

PIN Registration

eCitizen

How to Register your
business PIN via
ecitizen.kra.go.ke

User Guide



eCitizen

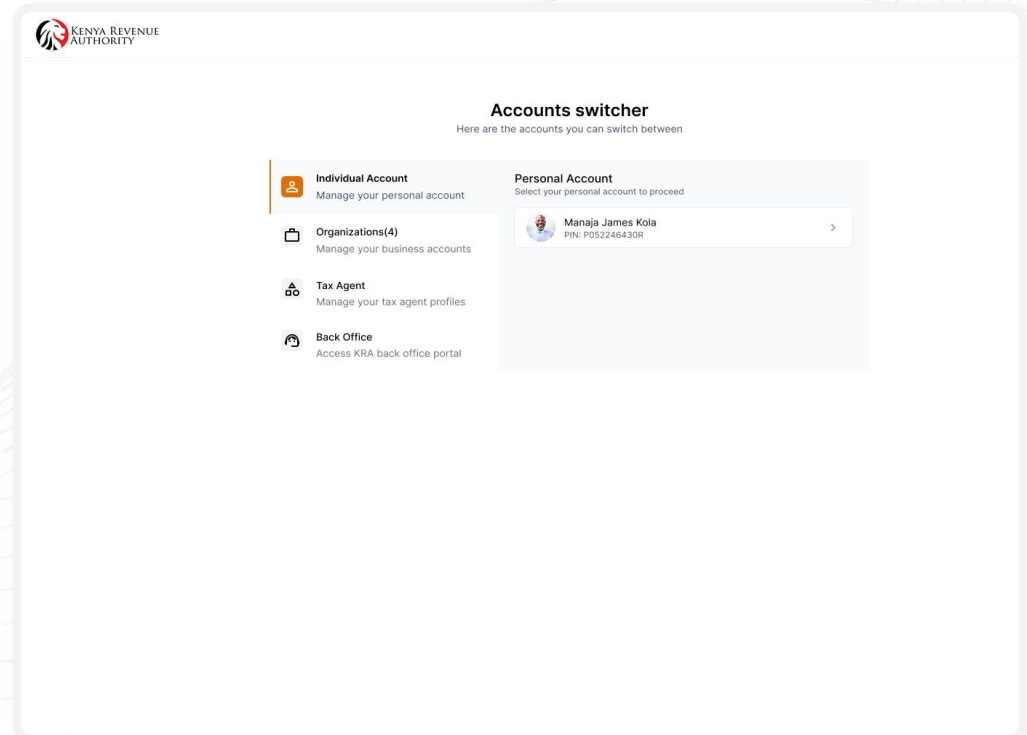


KENYA REVENUE
AUTHORITY

Tulipe Ushuru, Tujitegeme!

Log in

- Start by logging in to your account through ecitizen.kra.go.ke.
- If you have registered businesses they'll be displayed at this and you can select the business you are logging in to.



Business Information

- Once you select the business, proceed to select the type of business validation as either **Manual** or **Business Registration** then fill in details about your business.

The screenshot displays the 'Business PIN registration' form in the iTax system. The form is divided into three steps: 'Basic Information', 'Obligation (s)', and 'Preview'. The 'Basic Information' step is currently active and contains the following fields:

- Business information**
 - Business Validation * (Radio buttons: Manual, Business Registration)
 - Business Type * (Dropdown menu)
 - Business Sub Type * (Dropdown menu)
 - Business Commencement Date (Calendar icon)
 - Accounting Period End Month (Calendar icon)
 - EPZ Effective Date (Text input)
 - Do You Wish To Declare Legal Representative? (Radio buttons: No, Yes)
 - Does Your Business Have Any Branches? (Radio buttons: No, Yes)
 - Legal Representative PIN (Text input)

Below the main form, a 'Physical Address' section is visible, containing the following fields:

- Land Registration (LR) Number *
- Select County* (Dropdown menu)
- City/Town * (Text input)
- Select Tax Area/ Locality * (Dropdown menu)
- Building *
- Street/ Road *
- Descriptive Address (Text input)

Navigation buttons 'Back' and 'Next' are located at the bottom right of the form.

Obligation

In this section, select your tax obligation from the following options;

- Income Tax Resident
- Income Tax Company
- Income Tax Partnership
- Income Tax PAYE
- Digital Service Tax
- Value Added Tax

Once you select the obligation follow prompts to complete.

Kenya Revenue Authority iTax

Business PIN registration

Progress: Basic Information → **Obligation (3)** → Preview

Income Tax

☒ **Income Tax Company**

Income Tax
Income Tax is a Tax Charged For Each Year Of Income, Upon All The Income Of A Person Whether Resident Or Non-Resident, Which Is Assessed Or Was Derived From Kenya.

Registration Date *
Select Period

☐ **Income Tax Partnership**
A simple explanation of the tax

☐ **Income Tax PAYE (For Employer Only)**
A simple explanation of the tax

☐ **Digital Services Tax**
This is a tax that is payable on income derived or accrued in Kenya from businesses carried out ...

Value Added Tax

☐ **Value Added Tax**

Value Added Tax
Value Added Tax is charged on supply of taxable goods or services made or provided in Kenya and on importation of taxable goods or services into Kenya.
[View More](#)

Registration Date *
Select Period

☐ **Turnover Tax**

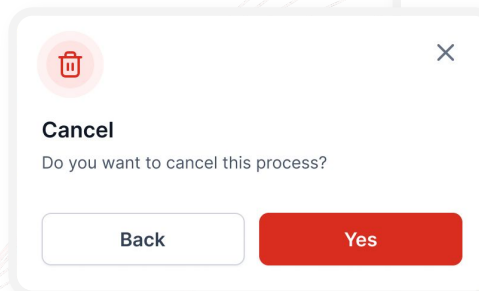
Turnover Tax
Turnover Tax is a Tax Charged On Businesses Whose Gross Turnover is More Than Kshs. 1,000,000 But Does Not Exceed Or is Not Expected To Exceed Kshs. 25,000,000 During Any Year Of Income.

Registration Date *
Select Period

[Back](#) [Next](#)

Preview

- Once you fill in all the required details you can preview before submitting it.
- You can also cancel an application.



Business PIN registration

Basic Information Obligations (i) Preview

Confirm Details

Basic Information

Business Income Details

Do You Wish To Register For Digital Services Tax? Yes

Business Type Private Company

Validation Business Registration Services (BRS)

Business Name Helpmate Limited

Accounting Period End Month December

ETO Effective Date 12 JAN 2023

Do You Wish To Register Legal Representation? No

Does Your Business Have Any Branches? No

Legal Representative's PIN 0000000000

Principal Physical Address

Land Registration ID Number 0000000000

Select County NAROK

City/Town NAROK

Select For Area/Locality ENBAKASI

Building ABC PLAZA

Street/Road MDI ROAD

Description Address Close To In Church

Tax Obligations

Income Tax

Income Tax Company Registration Date: 12 JAN 2023

Income Tax PPSID (For Employer Only) Registration Date: 12 JAN 2023

Value Added Tax

Value Added Tax Company Registration Date: 12 JAN 2023

Turnover Details (Applicable For VAT Obligations)

Turnover Of Businesses Or Taxable And Exempt Supplies In Kenya And Of Exports

Turnover Year	Taxable Supplies in Kenya	Exempt Supplies in Kenya	Exports
Turnover Third Year	Kes. 0000	Kes. 0000	Kes. 0000
Turnover Second Year	Kes. 0000	Kes. 0000	Kes. 0000
Turnover Last Year	Kes. 0000	Kes. 0000	Kes. 0000
Estimated Turnover Next Year	Kes. 0000	Kes. 0000	Kes. 0000

☒ I certify that the information given in this return is correct and complete. I acknowledge and understand that the filing of this return will be deemed to be an assessment of Tax and that I am liable to pay the assessed amount of Tax at the return is submitted.

Cancel Submit

PIN Certificate

- Upon submission, your PIN certificate will be displayed on the screen and a pop up message indicating you have successfully registered your PIN.





Business PIN registration

Pin Certificate
[Go To Profile](#)



PIN Certificate

For General Tax Questions/Contact
 KRA Call Centre Tel: +254 (020)
 4999 999 Call: +254(071)2099
 999 Email: customer@kra.go.ke

Certificate Date: 31/08/2017
 Personal Identification Number: P01688036

This is to certify that taxpayer shown herein has been registered with Kenya Revenue Authority

Taxpayer Information

Taxpayer Name	LAMARIELKABAN INVESTMENT LIMITED
Email Address	LAMARIELKABANLTD@GMAIL.COM

Registered Address

I.S. Number:	Building :N/A
Street/Road :KIPFENDEN	City/Town :NURESOI
Country :Nakuru	District :Kuresoi District
Tax Area :Nakuru Town	Station :Nakuru District
P. O. Box :44	Postal Code: 40700

Tax Obligation(s) Registration Details

Sr. No.	Tax Obligation(s)	Effective From Date	Effective Till Date	Status
1	Income Tax - Company	31/08/2017	N/A	Active

The above PIN must appear on all your tax invoices and correspondences with Kenya Revenue Authority. Your accounting end date is 31st December as per the provisions stated in the Income Tax Act unless a change is/has been approved by the Commissioner-General's Tax Department. The status of the obligation(s) with 'Default' status will automatically change to 'Active' on date mentioned in 'Effective Till Date' or any transaction done during the period. This certificate shall remain in force till further updated.

Disclaimer : This is a system generated certificate and does not require signature

DIAL *222*5#

**IT TAKES YOU LESS
THAN 30SEC TO
GET YOUR SERVICE**

Call or Whatsapp: **0711 099 999**
Email: **callcentre@kra.go.ke**

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