

SCRAP METAL DEALER LICENSING SYSTEM

USER GUIDE

How to Register an account


This process is for new users who do not have an account.

1. Log on to the systems homepage on <https://licensing.scrapmetalcouncil.go.ke>
2. On the Home page, there is a button for **Register account**. Click on it and fill in your account details on the resulting form below. You can also access the register form from the login form.

Scrap Metal Dealer Registration System



Register Account

Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Password	<input type="password"/>
Repeat Password	<input type="password"/>
Captcha	 <input type="text"/>

3. Click on register account after filling in the form. An email will be sent to your registered email for confirmation.
4. Access your email and click on the link in the email to activate your account.
5. On activating your account, you will be redirected to the login form.

Logging In

This process is for use on already registered accounts

1. Log on to the systems homepage on <https://licensing.scrapmetalcouncil.go.ke>
2. On the Home page, there is a button for **Login**. Click on it to open login form.
3. Fill in your login credentials on the form below and click on the login button.

Scrap Metal Dealer Registration System



Enter Your Login Credentials Below

E-Mail

E-Mail cannot be blank.

Password

Remember Me

Login

Reset Password

Register Account

4. You will be redirected to homepage on successful login otherwise an invalid credentials message will be displayed.

NOTE: You're only allowed a maximum of five incorrect password trials after which the account will be locked.

Resetting a password

This process is used for setting a new password for an account whose current password has been forgotten or to re-activate a locked account.

1. Log on to the systems homepage on <https://licensing.scrapmetalcouncil.go.ke>
2. On the Home page, click on the **Login** button to open login form.
3. On the login form click on the Reset Password to open password reset form.

Scrap Metal Dealer Registration System



Password Reset Form

Enter your E-Mail Address

Captcha **XVkaFu**

Reset Password

4. Fill in the form and click on reset password button. An email will be sent to your email with a link to reset password.
5. Access your email and click on the link in the email to setup a new password.
6. You will be redirected to the login form once a new password has been set.

Registering and completing a company profile

To register a company profile requires a registered account to be logged in on the system.

1. Click on Company Profile from the left sidebar, This opens a page that lists the companies registered by the user account.

Company Profiles

Showing 1-1 of 1 item.

#	Company Name	Business Number	Business Number Upload	Scrap Metal Dealers Number	Scrap Metal Dealers Number Upload	Business Permit Number
1	New company	12333535366	uploads/company_documents/bizno-3-0.65493700 1607521611.pdf	1234445554556	uploads/company_documents/smdno-3-0.65506300 1607521611.pdf	5353545998

2. To register a new company, click on the **New Company Profile** button as shown above to open the form below.

New Company Profile

Company Details Info | Director(s) Profiles

Company Name

County | Sub County

Location | Sub Location

Further Description of Physical Location

Scrap Metal Dealers Number | Scrap Metal Dealers Certificate

Business Number | Business Registration Certificate

Business Permit Number | Business Permit Certificate

Land Yours | Title Deed/Lease Agreement

Save

3. Fill in the details and click save. You will be able to add details of company director(s) if there are no validation errors on the form and the data was saved. This data is available on the tabbed view.

Update Company Profile: 4

Dealer - Company Information | Directors Data | Applications

Add Director

#	Name	ID Number	KRA Pin Number	Good Conduct	Tax Compliance	Ever Convicted?	Ever Convicted of Fraud?
No results found.							

4. Click on the **Add Director** button to open the data entry form below.

5. Fill in the form and click save. You will be able to repeat step 4 for as many times as there are directors for the company.

Submitting Application for Licensing.

To be able to apply for licensing, a company profile is required that can be used to apply for one or more types of licenses.

1. Click on the Applications tab on the company Profile Edit Page to open as below

Update Company Profile: 4

2. From the resulting screen, you will see a list of applications already made and a New Application button to create a new application. Clicking on New Application button opens the form below.

New Application

3. Select the type of license being applied for and specify whether signage for company has been done.
4. For some licensing (exporter and importer) more details about the metals being

exported/imported will need to be provided and the system will guide you to add the details.
5. You will then be provided with a form to submit your application as below.

New Application

After submitting you will not be able to edit the application

I declare that i have met the following terms

1. Shall have premises in which the applicant will operate
2. The applicant's premises in the opinion of the Council shall be suitable for dealing in scrap metal;
3. Shall pay the prescribed fees
4. Shall not have been convicted of any offence involving fraud or dishonesty at any time during the five years immediately preceding the date of the application;
5. The applicant shall not be an un-discharged bankrupt or a company in liquidation;
6. shall have a valid certificate of good conduct
7. Shall have a valid certificate of tax compliance.

Type Of License

Agent

Applicant's Declaration/ Agreement with the terms and conditions

You must check to agree to above terms and that the submission is correct to the best of your knowledge.

Submit

NOTE: Your application will only be considered by the council once you have submitted it as it is assumed to be in draft until submitted.