



STEP BY STEP GUIDE FOR APPLICATION OF TAX RELIEF SCHEMES BY A TAX AGENT

A registered tax agent who has been declared by the respective taxpayer as their tax agent and the same has been approved by KRA can apply for the tax relief scheme exemption on behalf of the taxpayer, their client.

1. Log in to your agent profile on the iTax Portal using your PIN and password.

Do you have a PIN?

Enter PIN/User ID* [Redacted]

Password* [Redacted]

Virtual Keyboard

Security Stamp* 121 + ?? 128

Back Login

Forgot Password/Unlock Account

iTax Online eServices

PIN Checker
To verify PIN, Click Here

TCC/Exemption/Excise License Checker
To verify your Tax compliance/Exemption Certificate/Excise License, Click Here

WHT Checker
To verify a Withholding Certificate, Click Here

Status Checker
To consult status of your applications, Click Here

Agent Checker
To verify Withholding Agent, Click Here

Control Unit Checker
To verify Control Unit Serial Number, Click Here

Invoice Number Checker
To verify Control Unit Invoice Number, Click Here

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2. Navigate to the **registration tab>other registration>Tax Relief Scheme**, to display the registration form.

Home Registration Returns Debt and Enforcement Payments Assessment Disputes Refund Certificates Useful Links

e-Communication My Ledger Logout

Welcome [Redacted] - Last Login : MAR 24, 2021 12:29:22

e-Registration

e-Amendment e-Cancellation e-Dormance

My Profile

Change Password View Profile My Ledger

e>Returns

e-Return Consult e>Returns

e-Payments

Payment Registration Consult Payments



The screenshot shows the iTax portal interface. The navigation bar on the left lists various services, with 'Tax Relief Scheme' highlighted. The main content area displays a dashboard with sections for 'My Profile', 'e>Returns', and 'e-Payments'. The 'My Profile' section includes links for 'Change Password', 'View Profile', and 'My Ledger'. The 'e>Returns' section includes a link for 'Consult e>Returns'. The 'e-Payments' section includes links for 'Payment Registration' and 'Consult Payments'. The 'Tax Relief Scheme' menu item is highlighted in the navigation bar.

3. On the registration form, the applicant type “Agent” will be displayed as well as the agent PIN and name. Capture the PIN of the taxpayer for whom you would like to make an application.

The screenshot shows the 'Application for Tax Relief Scheme Certificate' form. The form includes fields for 'Applicant Type' (set to 'Agent'), 'Agent PIN', 'Taxpayer PIN', 'Agent Name', and 'Taxpayer Name'. Below these fields is the 'Application Information' section, which includes a file upload area for 'Uploads (Attach Certificate of registration, Trust deed and regulation, Checklist, etc)' and a '1st Schedule Paragraphs' dropdown menu. The 'Remarks' field is also present. The form has 'Submit' and 'Cancel' buttons at the bottom.

4. Under the section marked “**Application information**”, upload the scheme’s Trust Deed and Regulations, the checklist and an application letter in support of the application. Multiple documents can be uploaded using the add file tab.



HOME Application for Tax Relief Scheme Certificate

All fields marked with * are mandatory

Application for Tax Relief Scheme Certificate

Applicant Type*	Agent	Agent Name	
Agent PIN*		Taxpayer Name	
Taxpayer PIN*			

Application Information

Uploads (Attach Certificate of registration, Trust deed and regulation, Checklist, etc)
(Allowed File Types: pdf, jiff, png, bmp, gif, tiff, xls, xlsx, doc, docx, jpg, bmp, txt)

Choose file No f...sen Add File Remove File

1st Schedule Paragraphs * --Select--

Remarks *
(Maximum characters: 400)
You have 400 characters left.

Submit Cancel

5. Select the appropriate 1st Schedule Paragraph that relates to the application from the drop-down menu.

HOME Application for Tax Relief Scheme Certificate

All fields marked with * are mandatory

Application for Tax Relief Scheme Certificate

Applicant Type*	Agent	Agent Name	
Agent PIN*		Taxpayer Name	
Taxpayer PIN*			

Application Information

Uploads (Attach Certificate of registration, Trust deed and regulation, Checklist, etc)
(Allowed File Types: pdf, jiff, png, bmp, gif, tiff, xls, xlsx, doc, docx, jpg, bmp, txt)

Choose file No f...sen Add File Remove File

1st Schedule Paragraphs *
✓ --Select--
Paragraph 12-The income of a registered pension scheme
Paragraph 13-The income of a registered trust scheme
Paragraph 14- The income of a registered pension fund
Paragraph 15- The income of a registered provident fund
Paragraph 43- The income of a registered individual retirement fund
Paragraph 44- The income of a registered home ownership savings plan

Remarks *
(Maximum characters: 400)
You have 400 characters left.

6. Capture the remarks to support the application and click on the submit button. Once the application has been submitted, the system will generate an acknowledgement receipt for the application. The application will then be processed at the respective Tax Service Office (TSO).



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

PUBLIC



Tax Relief Scheme Acknowledgement Receipt

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]
0000, Times Tower, NBI, Nairobi East
District,
PO Box:0000,
Postal Code:00200

Acknowledgement Date : 22/03/2021

Acknowledgement Number :

KRA202111404297



Section A : Applicant Information	
Applicant Type	Taxpayer
Applicant Name	[REDACTED]
Email Address	N.A.
Applicant PIN	[REDACTED]

Section B : Tax Relief Application Details	
1st Schedule Paragraphs	Paragraph 12-The income of a registered pension scheme

Note: This is to acknowledge receipt of your application and the outcome will be communicated in due course.

- Once the task is approved, the system will send the Income Tax Exemption Certificate to the registered email address as evidence of registration with the Commissioner. The certificate can also be reprinted using the *Consult and reprint functionality* available under the **useful links** menu on the portal. The business process to select is "**Certificates**" while the business sub-process is "**IT Exemption certificate**".



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INCOME TAX EXEMPTION CERTIFICATE

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 :

Registration Certificate Date : 22/03/2021

Name and Address :

Registration Certificate Number :

KRAITE000000004

0000, Times Tower, NBI, Nairobi North District,
PO Box:0000,
Postal Code:00200



I certify that the investment income is exempt from income tax . Dividends and Interest should be paid without deduction of Withholding Tax. (First Schedule to the Income Tax Act Cap 470)

Section A : Approval Details

1st Schedule Paragraphs	Paragraph 13-The income of a registered trust scheme
Effective Date of Registration	01/01/2018

Section B : Official KRA Representative

Name and Designation of Authorized Signatory	
Contact Number	

8. Where the task is rejected, the system will send a rejection notice that will state the reasons for rejection



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Income Tax Exemption Rejection Notice

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 :

Rejection Notice Date : 22/03/2021

Name and Address :

Rejection Notice Number :

109306132

0000, Times Tower, NBI, Kilindini District,
PO Box:0000,
Postal Code:00200



Section A : Application Information

Acknowledgement Number	KRA202111404389
Acknowledgement Date	22/03/2021

Section B : Rejection of Tax Relief Scheme Registration

(a) We regret to inform you that your request for registration of Income Tax Exemption has been rejected as mentioned below


1st Schedule Paragraphs Paragraph 12-The income of a registered pension scheme


(b) Remarks :



9. The authenticity of the certificate can be verified using the exemption certificate checker available on the portal

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 **iTax**
Simple, Swift, Secure

Do you have a PIN?

Enter PIN/User ID *

[Continue](#)

Do you want to apply for a PIN?

 **New PIN Registration**
To get a new PIN, Click Here

[Guidelines for PIN Registration](#)

iTax Online eServices

PIN Checker
To verify PIN, Click Here

TCC/Exemption/Excise License Checker
To verify your Tax compliance/Exemption Certificate/Excise License, Click Here

WHT Checker
To verify a Withholding Certificate, Click Here

Status Checker
To consult status of your applications, Click Here


Agent Checker
To verify Withholding Agent, Click Here


Control Unit Checker
To verify Control Unit Serial Number, Click Here

Invoice Number Checker
To verify Control Unit Invoice Number, Click Here

Select the Type of certificate as “IT Exemption certificate, capture the certificate number and solve the simple arithmetic then click on verify.

Welcome to iTax Online Service Area [Checkers](#) | [FAQs](#) | [Forms](#) | [Report Problem](#) | [Contact us](#) | [Online Help](#) | [ITax Videos](#)

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[HOME](#) >> Authenticate TCC/Exemption Certificate/Excise License

The Certificate Checker allows you to confirm the validity of a Tax Compliance Certificate (TCC)/Exemption Certificate/Excise License. By entering a certificate/license Number, the system will generate and display the PIN, Name of the Holder and the Certificate/License status. Please enter your Certificate/License Number in the input box below.

Authenticate TCC/Exemption Certificate/Excise License

Type Of Certificate*

Certificate/License Number

Security Stamp* 

[Verify](#) [Back](#)

END