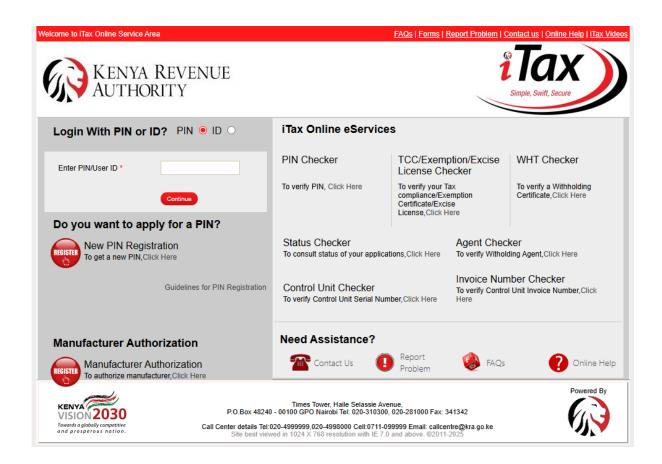


KRA PIN AMENDMENT PROCESS (INDIVIDUAL)

1. Login to iTax Portal

- Go to https://itax.kra.go.ke.
- Enter your KRA PIN and password, then solve the security question to log in.



2. Access Amendment Menu

- On the main menu bar, select Registration tab
- Select **Amend PIN Details**.
- A pop-up will ask if you want an amendment Online or Through Upload:
- Choose **Online Form** (easier for individuals).

3. Select Sections to Amend







ISO 9001:2015 CERTIFIED

- The system will display your current PIN details.
- Tick the boxes for the sections you wish to change (e.g., Basic Information, Source of Income, Contact Details, Postal Address, etc.).

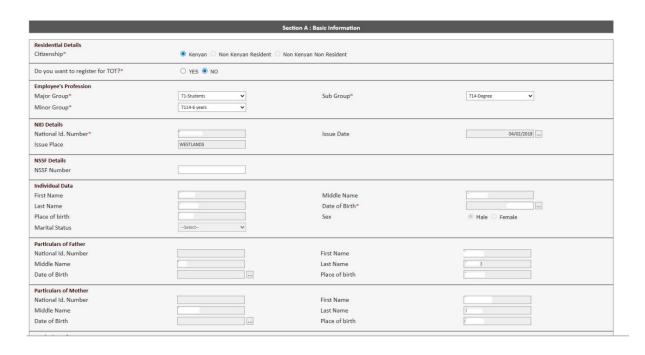
Individual Registration Amendment Form	
All fields marked with * are mandatory Amendment Form A_Basic_info B_Obligation_Details C_Source_Income_Details F_Agent_Details	
Amendment Form	
PIN Details PIN Taxpayer Name Date of Amendment PIN PIN(Please select PIN to view the Sections to be amended)	19/09/2025
× Apart from changes in Residential and Physical Address Details , Amendment reques	st will not require any approval.
Basic Information Bank Account Details Tributary Bonds Tax Agent authorized to submit any application on behalf of Taxpayer	Alternative Address and Contact Details Partnership, Corporate and Trust Information Source of Income Intermediary Agent to submit returns on behalf of the Taxpayer
Click Here to Know Conditions For Auto Approval Amendment	
Submit Cancel Next Your password will expire in 16 days. Disclaimer	
%	Can Be viewed with Internet Explorer 7 and above and Mozilla Firefox 10 a docu-

4. Make the Changes

- Update the relevant fields (e.g., phone number, email, postal address, physical address, employer details, etc.).
- Ensure all mandatory fields are filled in.
- If you are adding a new income source (like Business Income or Rental Income), select it carefully.







5. Updating Obligation Details

- Under the **Tax Obligation Details section**, add or remove obligations:
- Add (e.g., VAT, PAYE, Rental Income Tax, Turnover Tax, Excise).
- Deactivate obligations you no longer need (you'll need to apply for cancellation and provide justification).
- Enter the **effective date** for the new obligation (must be accurate e.g., the date you started earning rent or sales income).
- Submit → If additional documentation is required (like a lease agreement for rental, business registration for VAT/PAYE), upload them.
- Await approval → once approved, obligations will reflect in your iTax profile.











6. Changing Source of Income

This is to update whether you earn from:

- Employment
- Business
- Rental Income

Steps:

- In the amendment form, tick **Source of Income**.
- On the **Basic Details section**, update your income sources:
 - o Employment \rightarrow enter employer PIN.
 - \circ Business \rightarrow select sole proprietorship and business details.
 - \circ Rental \rightarrow specify type (residential/commercial).
- Submit and, if required, attach documents:
 - o Employment: Appointment letter / employer confirmation.
 - o Business: Business registration certificate.
 - o Rental: Tenancy/lease agreements or property ownership proof.
- KRA verifies \rightarrow once approved, the source of income will appear in your profile, and filing obligations will align accordingly.











7. Changing/Updating Agent Details

If you want to appoint or change a **Tax Agent / Tax Representative** (common for individuals abroad, incapacitated, or those with agents handling tax affairs):

Steps:

- In the amendment form, tick **Tax Agent/Representative Details**.
- Enter the **Agent's KRA PIN** and details.
- Upload supporting documents:
 - o Tax Agency Appointment letter (signed by both parties).
 - o Copy of ID for both agent and taxpayer.
 - o If applicable, Power of Attorney or court order (for legal representatives).
- Submit → System generates an acknowledgment.
- KRA reviews → If approved, the agent will be officially linked to your PIN.









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