



KENYA REVENUE
AUTHORITY

PUBLIC NOTICE

CUSTOMS AGENTS LICENSES

Kenya Revenue Authority (KRA) wishes to remind all Customs Clearing Agents that their licences will expire on 31st December 2009.

Those who wish to apply for Customs Licences (both new and renewals) are advised to submit their applications by **30th September 2009**.

The licensing conditions for new/renewal are spelt out under Section 145 of East African Customs Management Act 2004. The following documents are mandatory.

- Possession of an East African Community Freight & Forwarding Practicing Certificate, (EACFFP Certificate)
- Possession of current Tax Compliance Certificate from Domestic Taxes Department
- Copy of company's Registration Certificate
- Copies of Company's Memorandum & Articles of Association
- Copies of IDs/Passports of all the directors
- Recent passport photographs of all the directors duly certified by a Notary Public or Commissioner of Oaths
- Evidence of membership of Kenya International Freight & Warehousing Association (KIFWA)
- Letter from their bankers
- Copy of PIN Certificate for the company and each for the directors
- Copy of VAT registration certificate for the company
- Certificates of good conduct for all the company directors
- Lease/title deed of the office of the clearing agent

NOTE:

1. Application forms may be obtained upon payment of a non-refundable application fee of US\$10, from Times Tower 11th floor, Forodha House (JKIA) and Customs House Mombasa. The forms may also be downloaded from KRA website, www.kra.go.ke
2. Production of the documents does not automatically guarantee issuance of a new or renewal of a licence as the applicants will still undergo further vetting by KRA
3. Only qualifying new applicants will be invited for interview
4. Renewals will only be issued upon satisfaction that the applicant DOES NOT have any outstanding transactions e.g. queries, outstanding customs entries/IDFs, Bond Securities and unresolved offences.

All applications must be submitted through KIFWA (and not directly to Times Tower) to be received **on or before 30th September 2009**.

COMMISSIONER OF CUSTOMS SERVICES

KRA Complaints and Information Centre can be reached through the following channels:
In person: Office of the Commissioner General, Times Tower, 30th Floor,
Mail: P.O. Box 48240-00100 GPO Nairobi, Phone: (020) 281-7700
(Hotline), (020) 281-7800 (Hotline), (020) 343342. Fax: (020) 341342. Email: cic@kra.go.ke

Visit our website: <http://www.kra.go.ke>

Tulipe Ushuru, Tujitegemee!