



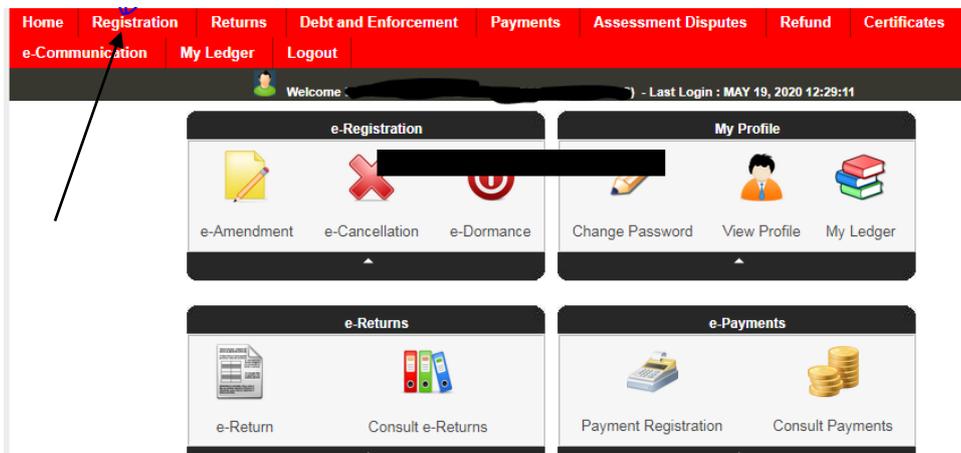
**STEP BY STEP GUIDE FOR APPLICATION FOR LICENSING
OF USERS OF SPIRITS AND ILLUMINATING KEROSENE**

1.0 Introduction

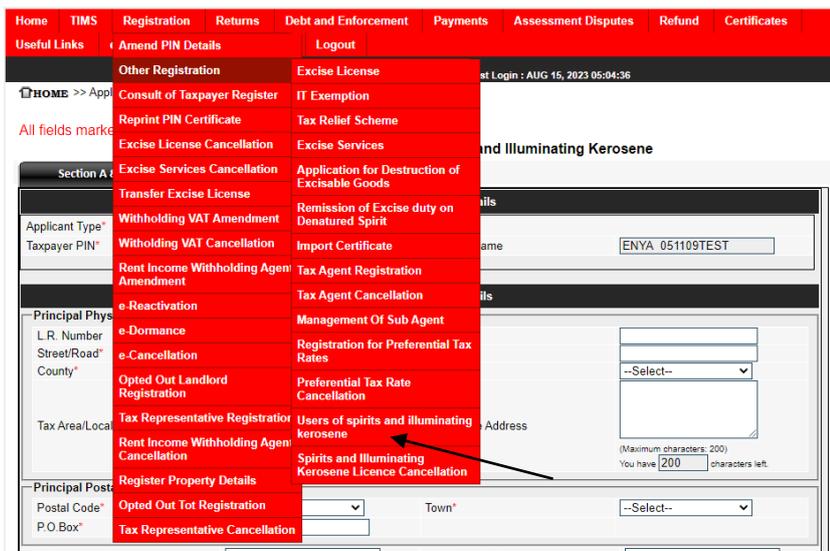
Section 15 (1)(d) of the Excise Duty Act, 2015 provides for licensing of users of spirits and illuminating kerosene to manufacture goods that are not excisable. This functionality is now available in iTax.

2.0 Application for License

1. Log into the iTax Portal and select the option '**Other Registration**' found under the Registration menu.



2. Select the option '**users of spirits and illuminating kerosene**' to display the registration form.





3. Fill in all the cells marked with the red asterisk in the tab named “Section A&B”. These are mandatory fields. i.e. Factory Details - Principal Physical and Postal Address details and contact details.

HOME >> Application for Licensing Users of Spirits and Illuminating Kerosene

All fields marked with * are mandatory

Application for Licensing Users of Spirits and Illuminating Kerosene

Section A & B Section C

Section A : Taxpayer Details

Applicant Type* Taxpayer Taxpayer PIN* Taxpayer Name

Section B : Factory Details

Principal Physical Address

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

(Maximum characters: 200)
You have 200 characters left.

Principal Postal Address

Postal Code* Town* P.O.Box* Telephone number Mobile number* Email Address*

Next

4. Click on the “**Next**” button to proceed to the next tab, “section C” and capture product details. Fill in all fields marked with the red asterisk i.e.
- Category
 - Effective date of registration
 - Good manufactured
 - Brand
 - Projected annual production
 - Excise duty prepaid

Once the fields above are captured. Click on the add button.



Application for Licensing Users of Spirits and Illuminating Kerosene

Section A & B		Section C						
Section C : Product Details								
Category*	--Select--	Effective of date of Registration*	<input type="text"/>					
Unexcisable Manufactured Goods*	--Select--							
Brand*	<input type="text"/>							
Projected Annual Production *	<input type="text"/>	Excise Duty Prepaid (in Ksh)*	<input type="text"/>					
		Add	Clear					
Sr. No.	Delete	Modify	Category	Effective Date of Registration	Unexcisable Manufactured Goods	Projected Annual Production	Excise Duty Prepaid (in Ksh)	Brand
Upload Document (Allowed File Types: pdf,jfif,png,bmp,gif,tiff,xls, xlsx,doc,docx,jpg,bmp,txt)*		<input type="button" value="Choose File"/> <input type="button" value="No ...sen"/>						
		Previous						
		Submit		Cancel				

- Upload a document to support your application. Where there are multiple documents to be uploaded, scan all as one document and upload.
- After ensuring that the correct details have been captured, click on the submit button. The system will generate an acknowledgement receipt.



KENYA REVENUE
AUTHORITY

www.kra.go.ke

Acknowledgement Receipt

**Excise Spirits and Illuminating Kerosene
License**

Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)099 999
Email: callcentre@kra.go.ke

Taxpayer PIN : <input type="text"/>	Acknowledgement Date : 14/08/2023
Name and Address : VIC I 051396TEST 0000, Times Tower, NBI, Starehe District, PO Box:0000, Postal Code:00200	Acknowledgement Number : <input type="text"/>

We hereby acknowledge the application for Spirits and Illuminating Kerosene

Applicant Information

Applicant Type	Taxpayer
Applicant PIN	<input type="text"/>
Applicant Name	<input type="text"/>

Company Details

Physical Full Address			
LR. No.		Building	fff

- The application will go through a verification and approval process at the applicant's Tax Service Office.



- Once the application is approved, the system will generate a license.

Spirits and Illuminating Kerosene License

For General Tax Questions
 Contact KRA Call Centre
 Tel: +254 (020) 4999 999
 Cell: +254(0711)099 999
 Email: callcentre@kra.go.ke

www.kra.go.ke

Taxpayer PIN : [REDACTED]

Name and Address :
[REDACTED]

Certificate Date: 17/08/2023

Certificate Number:
KRA20230 [REDACTED]

This is to certify that taxpayer shown hereby has been licensed as a user of spirits or illuminating kerosene with Kenya Revenue Authority w. e. f. 17/08/2023

Taxpayer Information

Taxpayer PIN	[REDACTED]
Taxpayer Name	[REDACTED]
Taxpayer Type	Non Individual

Company Details

LR. No.	[REDACTED]	Building	[REDACTED]
Street/Road	[REDACTED]	City/Town	[REDACTED]
County	Nairobi	District	[REDACTED]

3.0 Application for cancellation of License

- On your iTax profile, select the option **Registration >> Other Registration >> Spirits and Illuminating Licensing Cancellation**
- The system will display details of the existing certificate as shown below:

All fields marked with * are mandatory

Cancellation of Spirits and Illuminating Kerosene License

Section A : Taxpayer Details

Applicant Type*	Taxpayer	Taxpayer Name	[REDACTED]
Taxpayer PIN*	[REDACTED]		

Section B :Spirits and Illuminating Kerosene For Cancellation *

Sr. No.	Spirits and Illuminating Kerosene License for	Select	Spirits and Illuminating Kerosene License Number	Reason(s) For Cancellation	Other Reason
1	User of illuminating kerosene	<input type="checkbox"/>	KRA2023000 [REDACTED]	<input type="checkbox"/> Business Closed <input type="checkbox"/> Business Inactive <input type="checkbox"/> Business Sold Merged <input type="checkbox"/> If Other, Specify	

Upload Document
 (Allowed File Types:
 pdf, jif, png, bmp, gif, tiff, xls,
 xlsx, doc, docx, jpg, bmp, txt)

- Select the reason for cancellation. When the option “**Other**” is selected, specify the reason for cancellation if it is not among the first 3 mentioned.



4. Upload a document to support your application. Where there are multiple documents to be uploaded, scan all as one document and upload.
5. After ensuring that the correct details have been captured, click on the submit button. The system will generate an acknowledgement receipt.



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Acknowledgement Receipt
Spirits and Illuminating Cancellation

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)099 999
Email: callcentre@kra.go.ke

Taxpayer PIN : [REDACTED]

Name and Address :
[REDACTED]

Acknowledgement Date : 17/08/2023

Acknowledgement Number :
[REDACTED]



Applicant Information

Applicant Type	Taxpayer
Applicant PIN	[REDACTED]
Applicant Name	[REDACTED]

Spirits and Illuminating Kerosene

Sr. No.	Spirit and IK License No.	Category of Goods	Issue Date	Reason(s) for cancellation
1	KRA2023000[REDACTED]	User of illuminating kerosene	17/08/2023	Business Closed

9. Once the cancellation application is approved, the system will generate a cancellation approval notice.



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Spirits and Illuminating Kerosene License Cancellation Approval Notice

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)099 999
Email: callcentre@kra.go.ke

Taxpayer PIN: [REDACTED]

Taxpayer Name: [REDACTED]

Physical Address:
[REDACTED]

Notice Date : 17/08/2023

Notice Number: 212262876

Acknowledgement KRA2[REDACTED]

With reference to your application for Spirits and Illuminating Kerosene License cancellation dated 17/08/2023 via Acknowledgment No. KRA202302666920, Spirits and Illuminating Kerosene License has been cancelled w. e. f. 17/08/2023 for the reason mentioned below.

Spirits and Illuminating Kerosene License Details

Spirits and Illuminating Kerosene License No.	KRA202300[REDACTED]
Category	User of illuminating kerosene
Spirits and Illuminating Kerosene License Issue Date	17/08/2023
Spirits and Illuminating Kerosene License Cancellation	17/08/2023
Reason(s) for Cancellation	Business Closed

END