KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

DOMESTIC TAXES DEPARTMENT

CHECKLIST FOR REGISTRATION AS A USER OF EXCISABLE GOODS TO MANUFACTURE NON-EXCISABLE GOODS

Date of Application .....

Name of Applicant .....

KRA PIN .....

1. Application to be done on iTax ☐
2. Certificate of incorporation/registration ☐
3. Name of Directors and copy of Identification Card ☐
4. Copy of valid Tax Compliance Certificate for:
   a. Company ☐
   b. Directors/Owners ☐
5. Copy of valid Public Safety Certificates:
   a. Copy of valid KEBS Certificate for each brand ☐
   b. Clearance from NEMA ☐
   c. Registration as a workplace by Director of occupational Safety and Health Service ☐
   d. Any other ☐
6. Copy of valid Single Business Permit ☐
7. Input Output formula for each brand ☐
8. Copy of Lease and/or Deed, or other document evidencing possession or right to possess the physical or real property of the location of the premises. ☐
9. Schedule of previous usage and purchases of illuminating Kerosine/Ethyl Alcohol for the last two (2) years. ☐
10. Attach a schedule of monthly taxes paid in preceding calendar years ☐
11. Provide a detailed sketch/route map showing physical location of the premises ☐
12. Inspection report of the premises ☐