

MSE Transition

Already registered Associations or Umbrella Organizations to make their applications for registration with Registrar MSE by log in to the registrar.msea.go.ke

Micro Enterprises

A Micro Enterprise means a firm, trade, service, industry or a business activity-

- (a) Whose annual turnover does not exceed five hundred thousand Kenya shillings
- (b) Employs less than ten people
- (c) Whose total assets and financial investment include -
 - (i) The manufacturing sector, where the investment in plant and machinery or the registered capital of the enterprise does not exceed ten million shillings;
 - (ii) The service sector and farming enterprises where the investment in equipment or registered capital of the enterprise does not exceed five million shillings;

Small Enterprises

A Small Enterprise means a firm, trade, service, industry or a business activity –

- (a) Whose annual turnover ranges between five hundred and five million shillings
- (b) Employs between ten and fifty people;
- (c) Whose total assets and financial investment include –
 - (i) The manufacturing sector, where the investment in plant and machinery as well as the registered capital of the enterprise is between ten million and fifty million shillings;
 - (ii) Service and farming enterprises, where the equipment investment as well as registered capital of the enterprise is between five million and twenty million shilling.

Associations

An association is a group of Micro Enterprises or Small Enterprises who have come together as a group to carry out entrepreneurial activities in the same sector for the purpose of accessing common services and mobilizing resources for the development of the aforementioned enterprises;

Umbrella organization

An Umbrella Organization is a group of registered Associations that have come together as one voice

How to get certificate

Association:

- (a) Minimum of 35 members
- (b) 3 Officials (Chairman, Secretary and Treasurer)

- (c) Signed Association Constitution
- (d) Active email

Umbrella Organization

- (a) Minimum of 3 Associations
- (b) 3 Officials (Chairman, secretary and Treasurer)
- (c) Signed Umbrella Organization Constitution
- (d) Active email

Name search

- (a) One of the officials to sign-up an MSE registration account
- (b) Propose 3 names for the Association
- (c) Submit application and pay Kshs. 100/- via Mpesa
- (d) Certificate to be issued within 1 day.

Registration process

- (a) Apply using the name search certificate issued
- (b) Add officials and members
- (c) A link will be sent to Members to fill their details via email
- (d) Officials to log in and verify details of members
- (e) Submit application and pay Kshs. 2000/- via MPESA
- (f) Attach signed Constitution in PDF format
- (g) Certificate to be issued within 1 day

Benefits of registration

- (a) Access to the MSEA MSE Fund for credit facilities
- (b) Market access – ASK Shows & trade fairs
- (c) Access to funds from financial institutions that have partnered with the Authority
- (d) Capacity building
- (e) Access to infrastructure – CIDCs & Worksites
- (f) Access to Biashara centres
- (g) Access to centers of excellences
- (h) Availability of cold storage facilities

Browse registrar.msea.go.ke to register
Call 00111028001 for support



How to find us

Head Office

Utalii House
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Region offices:

Kariobangi Center of Excellence:
(Kariobangi, 0722840007)

Nairobi/Kiambu Regional Office:
(Nyayo House, 0726320014)

Kajiado Regional Office:
(Kajiado Central 0720752183)

Machakos/Makueni/Kitui:
(0722493846)

Taita Taveta/Kwale Regional Office:

Voi, KIE Building, (0726865376)

Mombasa/Kilifi Regional Office:
Mombasa CBD, (0725581415)

Lamu/Tana River:
(0724705456)

Narok/Kericho/Bomet:
(0722665236)

Nakuru/Baringo Regional Office:
(0723368019)

Turkana/West Pokot Regional Office:
(0720533167)

Kisii/Nyamira Regional Office:
(0723494754)

Migori/Homabay Regional Office:
(0721347482)

Kakamega/Vihiga Regional Office:
(0720713738)

Uasin Gishu/Nandi/Elgeyo Marakwet
Regional Office:
(0711495026)

Kisumu/Busia/Siaya Regional Office:
(0722821055)

Trans-Nzoia/Bungoma Regional Office:
(0723435416)

Murang'a/Kirinyaga Regional Office:
(0721860670)

Embu/Tharaka Nithi Regional Office:
(0720536825)

Nyeri/Nyandarua Regional Office:
(0726885035)

Meru/Laikipia Regional Office:
(0722290416)

Isiolo/Samburu/Marsabit Regional office:
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Garissa/Mandera/Wajir Regional office:
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Micro and Small Enterprise Authority

Operationalization of the Office of the Registrar, MSE

The Micro and Small Enterprises Authority is a state Corporation established under the Micro and Small Enterprises Act of 2012. The Authority is mandated to coordinate, facilitate development and regulation of micro and small enterprises in the Country. The Authority has operationalized the Office of the Registrar which is established under Section 4 of the Act. In collaboration with UNDP, the Authority has developed Registration Management System to facilitate online registration of MSEs. This has been geared towards enhancing easy, faster and efficient registration and also to curb transmission of Covid 19.

Mandate of the Office of the registrar

- Register MSEs, MSE Associations and MSE Umbrella Organizations
- Prepare Application forms for the registration of MSEs, MSE Associations and MSE Umbrella Organizations
- Receive MSE applications within 28 days after formation of the MSE
- Issue certificate of registration within 5 days of submission of application by MSEs, MSE Associations and MSE Umbrella Organizations.
- Reject non-compliant applications and advise accordingly
- Cancel or suspend registered Associations and Umbrella Organizations
- Oversee elections of Associations and Umbrella Organizations
- Resolve disputes within MSE Associations and MSE Umbrella Organizations