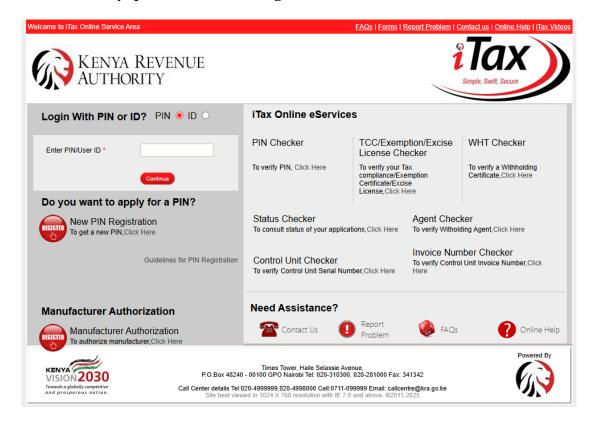


# KRA PIN AMENDMENT PROCESS (NON-INDIVIDUAL)

### 1. LOGIN TO ITAX

- Visit <a href="https://itax.kra.go.ke">https://itax.kra.go.ke</a>.
- 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**  $\rightarrow$  **Amend PIN Details**.
- Choose Online Form (recommended for non-individuals).

### 3. SELECT SECTIONS TO AMEND

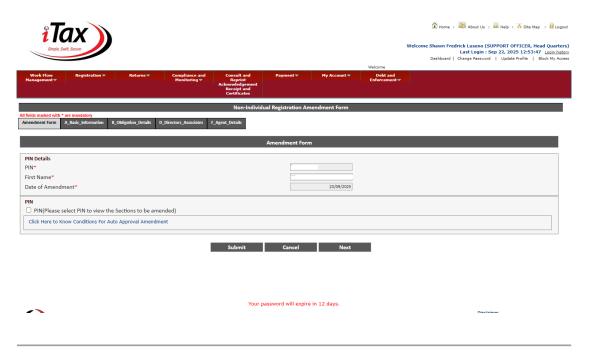
Tick the sections that need updating. Common amendment areas for non-individuals are:

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



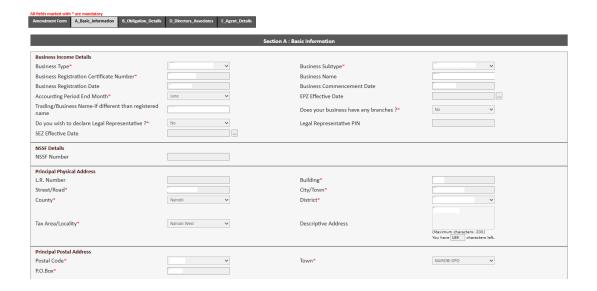


Tax Agent/Representative Details



# 4. <u>UPDATING THE BASIC INFORMATION</u>

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









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Principal Contact Details			
Telephone Number	~	Mobile Number (1)*	
Mobile Number (2)		Mobile Number (3)	
Main Email Address*		Secondary Email Address	
Website			
SMS Notification			
Would you like to Subscribe/Unsubscribe of receiving a	ierts through SMS?*		Subscribe Unsubscribe
	Altern	ative 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 Con		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 🗸		
retunust			
Principal Contact Details Telephone Number	p-	Mobile Number (1)*	
Mobile Number (2)		Mobile Number (1)	
1 1			
	**		
Main Email Address*	-	Secondary Email Address	
Website			
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# 5. CHANGING TAX OBLIGATIONS

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

### **Steps:**

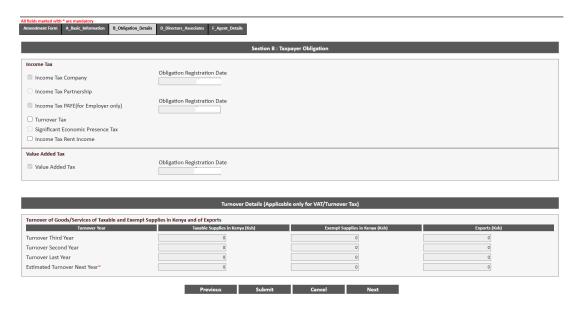
- 1. Click on **Obligation Details**.
- 2. Add or remove obligations under the **Tax Obligation Details** section.
  - o For example:
    - Add **VAT** if your turnover exceeds KES 5M.
    - Add PAYE if you've started employing staff.





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- 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:
  - $\circ$  VAT  $\rightarrow$  Invoices, bank statements, lease agreements.
  - $\circ$  PAYE  $\rightarrow$  Employment contracts, payroll details.
  - $\rightarrow$  Excise  $\rightarrow$  Business licenses, permits.
- 5. Submit  $\rightarrow$  System generates an ARN.
- 6. Await KRA officer review → Obligation becomes active only after approval.



# 6. CHANGING DIRECTORS / ASSOCIATES

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

# **Steps:**

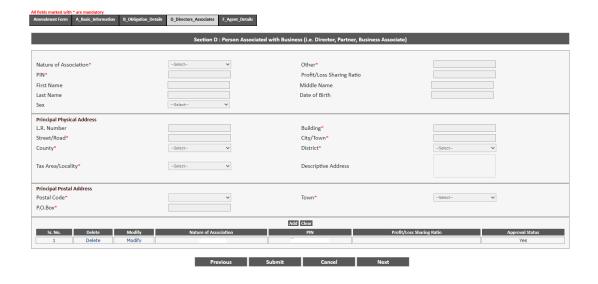
- 1. In the amendment form, tick **Directors/ Associates**.
- 2. The system displays existing officials.
- 3. Add new directors/associates → Enter their **KRA PINs**, ID/passport details, % shareholding (if applicable), and contact info.
- 4. Remove outgoing officials by de-selecting them.
- 5. Upload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







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



# 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).
  - o **Power of Attorney** (if legal representation).
  - Board Resolution (for companies).
  - Copy of agent's ID & PIN.
- 4. Submit amendment  $\rightarrow$  ARN generated.
- 5. KRA officer reviews  $\rightarrow$  If approved, the agent will be linked to the organization's PIN profile.





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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.

