

KENYA PHARMACEUTICAL ASSOCIATION



Pharmaceutical Excellence

📍 Kenya Pharmaceutical Association (KPA).
National Office, Lower Hill Duplex, 1st Floor Rm 12
📧 P.O Box 20771 - 00202 KNH, Nairobi.
📞 Mobile: 0719 645 978.

✉ Email: info@kpa.or.ke
🌐 Website : www.kpa.or.ke
🔗 Kenya_KPA

INTERNAL MEMO

Ref: KPA/NEC/MEMO/15

1st November, 2024

FROM: KPA NEC
TO: ALL KPA MEMBERS
Kenya Pharmaceutical Association

Dear Members,

RE: KPA PORTAL - MEMBERSHIP SUBSCRIPTION RENEWAL PAYMENTS AUTOMATION 2025

Following the NEC Meeting held on 27th October 2024, we are issuing the following guidance to ensure streamlined process and clarity in the payment of membership subscriptions, arrears, and branch transfers.

Please review and implement the guidance below accordingly.

The new retention year 2025 for the Kenya Pharmaceutical Association (KPA) is now **automated** through the KPA Members Portal and starts on 1st November 2024 and runs until 31st October 2025.

All KPA Members Subscription payment is automated and should be made through a dedicated Mpesa paybill accessible on the **KPA members' portal** as follows:

1. Existing Members Already in KPA Portal Database:

ALL renewals are now centralized to one paybill for the purpose of subscription auto validation. The subscription fees remain KES 4,000 per year.

For the purpose of 2025 PPB retention license: The portal will display KES 4,000 for members who paid and got verified in 2024.

Members who did not get verified via portal for 2024 will require to update membership payments for 2024 first before subscribing for 2025.

Members are informed to renew membership subscription **only via the portal**. Log in to your portal at: <https://kpaportal.com/member/index.php>

Additionally, members are requested to log in and update their personal information on portal such as the passport photo size to their profile, phone number and email address so as to be receiving bulk sms and bulk emails from KPA.

2. Existing Members NOT yet registered in KPA Portal Database:

Members who joined the association before KPA Portal was implemented and have not been registered in the KPA Members Portal database are required to reach out to their respective branch officials to be on boarded as existing members.

President
Eric Sedah
0724 355 809

Secretary General
Eric Gichane
0725 729 344

Treasurer
Dorcas Muma
0725 252 706

Organizing Secretary
Boaz Dulloh
0720 980 018

KENYA PHARMACEUTICAL ASSOCIATION



Pharmaceutical Excellence

Kenya Pharmaceutical Association (KPA).
National Office, Lower Hill Duplex, 1st Floor Rm 12
P.O Box 20771 - 00202 KNH, Nairobi.
Mobile: 0719 645 978.

Email: info@kpa.or.ke
Website : www.kpa.or.ke
Kenya_KPA

3. New Members:

New members are required to register through the following link: https://kpaportal.com/admin/public/registration_new.php (Registration Fee is KES 5000) New members joining KPA from 1st November 2024 will be deemed as having joined and subscribed (paid-up) for the retention year 2025. This aligns with PPB License renewals for the year 2025. All payments will be done through the KPA Members Portal. Members are expected to only pay through the KPA Members Portal to get their PPB verification and license renewals for 2025.

4. Members Aged 60 years and Over:

Existing Members aged over 60 years shall be entitled to a waiver and will not be required to pay further subscription fees as per the provisions of the KPA constitution. However they are required to provide their personal details to their branch secretaries; Name, phone, email address, enrolment number and ID copy to be submitted.

New members joining the association while over aged 60 years old will need to register with the association and pay the new member fees of KES 5,000 in full. However, they will be eligible for the waiver on annual subscription beginning the year that follows their membership registration.

5. Members Living With Disabilities:

Members living with disabilities are encouraged to share their information as provided for in the portal to include the upload of a scanned NCPWD card. This is to enable the NEC make further strategic data driven decisions and to be able to serve them better.

6. Subscription Statements Access:

Members can access their subscription statements, including any outstanding arrears, on the KPA Members portal.

7. Branch Transfers and Portal Access

Branch Transfers: Members may transfer from one branch to another by initiating the transfer process through the KPA Members Portal, with or without arrears. Those with arrears carrying over to next branch. However, please note that all branch transfers will be on hold until March 2025 to facilitate system upgrades and provide for annual transfer window.

We appreciate your cooperation in implementing these updates. If you have any questions, please contact 0719 645978.

Thank you for your continued commitment to the Association.

Yours Sincerely,

Eric Gichane
Hon. Secretary General
Kenya Pharmaceutical Association

Eric Sedah
Hon. President
Kenya Pharmaceutical Association

President
Eric Sedah
0724 355 809

Secretary General
Eric Gichane
0725 729 344

Treasurer
Dorcas Muma
0725 252 706

Organizing Secretary
Boaz Dulloh
0720 980 018