



## **STEP BY STEP GUIDE FOR APPLICATION OF TAX RELIEF SCHEMES**

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

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



3. On the registration form, your PIN and name will be auto populated. 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.

4. Select the appropriate 1<sup>st</sup> Schedule Paragraph that relates to your application from the drop-down menu.



Home Registration Returns Debt and Enforcement Payments Assessment Disputes Refund Certificates Useful Links  
e-Communication My Ledger Logout

Welcome [User Name] - Last Login : JUN 10, 2020 12:48:58

HOME Application for Tax Relief Scheme Certificate  
All fields marked with \* are mandatory

### Application for Tax Relief Scheme Certificate

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

#### Application Information

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

Choose File No ...sen Add File Remove File

1st Schedule Paragraphs\* Paragraph 12-The inc

Remarks\* we are a registered pension scheme.  
(Maximum characters: 400)  
You have 365 characters left.

Submit Cancel

5. 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).



www.kra.go.ke

### 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

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.

6. Once the task is approved, a system generated Income Tax Exemption certificate will be sent to the registered email address as evidence of registration with the Commissioner. The certificate can also be





# KENYA REVENUE AUTHORITY



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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**”

 <b>KENYA REVENUE AUTHORITY</b> <a href="http://www.kra.go.ke">www.kra.go.ke</a>		<b>INCOME TAX EXEMPTION CERTIFICATE</b>		Contact KRA Call Centre Tel: +254 (020) 4999 999 Cell: +254(0711)099 999 Email: callcentre@kra.go.ke	
<b>Taxpayer PIN :</b> [REDACTED]		<b>Registration Certificate Date :</b> 22/03/2021			
<b>Name and Address :</b> 0000, Times Tower, NBI, Nairobi North District, PO Box:0000, Postal Code:00200		<b>Registration Certificate Number :</b> KRAITE000000004			
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)					
<b>Section A : Approval Details</b>					
1st Schedule Paragraphs		Paragraph 13-The income of a registered trust scheme			
Effective Date of Registration		01/01/2018			
<b>Section B : Official KRA Representative</b>					
Name and Designation of Authorized Signatory		[REDACTED]			
Contact Number		[REDACTED]			

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

 <b>KENYA REVENUE AUTHORITY</b> <a href="http://www.kra.go.ke">www.kra.go.ke</a>		<b>Income Tax Exemption Rejection Notice</b>		For General Tax Questions Contact KRA Call Centre Tel: +254 (020) 4999 999 Cell: +254(0711)099 999 Email: callcentre@kra.go.ke	
<b>Taxpayer PIN :</b> [REDACTED]		<b>Rejection Notice Date :</b> 22/03/2021			
<b>Name and Address :</b> 0000, Times Tower, NBI, Kilindini District, PO Box:0000, Postal Code:00200		<b>Rejection Notice Number :</b> 109306132			
<b>Section A : Application Information</b>					
<b>Acknowledgement Number</b>		KRA202111404389			
<b>Acknowledgement Date</b>		22/03/2021			
<b>Section B : Rejection of Tax Relief Scheme Registration</b>					
[a] We regret to inform you that your request for registration of Income Tax Exemption has been rejected as mentioned below					
<b>1st Schedule Paragraphs</b>		Paragraph 12-The income of a registered pension scheme			
<b>[b] Remarks :</b>					





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

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**Do you have a PIN?**

Enter PIN/User ID \*

[Continue](#)

**Do you want to apply for a PIN?**

[REGISTER](#) 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.

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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\***