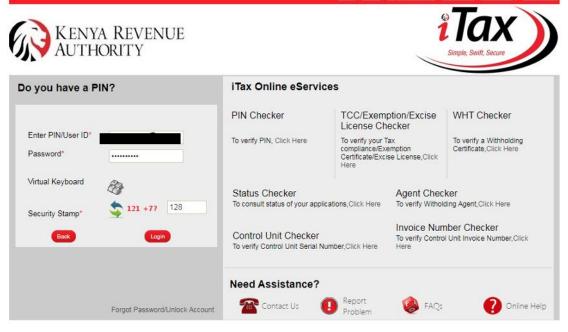




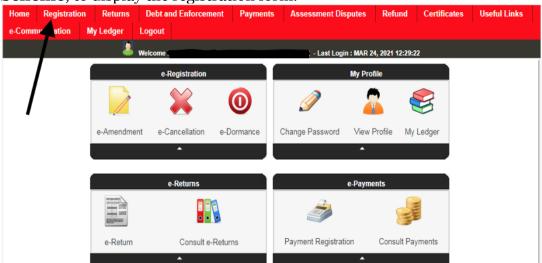
STEP BY STEP GUIDE FOR APPLICATION OF TAX RELIEF SCHEMES BY A TAX AGENT

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.



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







Armend PIN Details Other Registration Consult of Taxpayer Register Reprint PIN Certificate Excise License Cancellation Excise Services Ex

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.

All fields marked with * are mandatory			
Application for Tax Relief Scheme Certificate			
Agent V			
	Agent Name		
	Taxpayer Name		
Арр	lication Information		
	Add File Remove File		
Select ¥		Remarks *	(Maximum characters: 400) You have 400 characters left.
	Application for	Application for Tax Relief Scheme Certifica Agent Agent Name Taxpayer Name Application Information Choose file No fsen Add File Remove File	Agent Agent Agent Name Agent Taxpayer Name Application Information Choose file No fsen Add File Remove File

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.



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THOME Application for Tax Relief S Il fields marked with * are mandate				
	Application for	Tax Relief Scheme Certificate		
Applicant Type*	Agent ~			
Agent PIN*		Agent Name		
Taxpayer PIN*		Taxpayer Name		
	Арг	lication Information		
Jploads (Attach Certificate of egistration, Trust deed and regulatior Jhecklist, etc) Allowed File Types: diffing,ng,bmp,gif,tiff,xls, dsx,doc,docx,jpg,bmp,txt)		Add File Remove File		
st Schedule Paragraphs *	Select V		Remarks *	(Maximum characters: 400) You have 400 characters left.

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

		ax Relief Scheme Certificate	
Applicant Type*	Agent ~		
Agent PIN*		Agent Name	
Taxpayer PIN*		Taxpayer Name	
	Appli	ication Information	
registration, Trust deed and regulati Checklist, etc) (Allowed File Types:		dd File Remove File	
pdf,jfif,png,bmp,gif,tiff,xls,			
(hidwed r lie types) add, fift, png, bmp, gift, fitf, xls, xlsx, doc, docx, jpg, bmp, txt) 1st Schedule Paragraphs *	✓Select		Select

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).





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KENYA REVENUE AUTHORITY	Tax Relief Scheme Acknowledgement Receipt	For General Tax Que Contact KRA Call C Tel: +254 (020) 499 Cell: +254(0711)09 Email: calloentre@kra.
w.kra.go.ke		_
Taxpayer PIN :	Acknowledgement Date :	22/03/2021
Name and Address :	Acknowledgement Number	. .

KRA202111404297

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

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

Section B : Tax Relief Application Details

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

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

7. 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".





ISO 9001:2015 CERTIFIED

KENTA KEVENUE	E TAX EXEMPTION CERTIFICATE	Contact KRA Call Centre Tel: +254 (020) 4999 999 Cell: +254(0711)099 999 Email: calicentre@kra.go.ke
www.kra.go.ke		
Taxpayer PIN :	Registration Certificate Date	22/03/2021
Name and Address :	Registration Certificate Num	iber :
	KRAITE00000004	
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 Withhoding 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 Aut	horized Signatory	
Contact Number		

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

KENYA REVENUE AUTHORITY	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@tra.go.ke
www.kra.go.ke		
Taxpayer PIN :	Rejection Noti	ce Date : 22/03/2021
Name and Address :	Rejection Notice	ce Number :
0000, Times Tower, NBI, Kilindini Dist PO Box:0000, Postal Code:00200	109306132 trict,	

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	
Ist Schedule Paragraphs Paragraph 12-The income of a registered pension scheme	
(b) Remarks :	



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

Welcome to iTax Online Service Area	FAQs Forms F	Report Problem Contact us Online Help iTax Videos
KENYA REVENUE AUTHORITY	/	e Tax Simple, Swift, Secure
Do you have a PIN?	iTax Online eServices	
Enter PIN/User ID •	PIN Checker To verify PIN, Click Here	ecker ax To verify a Withholding
Do you want to apply for a PIN?	Certificate/Excis Here	se License,Click
New PIN Registration To get a new PIN,Click Here	Status Checker To consult status of your applications,Click Here	Agent Checker To verify Witholding Agent, Click Here
Guidelines for PIN Registration	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.

Velcome to iTax Online Service Area	Checkers FAQs Forms Report Problem Contact us Online Help iTax Videos
KENYA REVENUE AUTHORITY	Tax Simple, Swith, Secure
THOME >> Authenticate TCC/Exemption Certificate/Excise License	
certificate/license Number,the system will generate and display the PIN Certificate/License Number in the input box below.	npliance Certificate (TCC)/Exemption Certificate/Excise License. By entering a N, Name of the Holder and the Certificate/License status.Please enter your xemption Certificate/Excise License
Type Of Certificate*	IT Exemption Certificate
Certificate/License Number	→
Security Stamp*	148 +13 ?
	Verify Back

END

