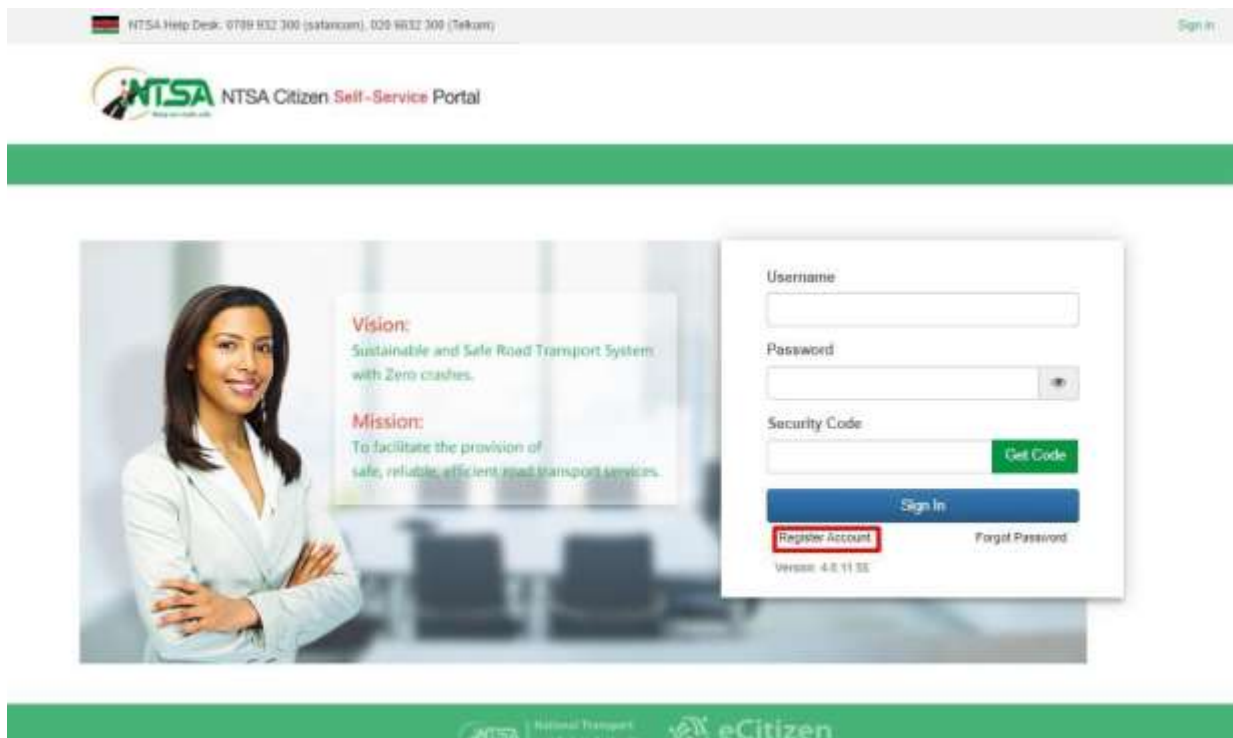


HOW TO REGISTER AN NTSA TIMS ACCOUNT FOR A COMPANY

Step 1: Click on Register Account on the bottom right of the screen as shown in the below.



NTSA Help Desk: 0799 832 300 (satamcom), 020 9832 300 (Telkom) Sign In

NTSA NTSA Citizen Self-Service Portal

Vision:
Sustainable and Safe Road Transport System with Zero crashes.

Mission:
To facilitate the provision of safe, reliable, efficient road transport services.

Username
Password
Security Code Get Code

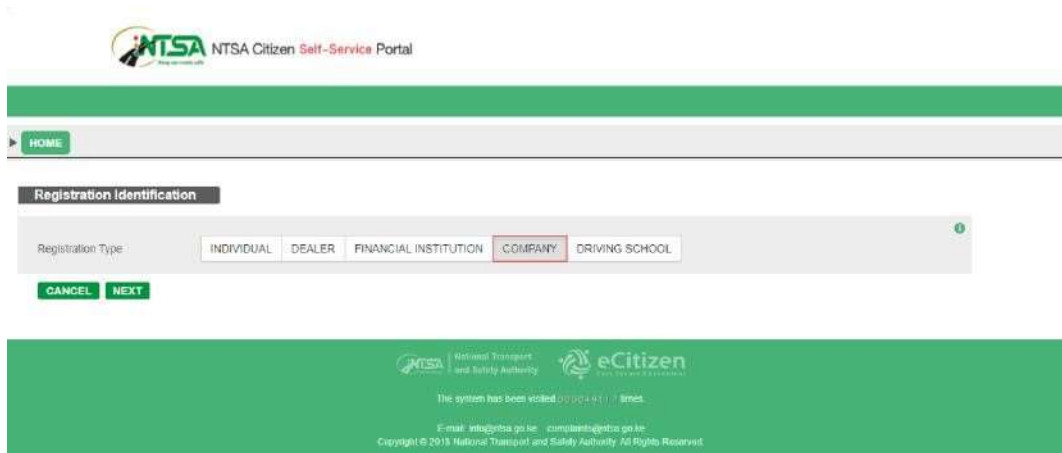
Sign In

Register Account Forgot Password

Version: 4.0.11.35

NTSA National Transport and Safety Authority eCitizen

Step 2: For the registration type, choose **COMPANY** and click on **NEXT**.



NTSA NTSA Citizen Self-Service Portal

[HOME](#)

Registration Identification

Registration Type: INDIVIDUAL DEALER FINANCIAL INSTITUTION COMPANY DRIVING SCHOOL

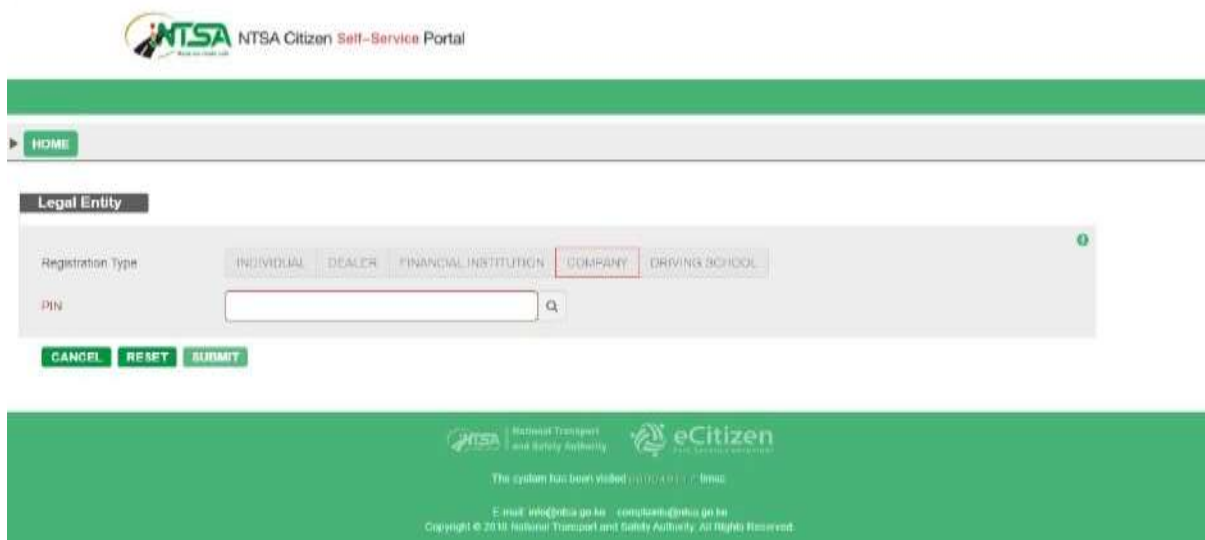
CANCEL NEXT

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The system has been visited 000049117 times.

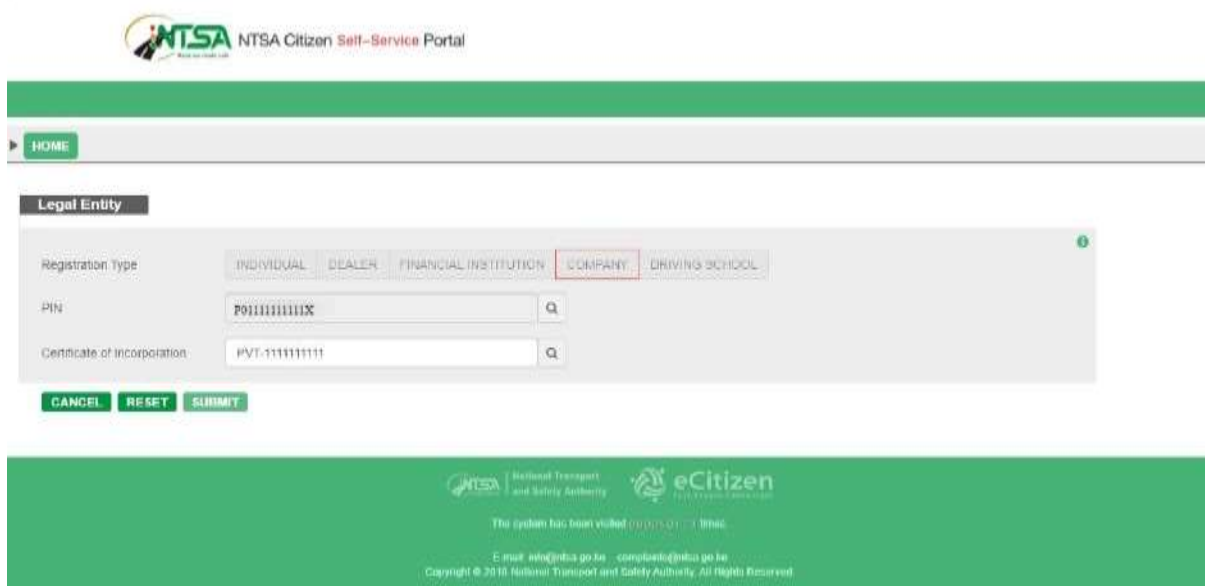
E-mail: info@ntsa.go.ke, complaints@ntsa.go.ke
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Step 3: Type in the KRA pin and click on the search icon on the left.



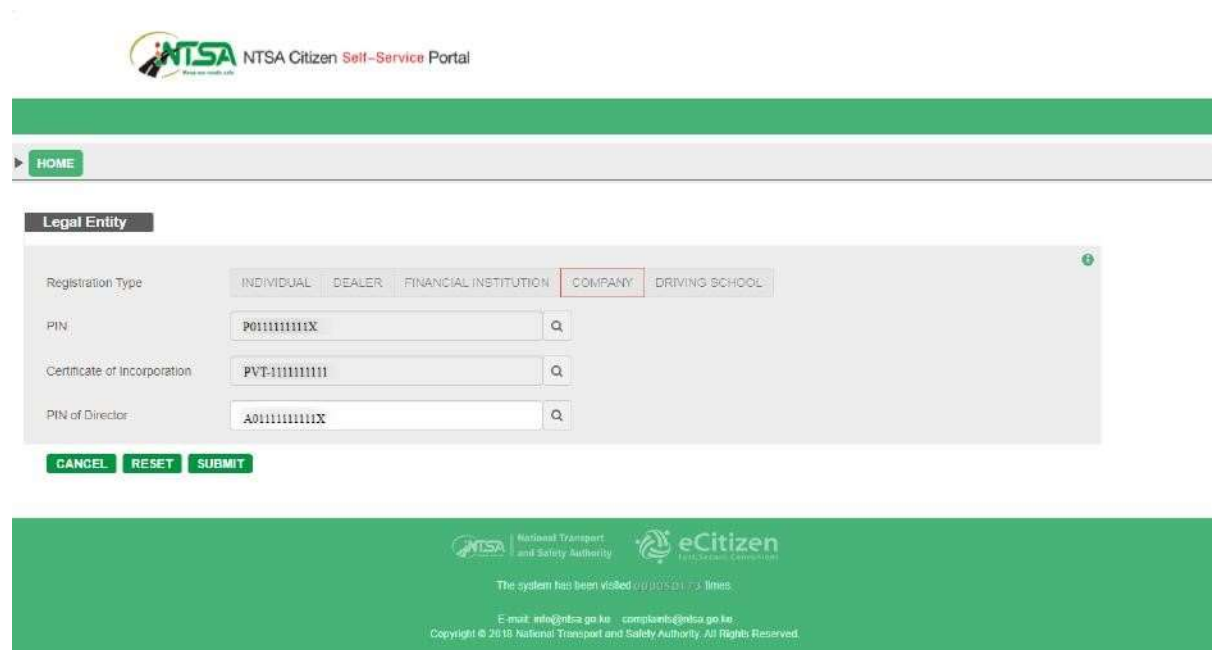
The screenshot shows the NTSA Citizen Self-Service Portal. At the top, there is a green header with the NTSA logo and the text "NTSA Citizen Self-Service Portal". Below the header is a navigation bar with a "HOME" button. The main content area is titled "Legal Entity" and contains a registration form. The form has a "Registration Type" section with tabs for "INDIVIDUAL", "DEALER", "FINANCIAL INSTITUTION", "COMPANY", and "DRIVING SCHOOL". The "COMPANY" tab is selected. Below this, there is a "PIN" field with a search icon (magnifying glass) to its right. The "PIN" field is empty. At the bottom of the form are three buttons: "CANCEL", "RESET", and "SUBMIT".

Step 4: Type in the Certificate of Incorporation number and click on the search icon.



The screenshot shows the NTSA Citizen Self-Service Portal. At the top, there is a green header with the NTSA logo and the text "NTSA Citizen Self-Service Portal". Below the header is a navigation bar with a "HOME" button. The main content area is titled "Legal Entity" and contains a registration form. The form has a "Registration Type" section with tabs for "INDIVIDUAL", "DEALER", "FINANCIAL INSTITUTION", "COMPANY", and "DRIVING SCHOOL". The "COMPANY" tab is selected. Below this, there are two fields: "PIN" and "Certificate of Incorporation". The "PIN" field contains the text "P0111111111X" and has a search icon (magnifying glass) to its right. The "Certificate of Incorporation" field contains the text "PVT-1111111111" and has a search icon (magnifying glass) to its right. At the bottom of the form are three buttons: "CANCEL", "RESET", and "SUBMIT".

Step 5: Type in the KRA PIN of one of the directors on click on the search icon. Click **SUBMIT**



The screenshot displays the NTSA Citizen Self-Service Portal. At the top, the NTSA logo and the text "NTSA Citizen Self-Service Portal" are visible. Below this is a green navigation bar with a "HOME" button. The main content area is titled "Legal Entity" and contains a search form. The form has a "Registration Type" dropdown menu with options: INDIVIDUAL, DEALER, FINANCIAL INSTITUTION, COMPANY (highlighted in red), and DRIVING SCHOOL. Below this are three input fields, each with a search icon (magnifying glass): "PIN" with the value "P011111111X", "Certificate of Incorporation" with the value "PVE-111111111", and "PIN of Director" with the value "A011111111X". At the bottom of the form are three buttons: "CANCEL", "RESET", and "SUBMIT".

NTSA Citizen Self-Service Portal

HOME

Legal Entity

Registration Type: INDIVIDUAL | DEALER | FINANCIAL INSTITUTION | **COMPANY** | DRIVING SCHOOL

PIN: P011111111X [Q]

Certificate of Incorporation: PVE-111111111 [Q]

PIN of Director: A011111111X [Q]

CANCEL | RESET | SUBMIT

NTSA National Transport and Safety Authority | eCitizen

The system has been visited 700050173 times.

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Step 6: Fill in the information on the page especially the fields in red. Click on **SUBMIT**.

HOME

Legal Entity

Agency	6000003 - NTSA (Portal)		
User Name	<input type="text"/>	PIN	0011111111X
Field is mandatory.			
Identification Document Type	2 - ORGANIZATION CODE CERTIFICA		
Certificate of incorporation	PVT-111111111	Legal Name	TEST COMPANY LIMITED
Nature of Organisation	PRIVATE COMPANY		
Mobile Number	07111111111		
NOTICE *A secret verification code will be send to your phone after clicking 'Verify Mobile Number'			
Mobile Verification	<input type="text"/>	<input type="button" value="Verify Mobile Number"/>	
Email	<input type="text"/>		
Current Operator Id Number	<input type="text"/>		
Verification Question			
Select a question	<input type="text"/>	Answer	<input type="text"/>
Physical Address			
Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
County	<input type="text"/>	Sub County	<input type="text"/>
City/Town	<input type="text"/>	Postal Code	<input type="text"/>
Postal Address			
Address Line 1	1933	Address Line 2	<input type="text"/>
County	<input type="text"/>	Sub County	<input type="text"/>
City/Town	29 - KERICHO	Postal Code	30100
Account Register Status	<input type="text"/>		

Step 8: View the company director's details and modify address details. Click on **SUBMIT**.

Legal Entity

Director Particulars

PIN OF DIRECTOR: A0111111111X

Mobile Number: N/A

Identification Document Type: I - NATIONAL ID

Identification Document Number: 123456789

First Name: MARY

Last Name: MARY

Physical Address

Address Line 1: 1933

Address Line 2:

County:

Sub County:

City/Town:

Postal Code: 80100

Postal Address

Address Line 1: 1933

Address Line 2:

County:

Sub County:

City/Town:

Postal Code: 90100

CANCEL SUBMIT

NTSA National Transport and Safety Authority **eCitizen** REGISTRATION PORTAL

The system has been visited 0000000000 times

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Step 9: The account registration process is complete. Your username and password will be sent to your phone via SMS.

Account Confirmation

SUCCESS You have successfully registered an account with user name TESTCOMPANY. A notification will be sent to confirm your login credentials, please ensure to modify your password as soon as possible.

OK

NTSA National Transport and Safety Authority **eCitizen** REGISTRATION PORTAL

The system has been visited 0000000000 times

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