# REQUIREMENTS FOR LICENCING OF EXCISE MANUFACTURERS

**Name of Applicant:** ..............................................................................................................  
**PIN NO:** ............................................

1. Application to be done on iTax *(Registration - Other registration - Excise License)*

2. Detailed Manufacturing process flow chart

3. Certificate of Incorporation/registration

4. Copies of PIN & Tax Compliance Certificate for;  
   a) Company  
   b) Director / owner

5. Details of Bankers and Name(s) of Bank, Branches, Account Numbers of  
   a) Company *(CERTIFIED BY BANK)*  
   b) Director / owner *(CERTIFIED BY BANK)*

6. Copy of Valid public safety certificates  
   a) KEBS Certificate of Compliance with Standards for all brands  
   b) Public Health

7. Copy of Valid Single Business Permit

8. Utility bills or proof of rent payment or lease of the factory

9. Brand Details *(including barcodes and package quantity)*

10. Production formulas (input-output ratios) for each product *(KEBS Lab analysis)*

11. Provide a detailed sketch / 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


15. **Other Specific Requirements for Alcoholic Beverages**

16. Installation of Flow meters of a specification acceptable to KRA, in the case of Manufacturers of Alcoholic beverages

17. Infrastructure to support installation of Excisable Goods Management System (Excise stamps application and  
18. Production Accounting) as shall be prescribed By KRA except for motor vehicles

19. Copy of Valid Liquor license in case of alcoholic manufacturer

20. Clearance from MOH *(Tobacco and Tobacco products, signage and warnings)*

**Taxpayer:** I have submitted all of the above *(ticked)* documents to KRA

**Name:** ..............................................................................................................  
**Rank:** ............................................

**Signature:** ..............................................  
**Date:** ..............................................

**Tel No:** ..............................................  
**Official Stamp / Seal of the company**

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*Submission of documents does not lead to automatic registration/licensing*