KENYA REVENUE AUTHORITY

PUBLIC NOTICE

DISCLOSURES ON IMPORT DECLARATION FORMS (IDF's)

All Importers and Clearing Agents are advised that all particulars in IDF (Import Declaration Form) application forms must be completed accurately and fully.

The particulars should have the complete address of both importer and exporter, telephone/ fax numbers, e-mail address and the full contact name.

It is particularly important that details of the imported goods are fully disclosed. The particulars should include:

- Brand Name
- Common Name, of the imported product
- Unit of quantity, as specified in the common external tariff (CET)
- Value
- Total quantity to be imported

The Incoterms must also be clearly stated e.g. FOB, CIF, e.t.c. reflecting the constituent cost of each element. Please note that all IDF applications with incomplete information will not be processed until adherence with the above requirements are met.

Any IDF that remains unutilized after three (3) months from date of issuance will automatically attract the appropriate sanctions.

COMMISSIONER OF CUSTOMS SERVICES

KRA Complaints and Information Centre can be reached through the following channels: In person: Office of the Commissioner General, Times Tower, 30th Floor, Mail: P.O. Box 48240-00100 GPO Nairobi, Phone: (020) 281-7700 (Hotline), (020) 281-7800 (Hotline), (020) 343342. Fax: (020) 341342. Email: cic@kra.go.ke

Visit our website: http:/www.kra.go.ke

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