

What you should know about the Single Window System user fees

- ***Who is targeted?***

All users of the Kenya TradeNet System

- ***Why is KenTrade charging?***

To ensure sustainability of the Kenya TradeNet System and safeguard the gains realized.

- ***When does the new tariff take effect?***

March 1, 2020 but registration starts on 1st February 2020

- ***Which services will be charged and at how much?***

- **Registration fee/annual subscription:** This will apply to all business organizations registered and certified to use the Kenya TradeNet System, such as Traders, Clearing Agents and Shipping Agents.

Applicable fee is Kshs 5,000 (USD 50) per company per year

- **Unique Consignment Reference (UCR) number in the System:** The application fee applies when traders or their certified agents create UCR in the Kenya TradeNet System.

Applicable fee is Kshs. 750 (USD.7.5) per UCR

- **Impending arrival Report (IAR) fee:** This will apply to all Shipping lines and their appointed Agents in the country who create IARs in the Kenya TradeNet System.

Applicable fee is Kshs.7,500 (USD 75) per vessel notification

- ***How will registration be done?***

- Registration is done once and will be renewable annually.
- This registration will be for all certified users of the Kenya TradeNet System
- Applications will be done through the user registration web link on the KenTrade's website.
- Details will be validated, and applicants advised to make payments of Kshs 5, 000 or USD 50 for registration.
- Once payments are confirmed, the account will be created and passwords sent to respective applicant's emails addresses.

- ***How will payment be made?***

Payments for the services will be paid through the following channels;

- Cash at the bank – after e-slip generation
- Card Payments
- Bank Transfers

- *At what point will the charges be levied?*

The charges will be levied as follows;

- **For UCRs** - On creation of the UCR
- **For IARs** - On creation of IAR
- **Registration** – Before an account is created