



REPUBLIC OF KENYA



SMC

SCRAP METAL COUNCIL

Regulating scrap metal trade in Kenya 

SCRAP METAL COUNCIL

The Scrap Metal Council was established under the Scrap Metal Act No. I of 2015. The functions of the Council are as stipulated in section 6 subsections (1) of the Act.

Application for the license is done online using scrap metal portal:
<https://licensing.scrapmetalcouncil.go.ke/>

Requirements

A licensee shall:-

- Be a member of Scrap Metal Dealers, Smelters or a Manufacturers Association.
- Have an operating premise.
- Conspicuously display a signboard within his or her premises in prescribed format.
- Pay the prescribed fees.
- Not have been convicted of any offence under this Act at any time during the three years immediately preceding the date of the application.
- 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.
- Not be un-discharged bankrupt.
- Have a valid certificate of good conduct.
- Have a valid certificate of Tax Compliance.
- Have a valid Environmental Impact Assessment Certificate.

Notes

- A person shall not deal in scrap metal unless that person has a license issued by the Council.
- Every licensee shall prepare and present in duplicate to the council a signed record of each variety of scrap metal which was in his or her possession at the date and time of the grant of the previous license or under the licensee's control.
- Every licensee shall provide a register with details as provided for in section 18 subsections (I) of the Act.
- A person who deals in scrap metal without a valid license commits an offence whose penalty is as in section 9 sub section (2).



For more information, please call us on 011482446

Email: info@scrapmetalcouncil.go.ke or secretariat@scrapmetalcouncil.go.ke

Twitter: [@ScrapMetalC_ke](https://twitter.com/ScrapMetalC_ke)



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www.scrapmetalCouncil.go.ke

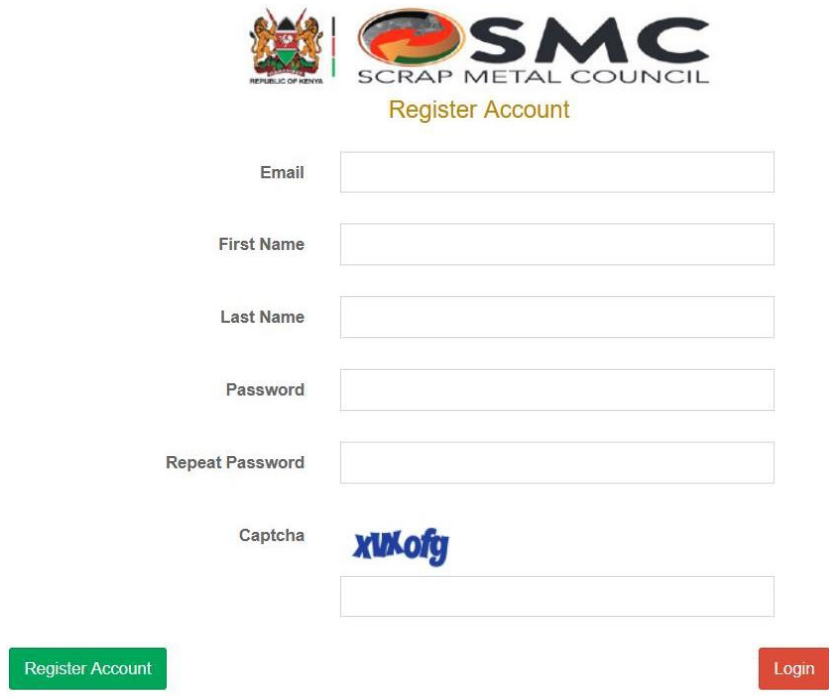
**SCRAP METAL
LICENSING SYSTEM
USER GUIDE**

USER GUIDE


How to Register an Account?

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

1. Log on to the Scrap Metal Council Licensing system's homepage at <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 form.



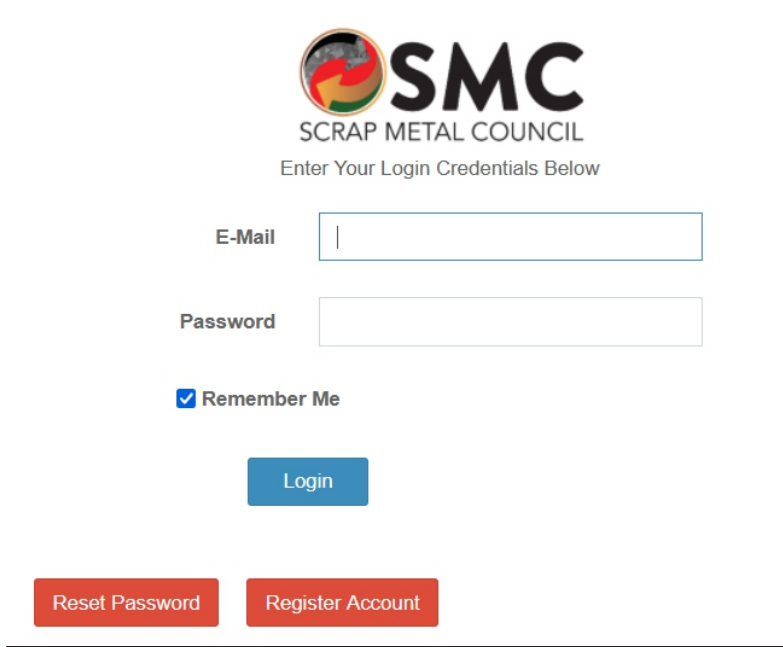
The screenshot shows the registration page for the Scrap Metal Council (SMC). At the top left is the coat of arms of the Republic of Kenya. To its right is the SMC logo, which consists of a circular emblem with a red and green design, followed by the letters 'SMC' in a large, bold, black font, and 'SCRAP METAL COUNCIL' in a smaller, black font below it. Underneath the logo is the text 'Register Account' in a yellow font. The form contains several input fields: 'Email', 'First Name', 'Last Name', 'Password', 'Repeat Password', and 'Captcha'. The 'Captcha' field contains the image 'xVXofg'. At the bottom left of the form is a green button labeled 'Register Account', and at the bottom right is a red button labeled 'Login'.

- 
3. Click on register account after filling in the form. An email will be sent to your registered email for confirmation.
 3. Access your email and click on the link in the email to activate your account.
 4. 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 system's homepage at <https://licensing.scrapmetalcouncil.go.ke>
2. On the Home page, there is a button for **Login**.
 - Click on it to open login form.



The screenshot shows the login interface for the Scrap Metal Council (SMC). At the top is the SMC logo, which consists of a circular emblem with a globe and a recycling symbol, followed by the text 'SMC' in large bold letters and 'SCRAP METAL COUNCIL' in smaller letters below it. Underneath the logo is the instruction 'Enter Your Login Credentials Below'. The form contains two input fields: 'E-Mail' and 'Password'. Below the password field is a checkbox labeled 'Remember Me' which is checked. A blue 'Login' button is positioned below the checkbox. At the bottom of the form are two red buttons: 'Reset Password' and 'Register Account'.

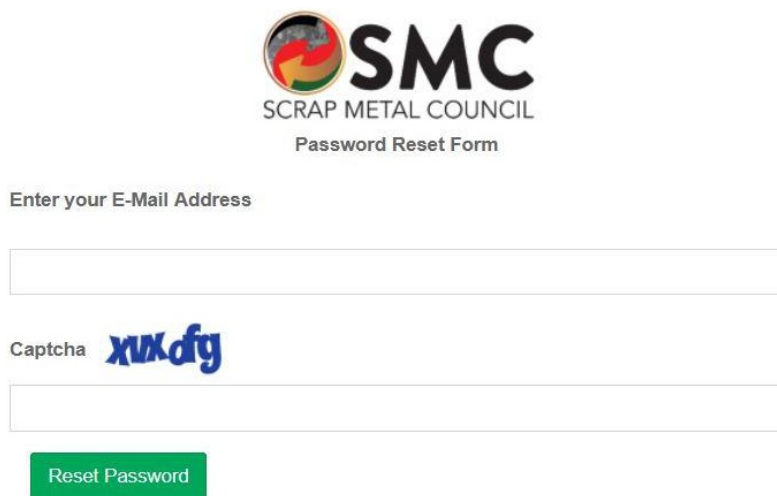
3. Fill in your login credentials on the form below and click on the login button.
4. You will be redirected to the homepage on successful login otherwise an invalid credentials message will be displayed.


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



 **SMC**
SCRAP METAL COUNCIL
Password Reset Form

Enter your E-Mail Address

Captcha 

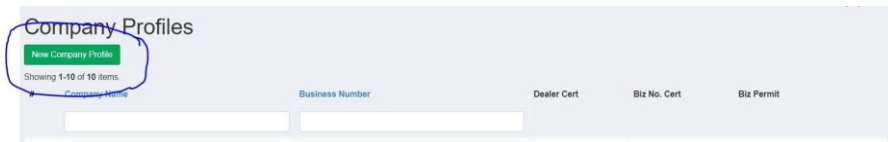
Reset Password

4. Fill in the form and click on the 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.

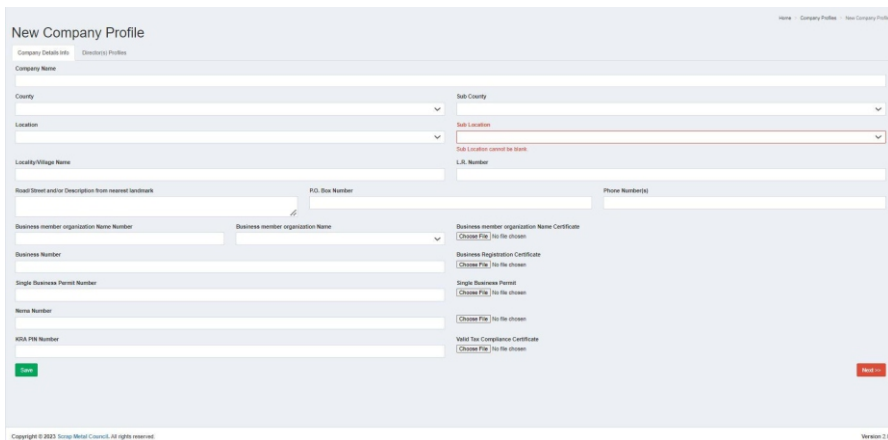
Registering and completing a company profile.

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.



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



- 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.							

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

Dealer - Company Information | Directors Data | Applications

[Add Director](#) Back

Title First Name

Middle Name Surname

ID/Passport Number Mobile Phone Number

Work Phone Number Email Address

KRA PIN Number Tax Compliance Certificate [Choose File](#) to file document

Have you been an discharged bankrupt or your company in liquidation? Details of the offence

Have you been convicted of any offence under this Act at any time during the (3) three years immediately preceding the date of the application? (For renewal of license application (DLN)) Enter Conviction Reason

Have you been convicted of any offence involving fraud or dishonesty at any time during the (5) five years immediately preceding the date of the application? Enter Conviction for Fraud Reason

Have you ever been subject of an embargo? What was the embargo about, give dates and resolution

Is the director a Kenyan Resident?

[Save](#)

#	Name	ID/Passport Number	KRA PIN Number	Good Conduct	Tax Compliance	Ever Convicted?	Ever Convicted of Fraud?
No results found							

- Fill in the form and click save. You will be able to repeat step 4 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.

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



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 the New Application button opens the form below.

3. Select the type of license being applied for and specify whether signage for the 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 fill in your Phone number, Name, and ID number to submit your application as below.

1. NOTE: You will be redirected to payment page once you submit the application.

MPesa Phone Number

MPesa Phone Number cannot be blank.

Name of the person submitting

Name of the person submitting cannot be blank.

ID Number of the person submitting

ID Number of the person submitting cannot be blank.

I declare below that i have met and will abide **by the conditions as outlined here**

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

6. You will be asked to select a mode of payment (Mpesa, Airtel Money, Visa & MasterCard, PesaFlow Direct, and KCB Kes (KCB internet banking)).

Abdul, 254748192900

PAYMENT REF	TOTAL BILL
JWKEQP	KES 50,050.00

Select Payment Mode

Mpesa

Pesaflow Direct

VISA & MASTERCARD

KCB KES

Airtel Money

7. If you select Mpesa and you are a collector.

Pay Using M-PESA KES 50,050

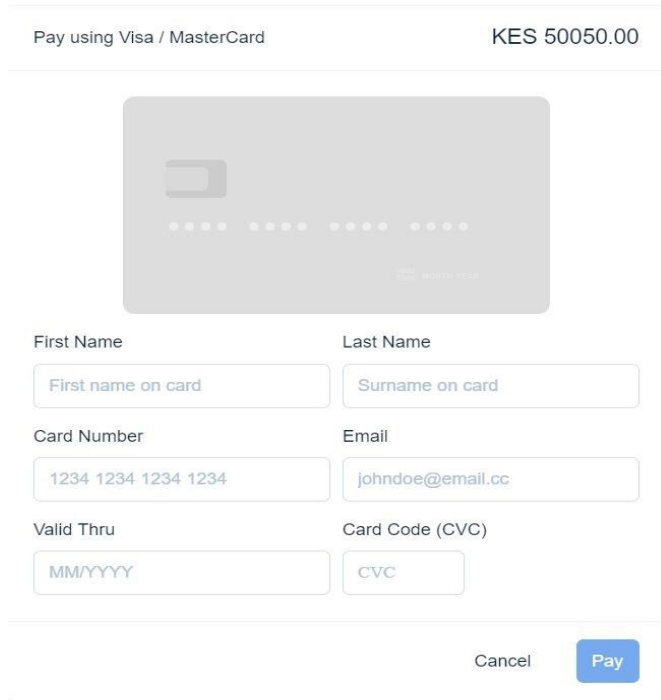
1. Click [here](#) to receive M-PESA Menu
2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA
After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below


1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **JWKEQP**
5. Enter the amount **50050.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Cancel Complete

8. If you select Visa & MasterCard and you are a collector.



Pay using Visa / MasterCard KES 50050.00



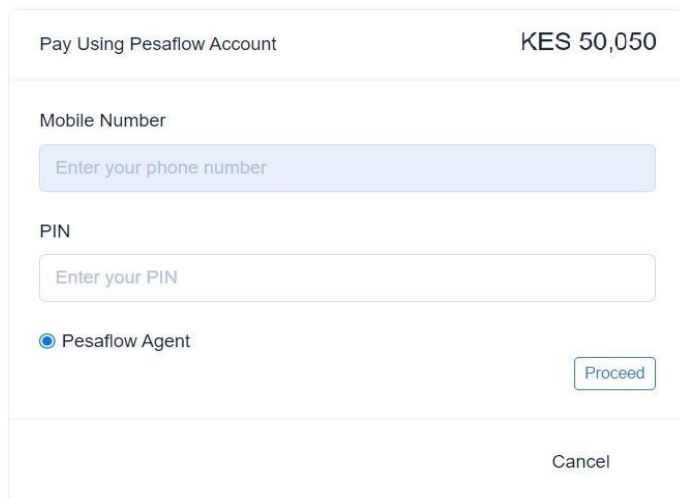
First Name Last Name

Card Number Email

Valid Thru Card Code (CVC)

[Cancel](#)

9. If you select PesaFlow Direct and you are a collector



Pay Using Pesaflow Account KES 50,050

Mobile Number

PIN

Pesaflow Agent

[Cancel](#)

10. If you select KCB KES (Internet banking) and you are a collector

Pay	KES 50,050
Application No: JWKEQP	
KCB Banking	
<ol style="list-style-type: none">1. Log in to your Online Banking App2. Go to Payments3. Specify Reference Number: JWKEQP4. Confirm displayed details5. Commit the payment	
Once you have made the deposit. Click complete below.	
Cancel	<input type="button" value="Complete"/>

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.

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