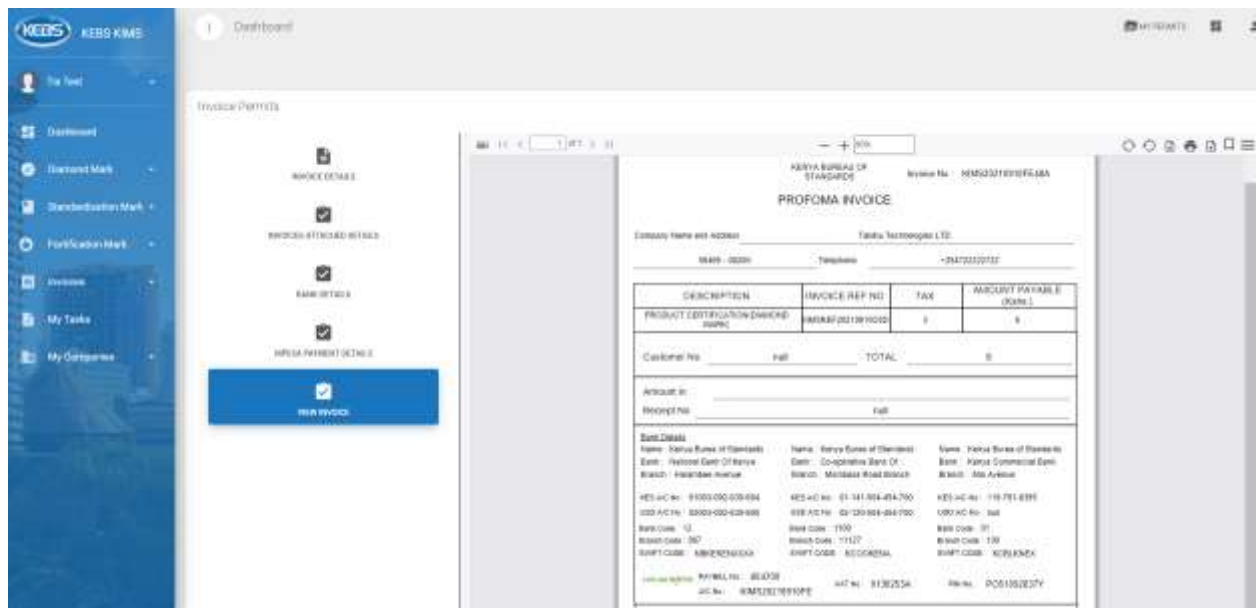
10. Click on **Bank Details** to view the various banks details through which payment can be made



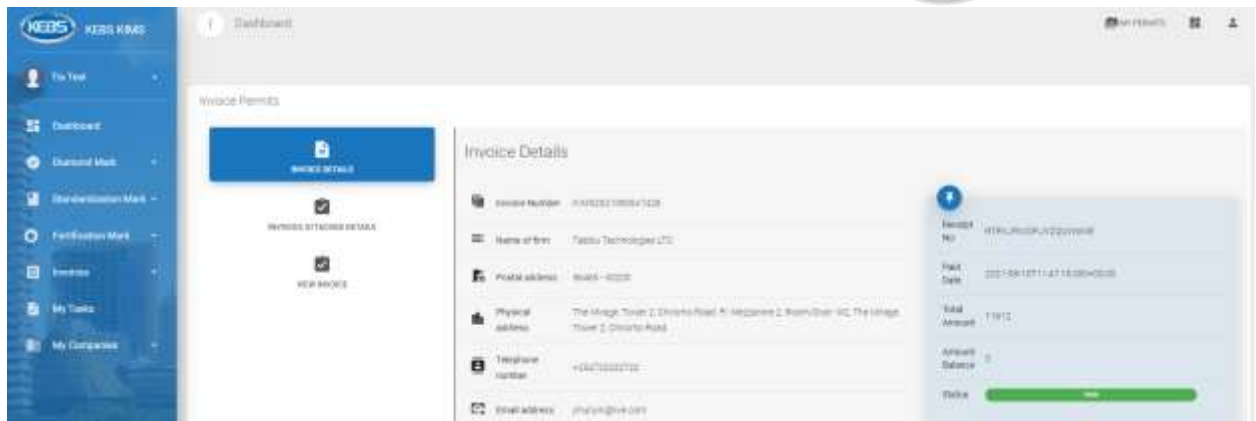
11. Click on **Mpesa payment Details** to pay through Mpesa stk push.Key in mpesa number and click on pay now



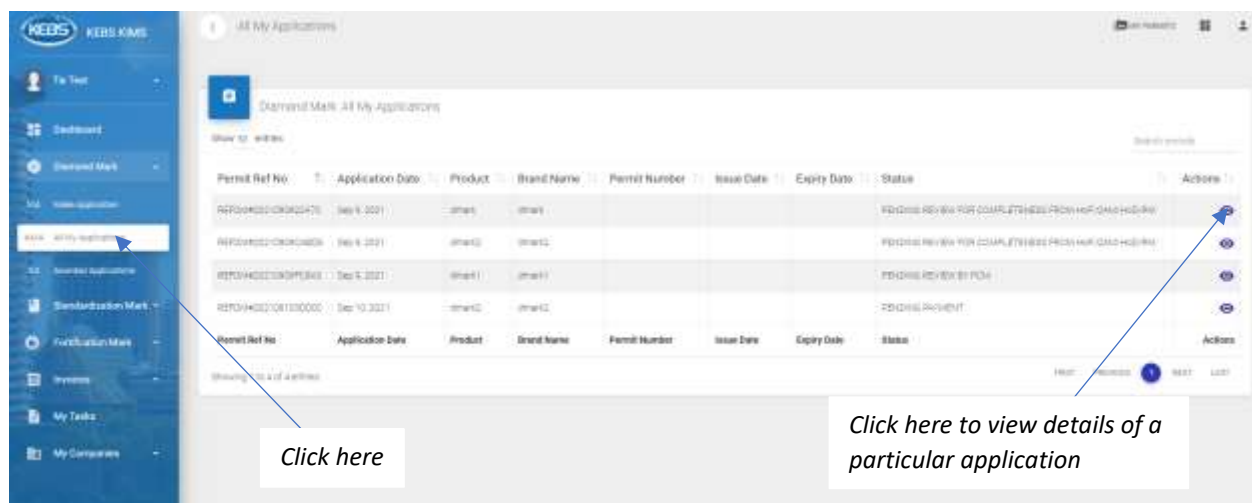
12. Click on **View Invoice** to view and download the generated invoice



13. After payment is made, invoice status updates to paid

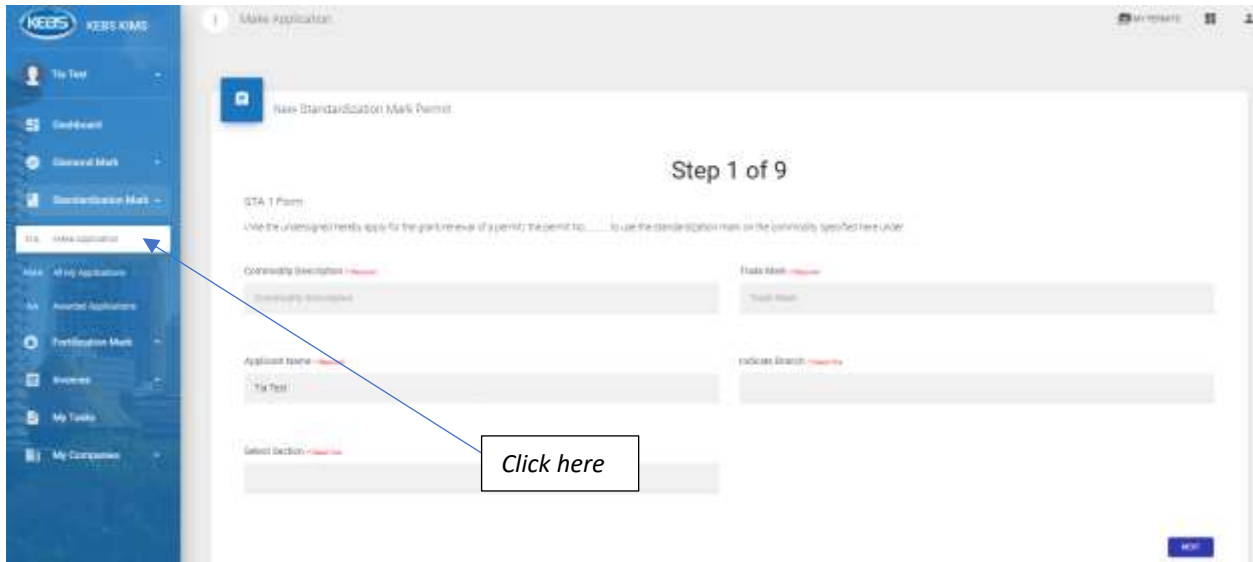


14. Select Diamond Mark then All My Applications on the side bar to view progress of the Dmark applications made



6. FMARK New Application and Payment

1. To apply Fmark alongside Smark,select Make application on Smark.(Only applicable for specific products under Food section)



KEBS KIMS

Make Application

New Standardization Mark Permit

Step 1 of 9

STA 1 Form

Use the undersigned hereby apply for the grant/renewal of a permit; the permit to to use the standardization mark on the community specified here under

Community Description *Required*

Trade Mark *Required*

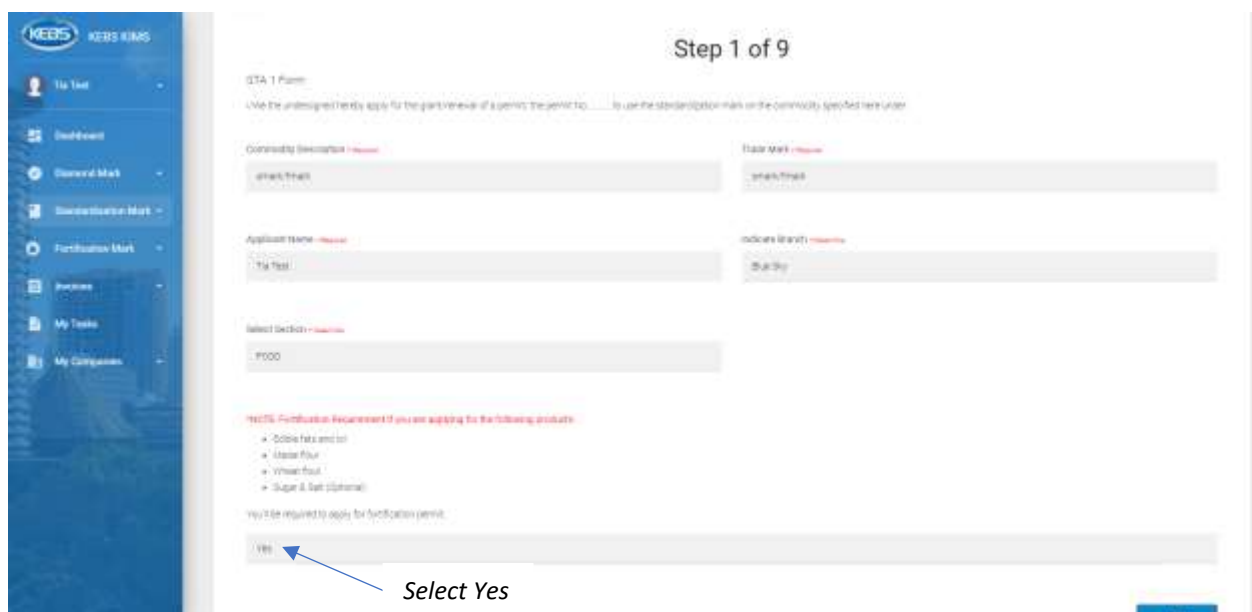
Applicant Name *Required*

Indicate Brand *Required*

Select Section *Required*

Click here

2. On STA 1 form on selecting food section,a list of the products that need Fmark are listed and if your product is among the listed ones,select Yes then proceed with the application like that of Smark application process.



KEBS KIMS

Make Application

New Standardization Mark Permit

Step 1 of 9

STA 1 Form

Use the undersigned hereby apply for the grant/renewal of a permit; the permit to to use the standardization mark on the community specified here under

Community Description *Required*

Trade Mark *Required*

Applicant Name *Required*

Indicate Brand *Required*

Select Section *Required*

FOOD

NOTE: Certification Requirement if you are applying for the following products:

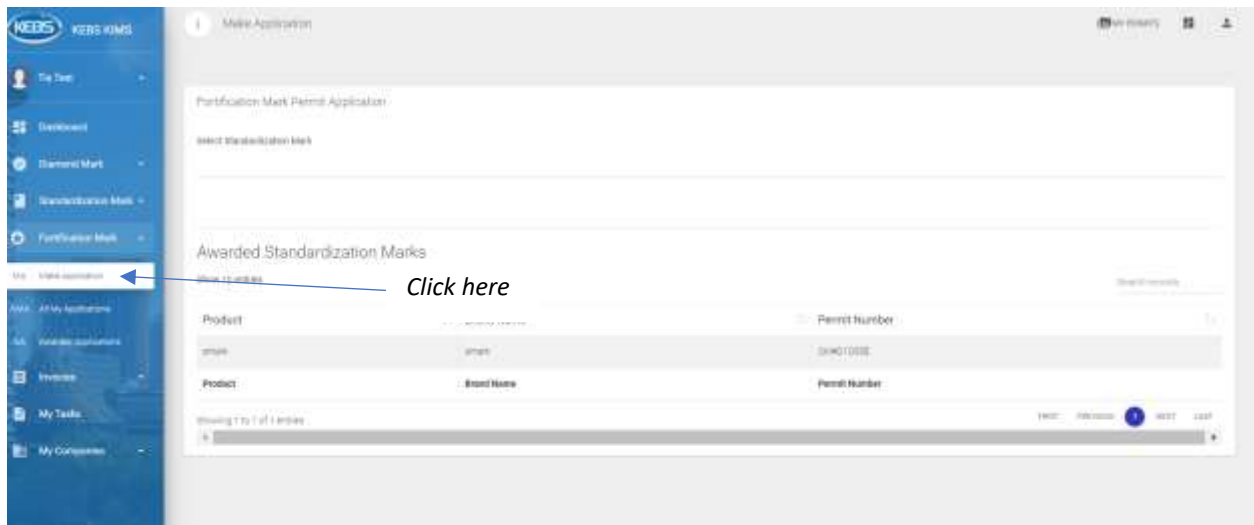
- Cocoa fats and oil
- Maize Flour
- Wheat flour
- Sugar & Salt (Optional)

You'll be required to apply for certification permit.

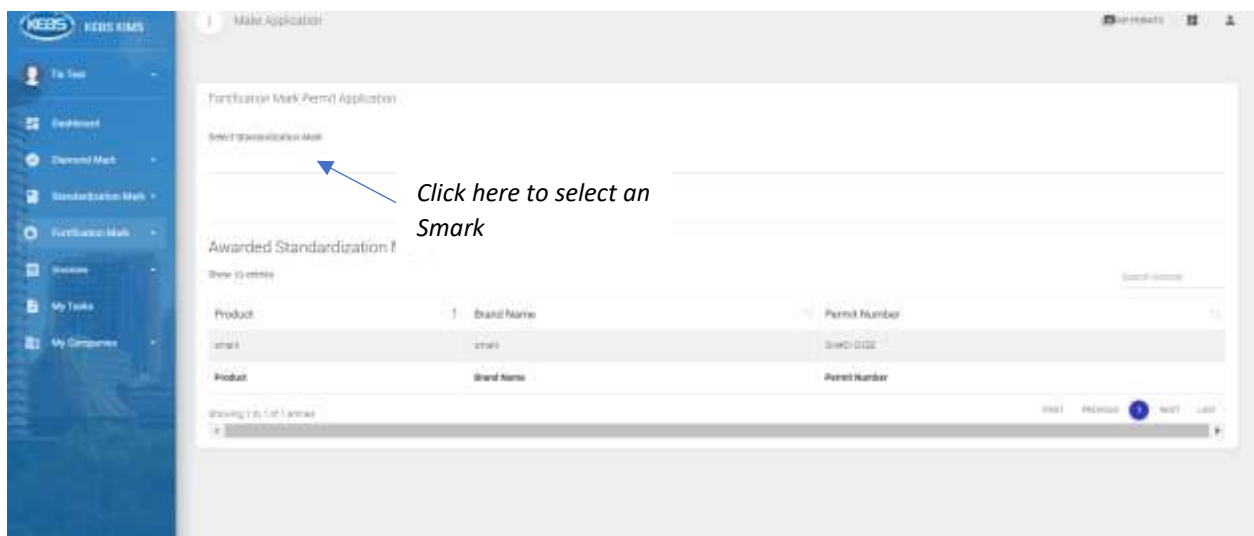
YES

Select Yes

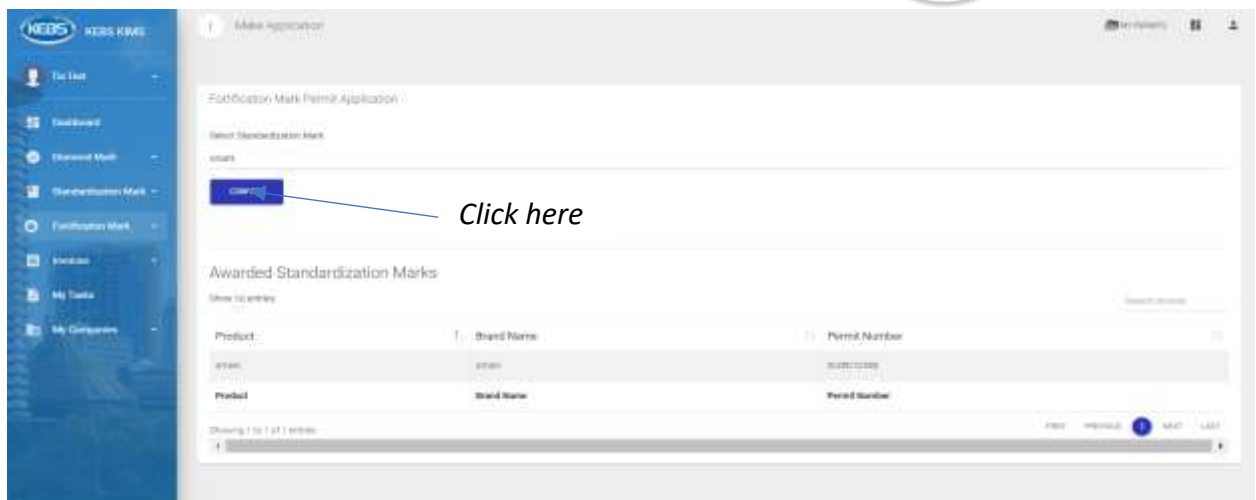
3. If the Smark permit is already applied separately, Click on Make Application Under Fmark



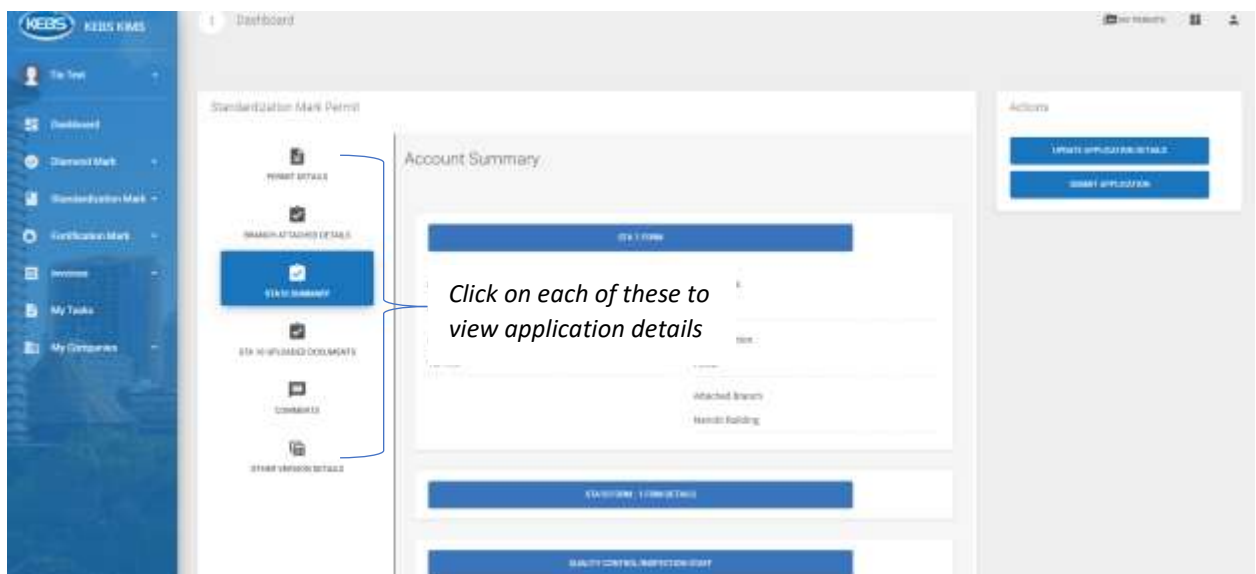
4. Under Select Standardization Mark, select the Smark that needs an Fmark



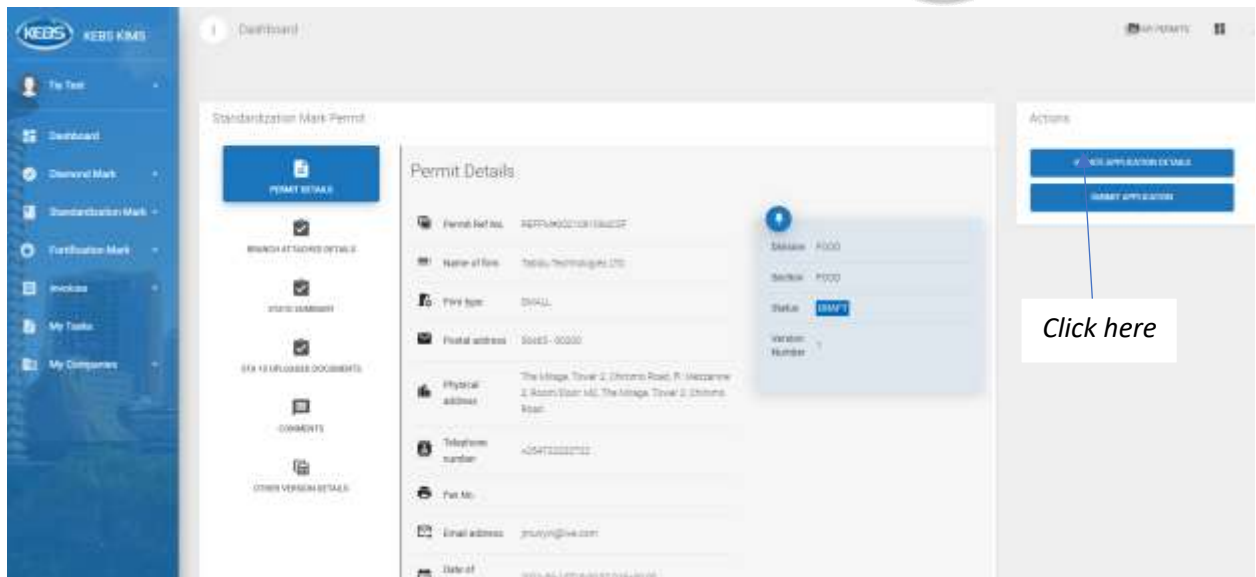
5. Click on **Confirm**



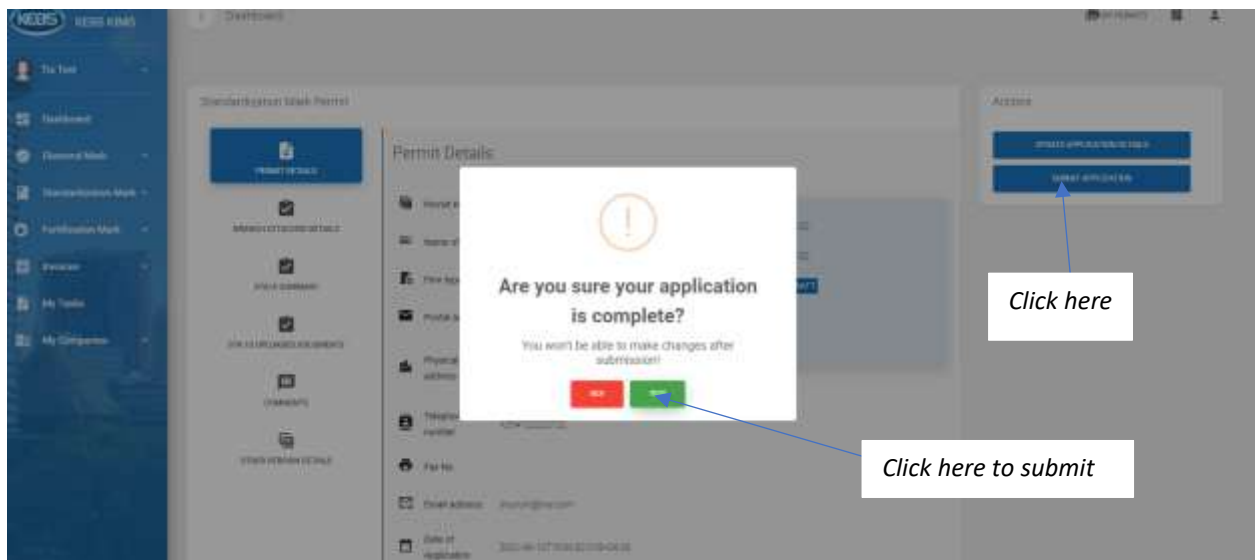
6. Click on each of the sub menus to view details of sta10 that are already pre-filled based on what was filled during the selected Smark application



7. To make an update to the application details, Click on **Update Application** under Actions Tab



8. After Reviewing the application, click on submit Application then click on Yes



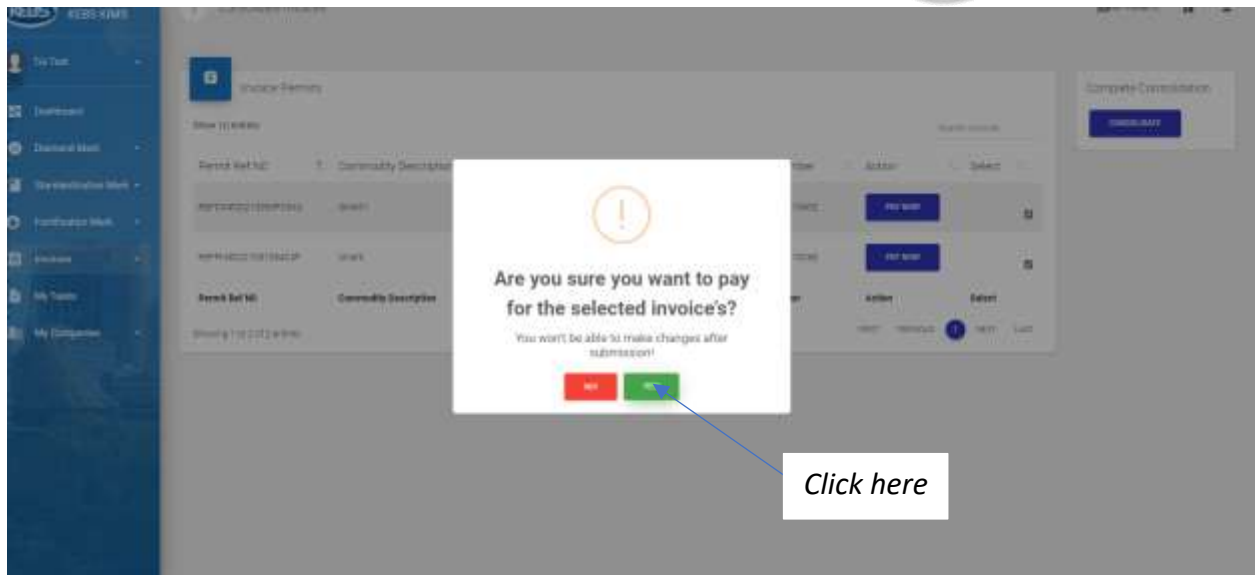
9. Click on payment details to view Payment details then click on Pay Now to make payment



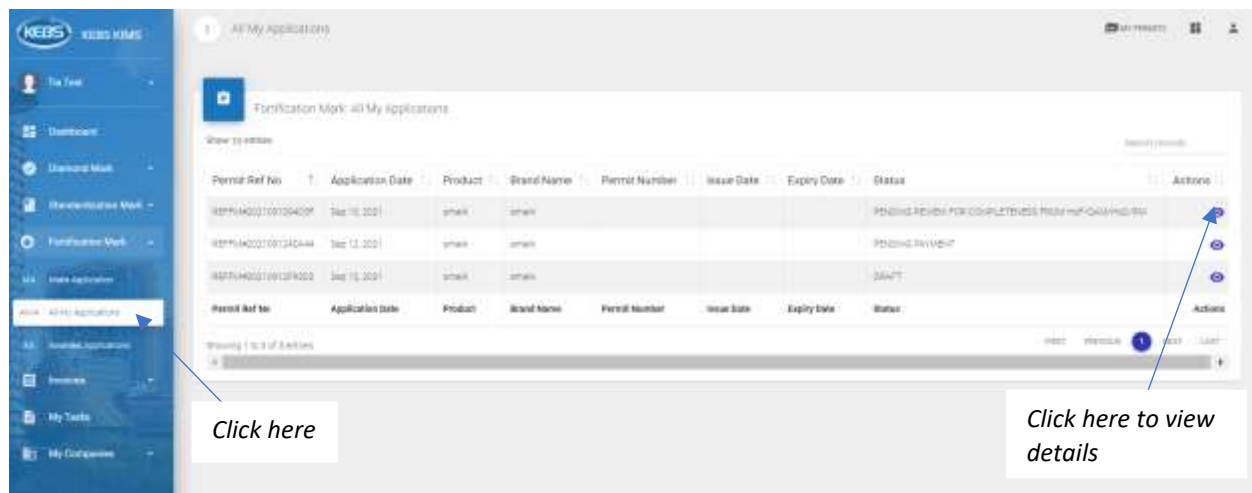
[Click here to pay for one application](#)

Click here to select the applications to pay at once then click on consolidate to merge them into one invoice

Page | 56 www.kebs.com | kims-support@kebs.org | 0722 202 137 or 0734 600 471/2

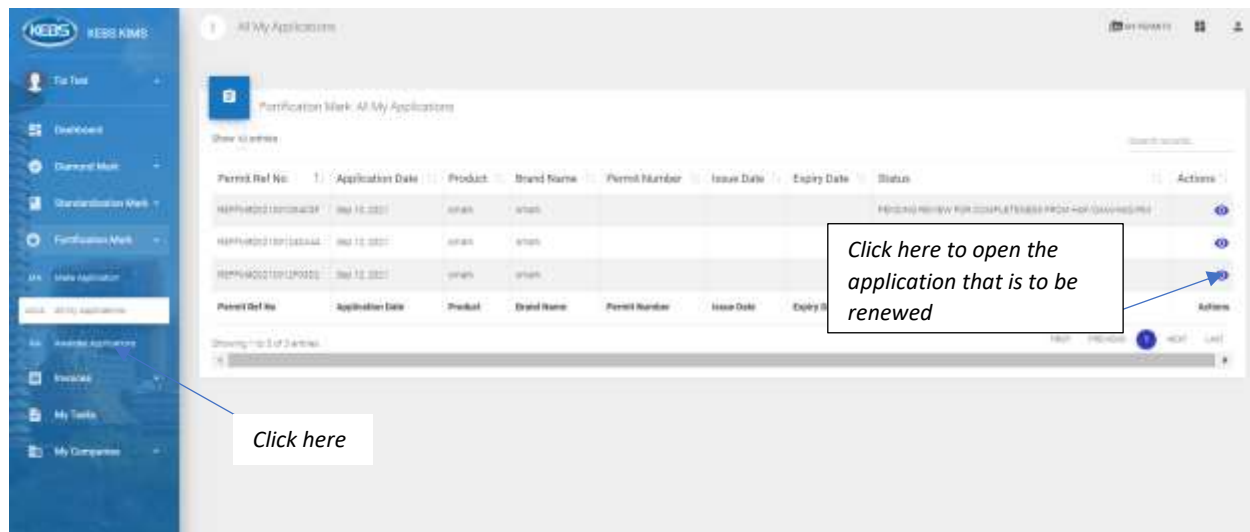


12. Click on All My Applications under Fmark to view and keep track of the progress of all the Fmark Applications made

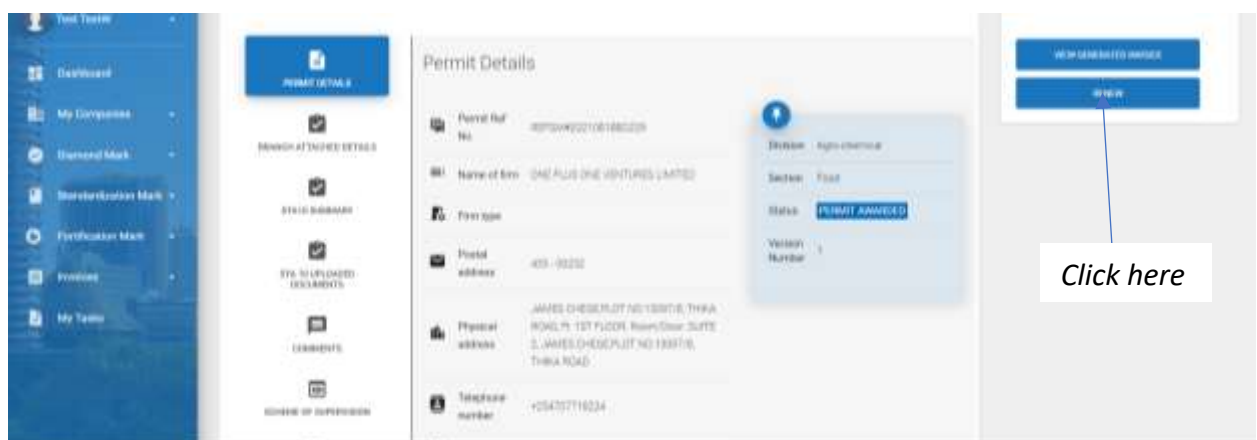


7. FMARK Renewal and Payment

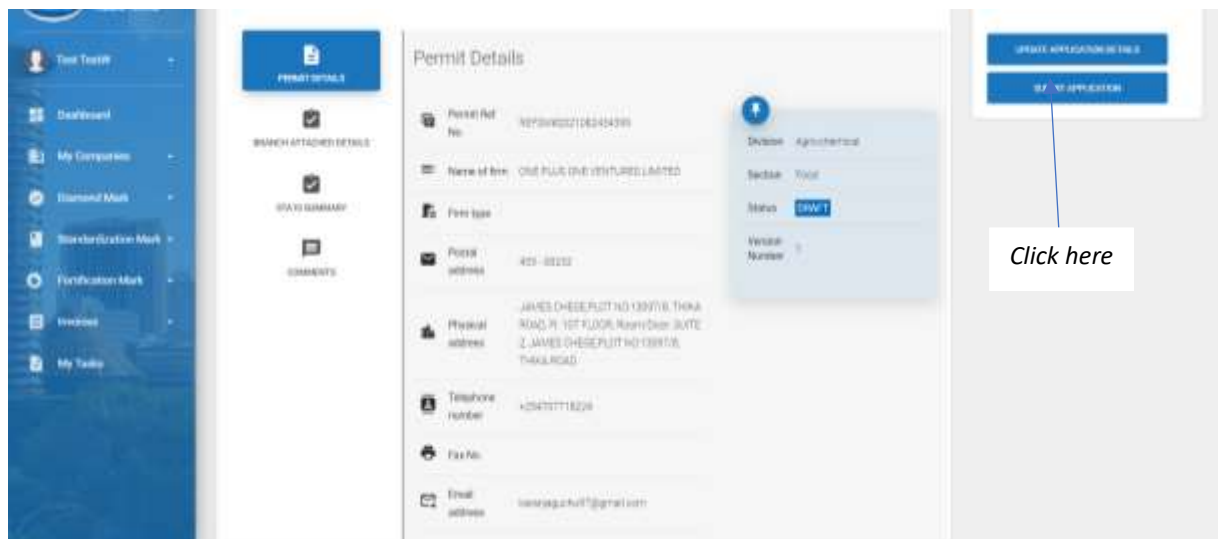
1. Click on Fortification Mark on the sidebar, Awarded permits then click on view on the application that is to be renewed .(For Fmarks that applied alongside smark, their renewal can be done when renewing the smark)



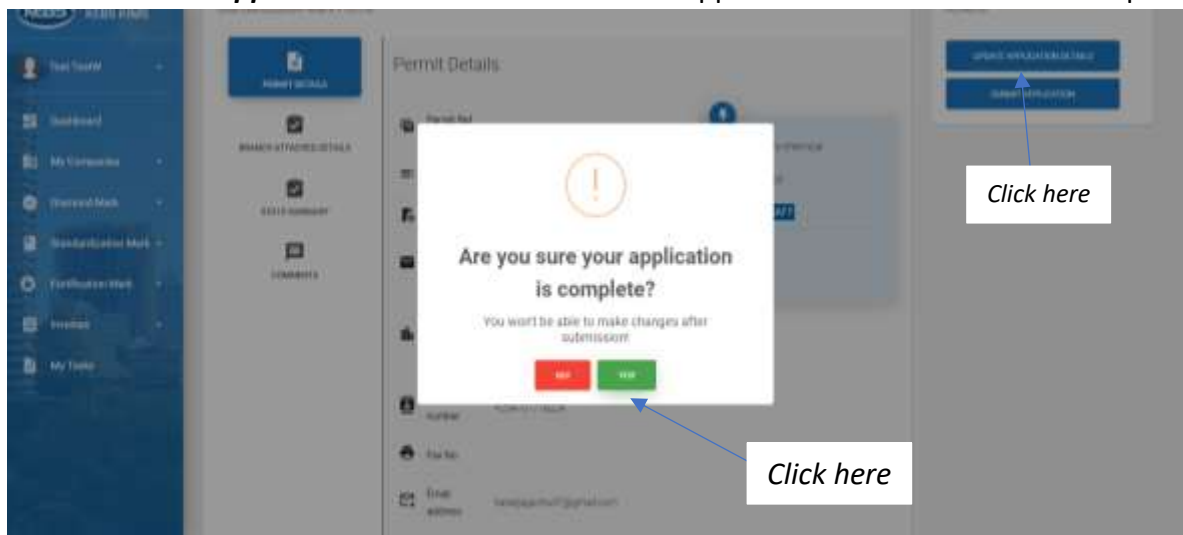
2. Click on **Renew**



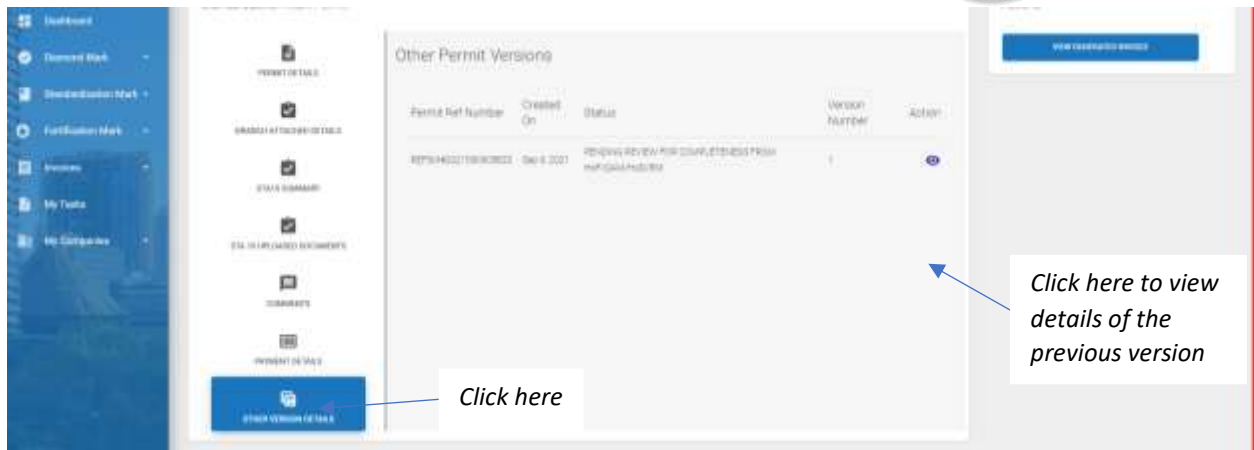
- Click on **Update Application** to make updates to STA 10 details



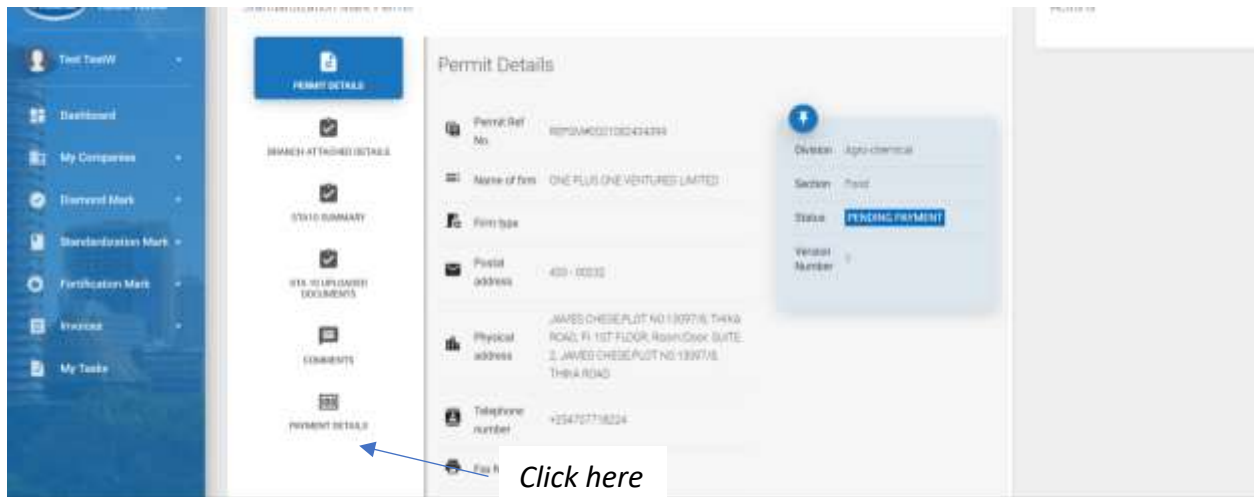
- Click on **Submit Application** to submit the renewed Application and click on Yes if complete



- To view the version of the previous awarded application before renewal, click on **other versions**



- Click on **Payment Details** to view the payment breakdown



- Click **Make Payment** to make payment and **Make New Application** to make another application



Test Results

Dashboard

My Companies

Standard Mark

Standardization Mark

Pertification Mark

Invoice

My Tools

PRIBAT DETAILS

SEARCH ATTACHED DETAILS

STATUS SUMMARY

STX TO UPLOADS/DOCUMENTS

COMMENTS

INVOICE DETAILS

Invoice

MAKE PAYMENT

MAKE NEW APPLICATION

Item:

Photo-Ref No:

Details/Fee:

MSRPST0031000416

KEBS

KEB 10000

KEB 15000

Sub Total

Before Tax

Tax

Amount

KEB 10000

KEB 15000

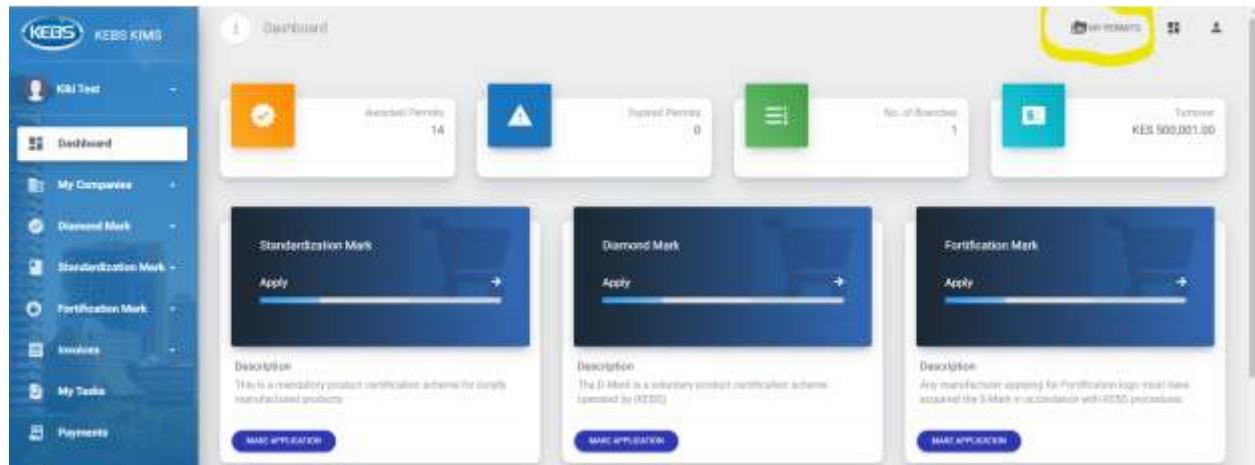
KEB 10000

KEB 15000

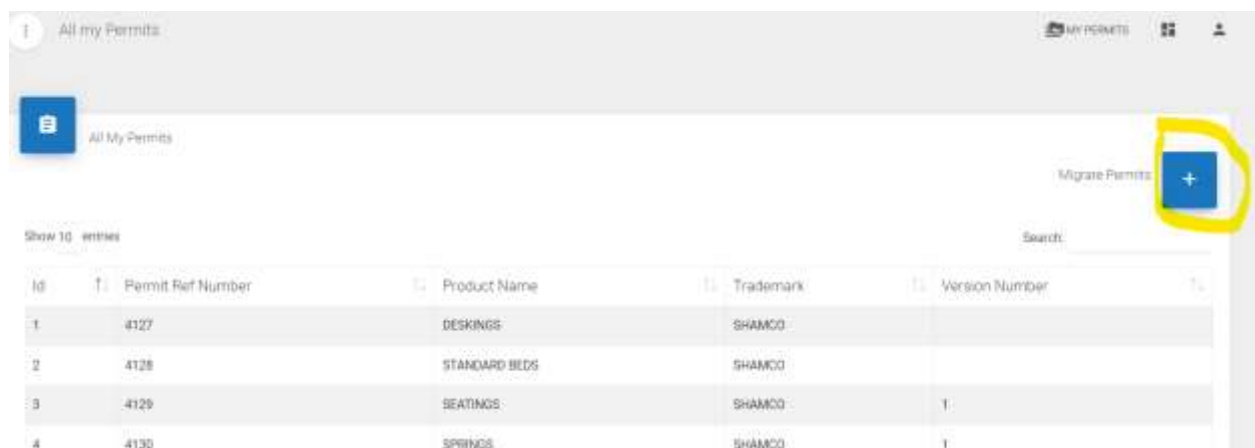
Click here to proceed to make payment

8. MIGRATION AND RENEWAL OF EXISTING PERMITS

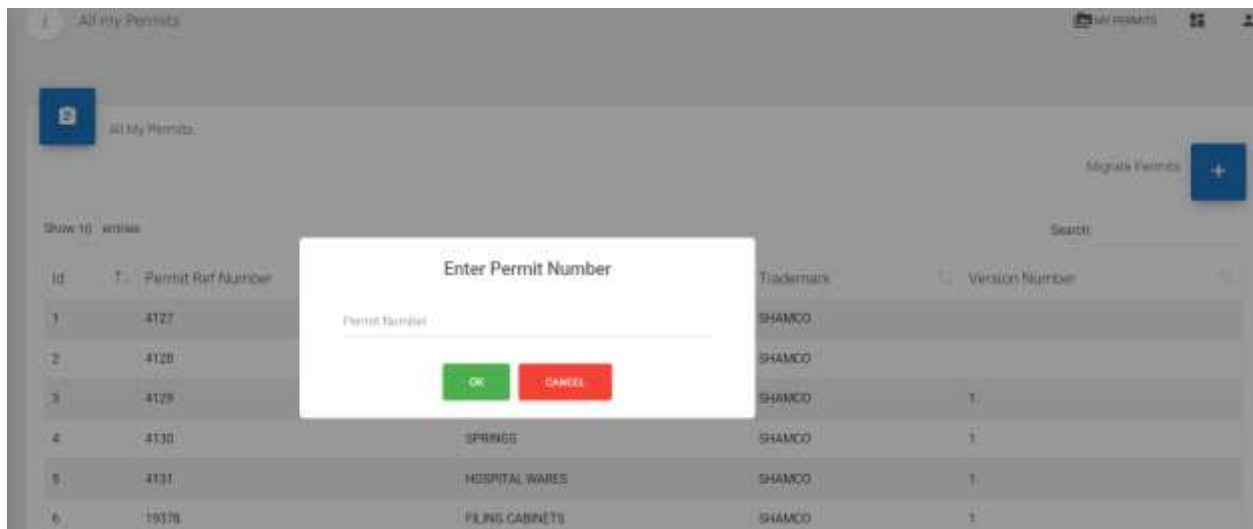
1. Click on **My Permits** on the top right



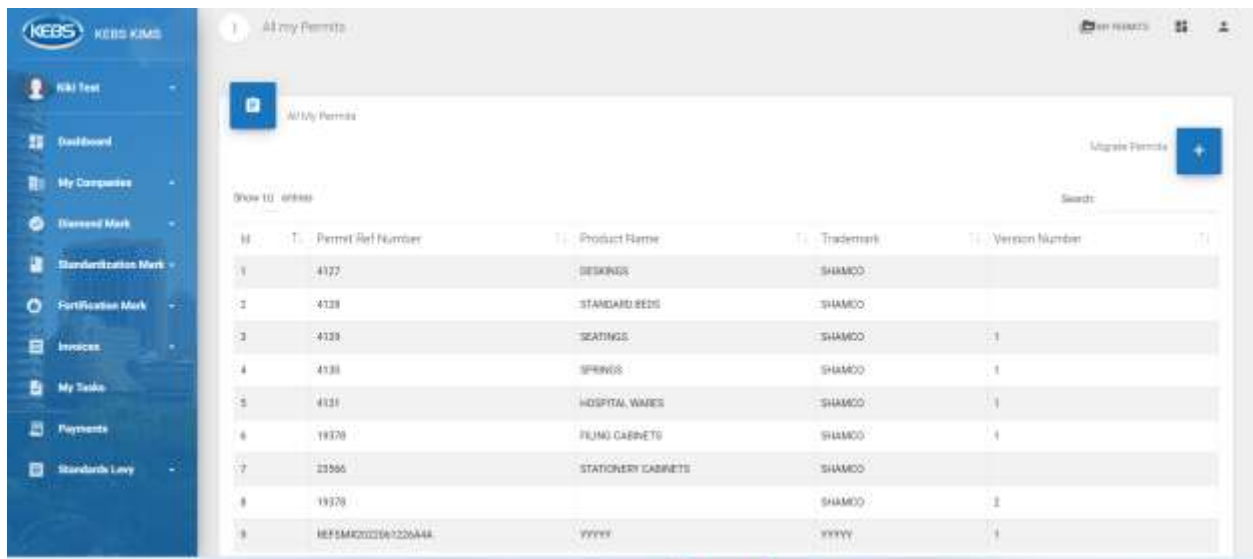
2. Click on the Plus sign next to Migrate Permit



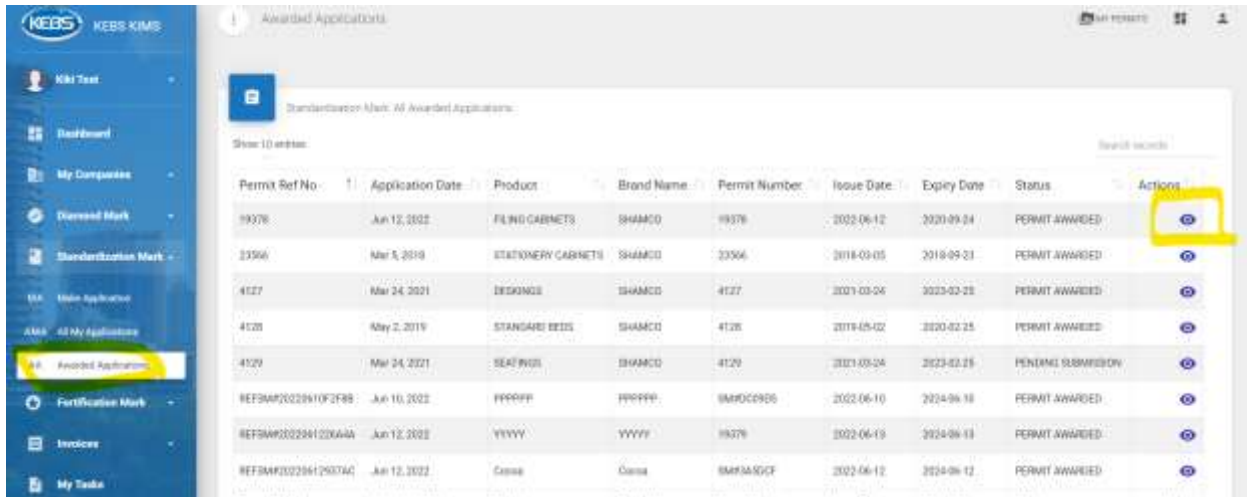
3. Enter one of the manufacturer's smark permit numbers and click OK











4. All permits connected to the manufacturer should be displayed on the list of All Permits



5. Click on Standardization Mark , Select Awarded Permits then view the permit that needs renewal



Permit Ref No.	Application Date	Product	Brand Name	Permit Number	Issue Date	Expiry Date	Status	Actions
19378	Jun 12, 2022	FILING CABINETS	SHAMCO	19378	2022-06-12	2020-09-24	PERMIT AWARDED	
23566	Mar 5, 2018	STATIONERY CABINETS	SHAMCO	23566	2018-03-05	2018-09-23	PERMIT AWARDED	
4127	Mar 24, 2021	DESIGNS	SHAMCO	4127	2021-03-24	2023-03-25	PERMIT AWARDED	
4128	May 2, 2019	STANDARD DESIGNS	SHAMCO	4128	2019-05-02	2020-02-25	PERMIT AWARDED	
4129	Mar 24, 2021	SEAFINISH	SHAMCO	4129	2021-03-24	2023-03-25	PENDING SUBMISSION	
REFBAP02229410F2F88	Jun 10, 2022	PPPPPP	PPPPPP	BMFDC69D6	2022-06-10	2024-06-10	PERMIT AWARDED	
REFBAP02229410X6A4A	Jun 12, 2022	YYYYY	YYYYY	19378	2022-06-12	2024-06-12	PERMIT AWARDED	
REFBAP022294126074C	Jun 12, 2022	Cocoa	Cocoa	BMFMSGCF	2022-06-12	2024-06-12	PERMIT AWARDED	

6. Click on Update to Renew in order to update STA 10 details



Standardization Mark Permit

Permit Details

Permit Ref No.: 4128

Name of firm: CLARE'S ARMAN GOLD COSMETICS LTD

Firm type: LARGE

Postal address: 754 - 00005

Physical address: ALN HOUSE, ELIDAMA RAVINE CLOSE, ALN HOUSE, ELIDAMA RAVINE CLOSE

Telephone number: +254730775990

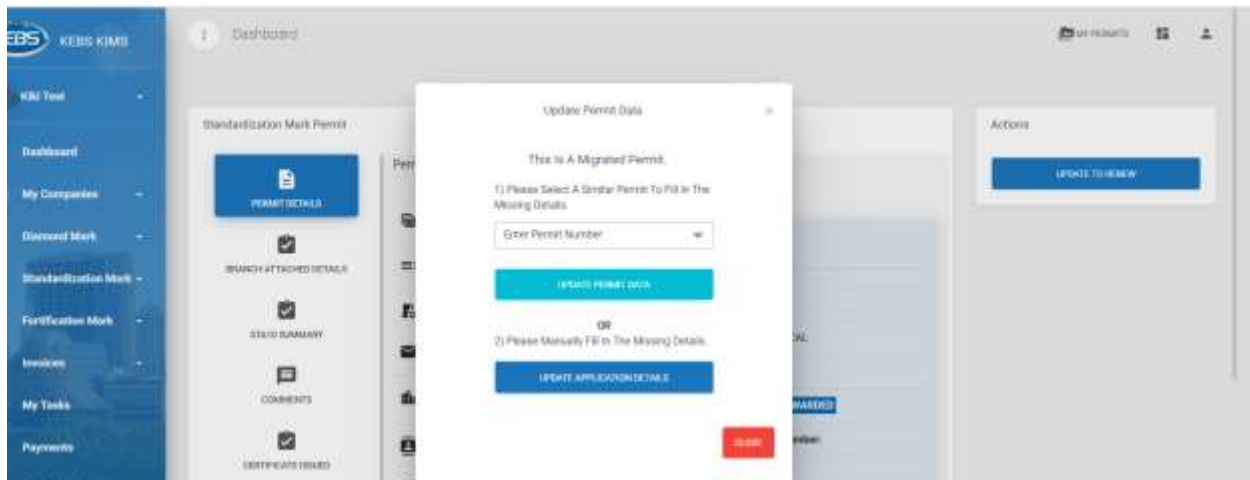
Section: MECHANICAL

Status: **PERMIT AWARDED**

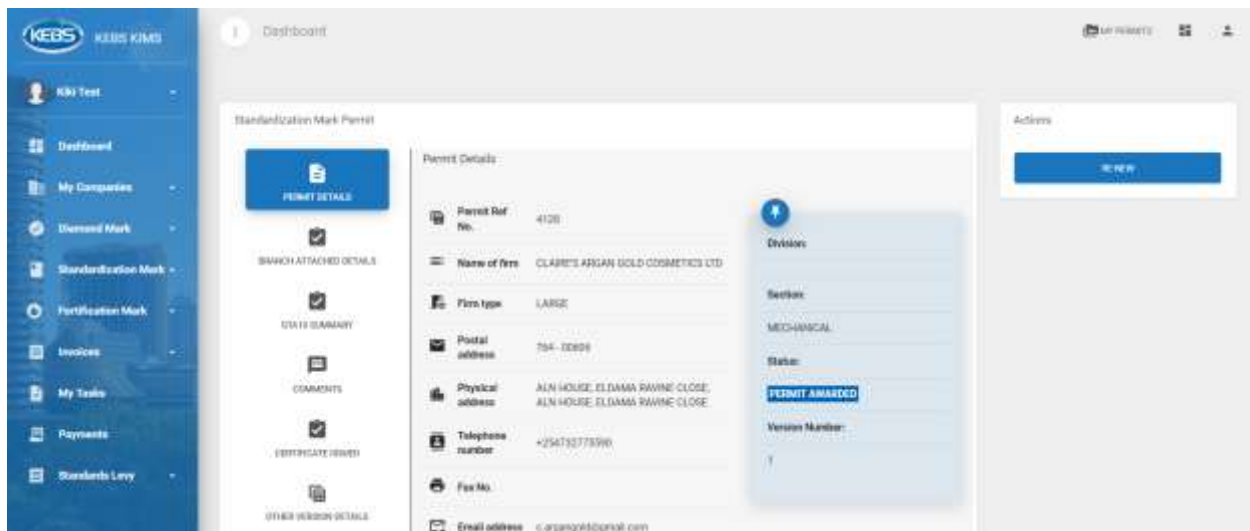
Version Number:

UPDATE TO RENEW

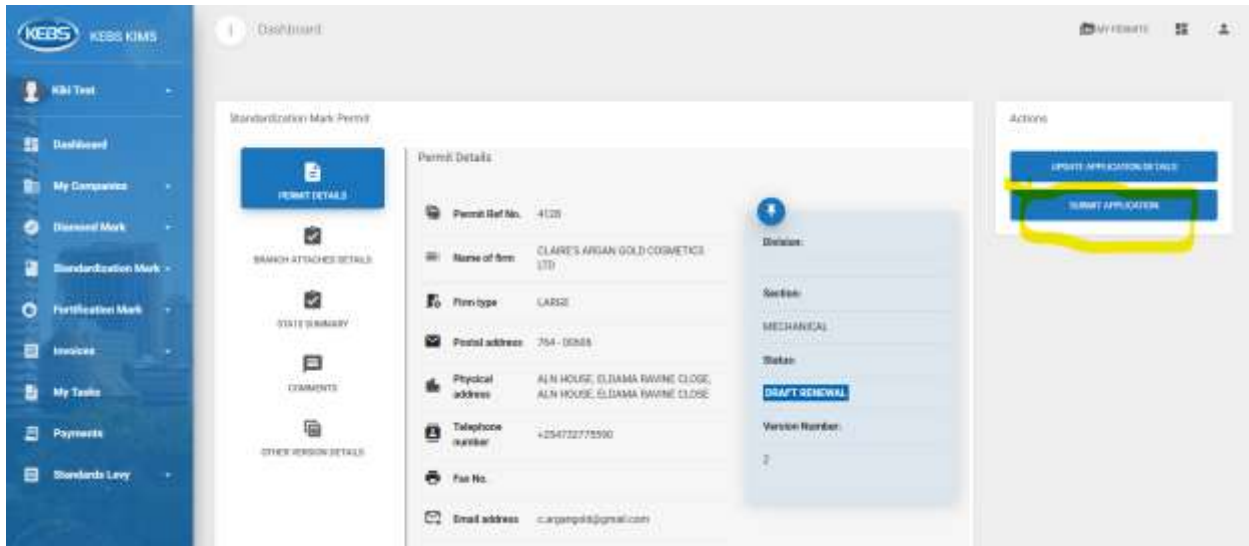
7. In order to update sta10 details, either select an existing permit, that's updated on the application or update the sta 10 form details



8. After Updating, Click on RENEW



9. Click on Submit Application if all details are okay (If you need to update the sta10 details, Click on update application Details)



Standardization Mark Permit

PERMIT DETAILS

BRANCH ATTACHED DETAILS

STATE SUMMARY

COMMENTS

OTHER VERSION DETAILS

Permit Details:

Permit Ref No. 4125

Name of firm CLARE'S ARIAN GOLD COSMETICS LTD

Firm type LARGE

Postal address 704 - 00000

Physical address ALN HOUSE, EL DAWA RAVINE CLOSE, ALN HOUSE, EL DAWA RAVINE CLOSE

Telephone number +254722775590

Fax No.

Email address c.ariangold@gmail.com

Division:

Section:

MECHANICAL

Status:

DRAFT RENEWAL

Version Number:

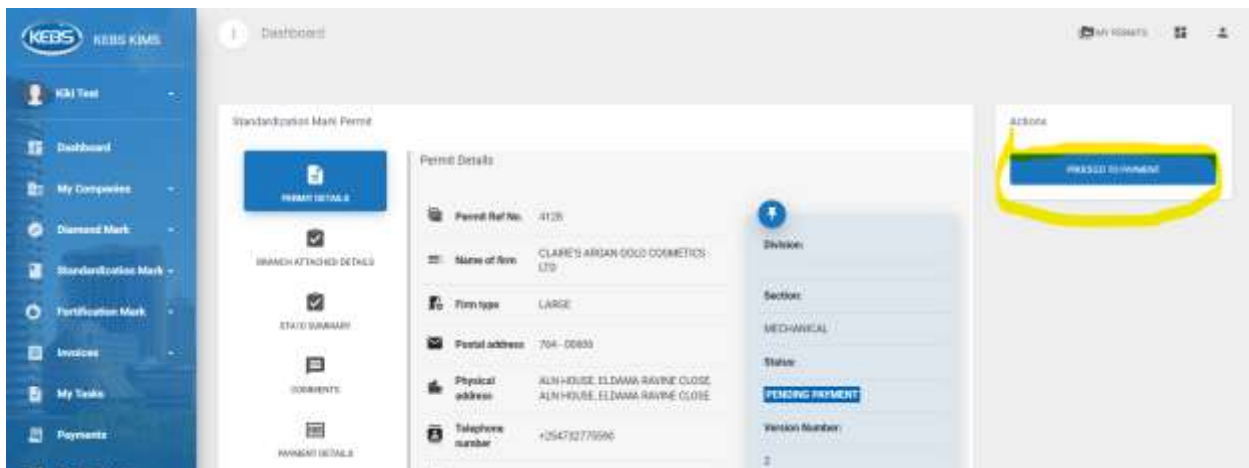
2

Actions

UPDATE APPLICATION DETAILS

SUBMIT APPLICATION

10. Click on Proceed to Payment to make payment



Standardization Mark Permit

PERMIT DETAILS

BRANCH ATTACHED DETAILS

STATE SUMMARY

COMMENTS

PAYMENT DETAILS

Permit Details:

Permit Ref No. 4125

Name of firm CLARE'S ARIAN GOLD COSMETICS LTD

Firm type LARGE

Postal address 704 - 00000

Physical address ALN HOUSE, EL DAWA RAVINE CLOSE, ALN HOUSE, EL DAWA RAVINE CLOSE

Telephone number +254722775590

Fax No.

Email address c.ariangold@gmail.com

Division:

Section:

MECHANICAL

Status:

PENDING PAYMENT

Version Number:

2

Actions

PROCEED TO PAYMENT

