



KRA PIN AMENDMENT PROCESS (NON-INDIVIDUAL)

1. LOGIN TO ITAX

- Visit <https://itax.kra.go.ke>.
- Enter your **PIN** (Company/Organization PIN) and password, solve the security question and then log in.

2. ACCESS THE AMENDMENT OPTION

- On the top menu, go to **Registration** → **Amend PIN Details**.
- Choose **Online Form** (recommended for non-individuals).

3. SELECT SECTIONS TO AMEND

Tick the sections that need updating. Common amendment areas for non-individuals are:

- **Basic Information** (legal name, address, contacts, etc.)
- **Directors/Associates** (when ownership or leadership changes)
- **Obligations** (e.g., VAT, PAYE, Turnover Tax, Corporation Tax)



- **Tax Agent/Representative Details**



Work Flow Management Registration Returns Compliance and Monitoring Consult and Reprint Acknowledgment Receipt and Certificates Payment My Account Debt and Enforcement

Non-Individual Registration Amendment Form

Amendment Form A_Basic_Information B_Obligation_Details D_Directors_Associates F_Agent_Details

Amendment Form

PIN Details
PIN*
First Name*
Date of Amendment* 23/09/2025

PIN
☐ PIN(Please select PIN to view the Sections to be amended)
[Click Here to Know Conditions For Auto Approval Amendment](#)

Submit Cancel Next

Your password will expire in 12 days.

Discontinue

4. UPDATING THE BASIC INFORMATION

- Fill in the correct details for the section you selected.

All fields marked with * are mandatory

Amendment Form A_Basic_Information B_Obligation_Details D_Directors_Associates F_Agent_Details

Section A : Basic Information

Business Income Details
Business Type*
Business Registration Certificate Number*
Business Registration Date
Accounting Period End Month* June
Trading/Business Name-If different than registered name
Do you wish to declare Legal Representative ?* No
SEZ Effective Date

Business Subtype*
Business Name
Business Commencement Date
EPZ Effective Date
Does your business have any branches ?* No
Legal Representative PIN

NSSF Details
NSSF Number

Principal Physical Address
L.R. Number
Street/Road*
County* Nairobi
Tax Area/Locality* Nairobi West
Building*
City/Town*
District*
Descriptive Address
(Maximum characters: 200)
You have 189 characters left.

Principal Postal Address
Postal Code*
P.O.Box*
Town* NAIROBI GPO



Principal Contact Details	
Telephone Number	
Mobile Number (2)	
Main Email Address*	
Website	
Mobile Number (1)*	
Mobile Number (3)	
Secondary Email Address	
SMS Notification	
Would you like to Subscribe/Unsubscribe of receiving alerts through SMS?*	
☒ Subscribe ☐ Unsubscribe	
Alternative Address and Contact Details	
Alternative Address	
Do you have an Alternative Address? No	
Details of company Ownership Structure	
Is the Company you are registering a Subsidiary Company?*	
No	
Is the Principal Holding Company Resident in Kenya?*	
--Select--	
Holding Company PIN*	
Name of Holding Company*	
Country in which Holding Company is located*	
Bank Account Details	
Do you wish to declare your Bank Account for tax refunds?*	
No	

Principal Contact Details	
Telephone Number	
Mobile Number (2)	
Main Email Address*	
Website	
Mobile Number (1)*	
Mobile Number (3)	
Secondary Email Address	
SMS Notification	
Would you like to Subscribe/Unsubscribe of receiving alerts through SMS?*	
☒ Subscribe ☐ Unsubscribe	
Alternative Address and Contact Details	
Alternative Address	
Do you have an Alternative Address? No	
Details of company Ownership Structure	
Is the Company you are registering a Subsidiary Company?*	
No	
Is the Principal Holding Company Resident in Kenya?*	
--Select--	
Holding Company PIN*	
Name of Holding Company*	
Country in which Holding Company is located*	
Bank Account Details	
Do you wish to declare your Bank Account for tax refunds?*	
No	

5. CHANGING TAX OBLIGATIONS

When a business registers for new obligations (like VAT, PAYE, Excise) or wants to cancel existing ones.

Steps:

1. Click on **Obligation Details**.
2. Add or remove obligations under the **Tax Obligation Details** section.
 - o For example:
 - Add **VAT** if your turnover exceeds KES 5M.
 - Add **PAYE** if you've started employing staff.



- Add **Turnover Tax** if annual sales are between KES 1M–25M.
- 3. Provide the **effective date** of the obligation.
- 4. Upload supporting documents where required:
 - VAT → Invoices, bank statements, lease agreements.
 - PAYE → Employment contracts, payroll details.
 - Excise → Business licenses, permits.
- 5. Submit → System generates an ARN.
- 6. Await KRA officer review → Obligation becomes active only after approval.

All fields marked with * are mandatory

Amendment Form A_Basic_Information B_Obligation_Details C_Directors_Associates F_Agent_Details

Section B : Taxpayer Obligation

Income Tax

☒ Income Tax Company Obligation Registration Date

☐ Income Tax Partnership Obligation Registration Date

☒ Income Tax PAYE(for Employer only) Obligation Registration Date

☐ Turnover Tax

☐ Significant Economic Presence Tax

☐ Income Tax Rent Income

Value Added Tax

☒ Value Added Tax Obligation Registration Date

Turnover Details (Applicable only for VAT/Turnover Tax)

Turnover of Goods/Services of Taxable and Exempt Supplies in Kenya and of Exports

Turnover Year	Taxable Supplies in Kenya (Ksh)	Exempt Supplies in Kenya (Ksh)	Exports (Ksh)
Turnover Third Year			
Turnover Second Year			
Turnover Last Year			
Estimated Turnover Next Year*			

Previous Submit Cancel Next

6. CHANGING DIRECTORS / ASSOCIATES

This is one of the most critical amendments since it affects ownership, governance, and tax responsibility.

Steps:

1. In the amendment form, tick **Directors/ Associates**.
2. The system displays existing officials.
3. Add new directors/associates → Enter their **KRA PINs**, ID/passport details, % shareholding (if applicable), and contact info.
4. Remove outgoing officials by de-selecting them.
5. Upload mandatory supporting documents:
 - **For companies** → Latest **CR12** from the Registrar of Companies.
 - **For partnerships** → Updated **Partnership Deed**.
 - **For trusts/NGOs** → Updated Trust Deed/Constitution + Registrar's letter.



- IDs and PINs of the new officials.
- 6. Submit → ARN is generated.
- 7. KRA officer reviews → Amendment is approved once documents are verified.

All fields marked with * are mandatory

Amendment Form | A_Basic_Information | B_Obligation_Details | **D_Directors_Associates** | F_Agent_Details

Section D : Person Associated with Business (i.e. Director, Partner, Business Associate)

Nature of Association*	--Select--	Other*	
PIN*		Profit/Loss Sharing Ratio	
First Name		Middle Name	
Last Name		Date of Birth	
Sex	--Select--		

Principal Physical Address		Building*	
L.R. Number		City/Town*	
Street/Road*		District*	--Select--
County*	--Select--		
Tax Area/Locality*	--Select--	Descriptive Address	

Principal Postal Address		Town*	--Select--
Postal Code*			
P.O.Box*			

Sl. No.	Delete	Modify	Nature of Association	PIN	Profit/Loss Sharing Ratio	Approval Status
1	Delete	Modify				Yes

[Add](#) [Clear](#)

[Previous](#) [Submit](#) [Cancel](#) [Next](#)

7. CHANGING / APPOINTING AGENT OR TAX REPRESENTATIVE

This applies if your organization wants to appoint a tax agent or update an existing one.

Steps:

1. In the amendment form, tick **Tax Agent/Representative Details**.
2. Enter the **Agent's KRA PIN** and details.
3. Upload supporting documents:
 - Formal **appointment/engagement letter** (signed & stamped).
 - **Power of Attorney** (if legal representation).
 - **Board Resolution** (for companies).
 - Copy of agent's ID & PIN.
4. Submit amendment → ARN generated.
5. KRA officer reviews → If approved, the agent will be linked to the organization's PIN profile.



Non-Individual Registration Amendment Form

All fields marked with * are mandatory

Amendment Form | A_Basic_Information | B_Obligation_Details | D_Directors_Associates | **F_Agent_Details**

Section E-I : Tax Agent authorized to submit any application on behalf of the Taxpayer

PIN*		Agent Name	
Telephone Number		Mobile Number	
Email Address		Authorization Date Since*	
Authorization Date Upto			

Sr. No.	Delete	Modify	PIN	Telephone Number	Mobile Number	Email Address	Authorization Date Since	Authorization Date Upto
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Section E-II : Intermediary Agent to submit returns on behalf of the Taxpayer

PIN*		First Name	
Middle Name		Last Name	
Type of Authorization*	--Select--	Obligation Name*	--Select--
Telephone Number		Mobile Number	
Email Address		Authorization Date Since*	
Authorization Date Upto			

Sr. No.	Delete	Modify	PIN	Type of Authorization	Obligation Name	Telephone Number	Mobile Number	Email Address	Authorization Date Since	Authorization Date Upto
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8. SUBMIT THE AMENDMENT

- Review your entries carefully.
- Click **Submit** → System generates an **Acknowledgment Receipt Number (ARN)**.
- Print/download the ARN for reference.

9. VERIFICATION & APPROVAL BY KRA

- Unlike individual amendments, most **non-individual changes must be approved by a KRA officer**.
- Status may show as **Pending** until supporting documents are reviewed.
- If successful, KRA updates your PIN profile.

10. REPRINT UPDATED PIN CERTIFICATE

- Once approved, log in again → **Registration** → **Reprint PIN Certificate**.
- Your updated details will appear on the new certificate.