



## Appendix 2: Requirements for Licensing of Micro Distillers

Name of Applicant .....		
PIN No.....		
1.	Application to be done on iTax ( <b>Registration -Other registration - Excise License</b> )	
2.	Detailed Manufacturing process flow chart	
3.	Certificate of Incorporation/registration certificate for the Company, CR12 details	
4.	Copies of ID or Passport, ( <b>Non-Kenyans:</b> work/investor permit) PIN, Tax Compliance Certificate for:	
	a) Company	
	b) Director / owner	
	c) Tax Agent (Non Kenyan Applicant)	
5.	Details of Bankers and Name(s) of Bank, Branches, Account Numbers of	
	a) Company ( <b>letter certified by bank</b> )	
	b) Director / owner ( <b>letter certified by bank</b> )	
6.	Copy of other agencies valid permits:	
	a) KEBS Certificate of Conformity with Standards for all brands	
	b) Public Health certificate	
	c) NACADA clearance	
	d) County Business Permit	
	e) Investor/Work permit for ( <b>Non Kenyans</b> )	
7.	Lease/ Tenancy agreement	
8.	Company profile with expected turnover	
9.	Brand Details ( <b>should include barcodes, package quantity, contact/location of factory</b> )	
10.	Evidence of signage i.e. Excise premise should be clearly labelled	
11.	Give GPS Coordinates and/or route map showing physical location of the factory	
12.	Proof of maintenance of proper records for accounting of: Raw materials, Finished Products, Wastages, Purchases, Sales and Deliveries	
13.	Valid Security bond for the protection of excise duty	
<b>Taxpayer: I have submitted all of the above (-ticked) documents to KRA</b>		
Name: .....Signature .....		
Phone Number..... Email.....		
Official Stamp/ Seal of the company.....		