



KENYA REVENUE AUTHORITY

ANNEX 3

STAKEHOLDER BIO DATA

Part A

Company details

Name of Company

PIN.....

Postal Address.....

Physical Location

Telephone numbers

Office.....

Mobile.....

email

Details of Directors

1) Name

PIN.....

Telephone

Office.....

Mobile.....

email

2) Name

PIN.....

Telephone

Office.....

Mobile.....

email.....

3) Name

PIN.....

Telephone
Office.....

Mobile.....

email

4) Name

PIN.....

Telephone
Office.....

Mobile.....

email

5) Name

PIN.....

Telephone
Office.....

Mobile.....

email

Part B

No.	Please provide the following information	Remarks
1.	a) Has the company been convicted of an offence under any law? If yes, give details.	
	b) Has any of the directors been found guilty of an offence involving dishonesty or fraud in matters relating to tax? If yes, give details for such director(s)	
	c) Has the firm been compounded for any Customs offences in the last 12 months? If yes, give details date of compounding, section breached, nature of offence, additional taxes paid and penalties/fines/interest.	
2.	a) Does the clearing firm or any of its directors have any outstanding tax liability which is pending determination before KRA, Tax Tribunal or the Courts? If yes, give details	
	b) Does the clearing firm or any of its directors have any outstanding tax liability which has been conclusively determined by KRA, Tax Tribunal or the Courts? If yes, give details	
3.	a) Does the clearing firm have a current tax compliance certificate? If yes, attach a copy. If no, give reasons why the company does not have it	
	b) Do all the directors have current tax compliance certificates? If yes attach copies. If no give reasons why such a director(s) do not have a certificate.	

No.	Please provide the following information	Remarks
4.	Is any of the Directors of this firm an employee of Kenya Revenue Authority? If yes provide details.	
5.	a) Does the firm operate another sister clearing firm? If yes provide details and tax compliance certificates.	
	b) Does the firm operate/own other related businesses affiliated to clearing i.e. shipping line, Container Freight Stations, Sheds...etc.? If yes provide details and tax compliance certificates.	
6.	Does any of the Directors of this firm serve in another Clearing firm or other businesses related/affiliated to clearing i.e. shipping line, Container Freight Stations & Sheds? If yes provide details for each director and current tax compliance certificate for the company.	
	a) Name of Director	
	b) Name of Director	
	c) Name of Director	
	d) Name of Director	
	e) Name of Director	
7.	a) Is the company foreign or local ?	
	b) If foreign is it duly registered with the Registrar of Companies and KRA? If not provide reasons why.	
8.	Does the clearing firm have any pending suspensions? If yes, provide details.	

No.	Please provide the following information	Remarks
9.	Does the clearing firm have access rights to the revenue system of any of our partner states ?(Asycuda,Tancis	
10	Does the clearing firm have any outstanding liabilities with Customs? (Outstanding Bonds, Outstanding entries, Outstanding queries	
11.	Has the firm transacted in the last 6 months?	
12	Has there been any change in directorship/ownership of the company in the last 3 years? If yes give details	

Declaration: **THAT** the facts deponed to herein are all true.

Submitted by:

Name:

Signature:

Stamp:

Seal:

Part C

Checked by.....

Designation.....

Date.....Signature.....

Remarks.....