



Appendix 1: PERMIT CHECKLIST

MICRO & SMALL TAXPAYERS DEPARTMENT

REQUIREMENTS FOR IMPORTATION OF METHANOL PERMIT

Name of Applicant: _____	
KRA PIN: _____	
1.	Application for the methanol permit (Letter to DC- Enforcement Division, 1st Floor Block C3, Sameer Business Park)
2.	Certificate of Incorporation/Registration: a) CR12 details b) Copy of Director's ID or Passport c) Company profile
3.	Copies of KRA PIN Certificates & Tax Compliance Certificates for; a) Director (s) b) Company
4.	Details of bankers and name(s) of bank, branches, Account numbers of company and director/owner (Certified by bank)
5.	Copy of Valid applicable permits: a) KEBS Certificate of Conformity* b) Port Health clearance * c) County Business Permit
6.	Lease/ Tenancy agreement of the premises a) Evidence of signage i.e., Excise premise should be clearly labelled b) Detailed sketch/route map showing physical location of the premise
7.	Signed and Stamped copy of the EF2 form (Appendix 2) <i>(for repeat orders)</i>
8.	Usage of the previous consignment purchased <i>(for repeat orders)</i> a) Sale schedules & sample invoices (eTMS compliant) b) Production schedules c) Commercial invoice from purchaser (Distillery/Consignor)
9.	KRA Inspection Report (For first time orders) (To be done by KRA for new applicants)
Taxpayer: I have submitted all of the above (ticked) documents to KRA	
Name: _____	Rank: _____
Signature: _____	Date: _____
Phone Number: _____	Email Address: _____
Official Stamp/ Seal of the company: _____	