



STEP BY STEP GUIDE FOR APPLICATION OF TAX RELIEF SCHEMES

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

o you have a PIN?	iTax Online eServi	ces		
	PIN Checker	TCC/Exemp License Ch	otion/Excise	WHT Checker
Enter PIN/User ID* Password*	To verify PIN, Click Here	To verify your To compliance/Exe	ах	To verify a Withholding Certificate,Click Here
Virtual Keyboard Security Stamp* \$121 +77 128	Status Checker To consult status of your appl	ications,Click Here	Agent Chec To verify Withol	ker ding Agent, Click Here
Back Login	Control Unit Checker To verify Control Unit Serial N	lumber, Click Here		nber Checker I Unit Invoice Number, Click

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







		_ ISO 9001:2015 CERTIF.	TED
-	Amend PIN Details		Tax
65	Other Registration	Excise License	iTax)
VA	Consult of Taxpayer Register	Tax Relief Scheme	Simple, Swift, Secure
-1	Reprint PIN Certificate	Excise Services	unities, uniti, uscare
	Excise License Cancellation	Application for Destruction of Excisable Goods	
	Excise Services Cancellation		
Home	Transfer Excise License	Remission of Excise duty on Denatured Spirit	s Assessment Disputes Refund Certificates Useful Links
e-Comm	Withholding VAT Amendment	Import Certificate	
	Witholding VAT Cancellation	Tax Agent Registration	K Last Login : MAR 22, 2021 02:01:
	Tenant Withholding Agent Amendment	Tax Agent Cancellation	My Profile
	e-Reactivation	Management Of Sub Agent	i i i i i i i i i i i i i i i i i i i
	e-Dormance	e-Cancellation e-Dormance	Change Password View Profile My Ledger
	e-Cancellation		A Change rubbind a Pain France ing caager
	Opted Out Landlord Registration		
	Tax Representative Registration	e-Returns	e-Payments
	Tenant Withholding Agent Cancellation		i i i i i i i i i i i i i i i i i i i
	Register Property Details		
	Opted Out Tot Registration	Consult e-Returns	Payment Registration Consult Payments
		^	<u>^</u>

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.

Home Registration Returns	Debt and Enforcement	Payments	Assessment Disputes	Refund	Certificates	Useful Links
e-Communication My Ledger	Logout					
	Welcome		ii) - Last Login : JUN 10, 2	020 12:48:58		
Поме Application for Tax Relief Sc	heme Certificate					
All fields marked with * are mandator	У					
	Application for	or Tax Relief	Scheme Certificate			
Applicant Type*	Taxpayer 🗸	_				
Taxpayer PIN*		Ta	xpayer Name			
		Application Inf	ormation			
Uploads (Attach Certificate of registration, Trust deed and regulation, Checklist, etc) (Allowed File Types: pdf)fif.png.bmp.gif.tiff.xls, xlsx,doc.docx.jpg.bmp.txt)	Choose File ICPpdf		Remove File			
1st Schedule Paragraphs *	● Paragraph 12-The inc ▼	١		Remarks *	We are a reg pension scher (Maximum character You have 365	ie.
		Submit	incel			_

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





PUBLIC

Home Registration Returns	Debt and Enforcement	Payments	Assessment Disputes	Refund	Certificates	Useful Links
e-Communication My Ledger	Logout					
	Le Welcome		- Last Login : JUN 10, 2	2020 12:48:58		
THOME Application for Tax Relief Sc	heme Certificate					
All fields marked with * are mandator	ry					
	Application f	or Tax Relie	f Scheme Certificate			
Applicant Type*	Taxpaye 🗸 🗸					
Taxpayer PIN*		Т	axpayer Name			
		Application In	formation			
Uploads (Attach Certificate of registration, Trust deed and regulation, Checklist, etc) (Allowed File Types: pdf.fif.gng.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 reg pension scher (Maximum character You have 365	ne.
-L		Submit C	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).

KENYA REVENUE AUTHORITY	Tax Relief Sch Acknowledgemen		For General Tax Questions Contact KRA Call Centre Tel: +254 (020) 4999 999 Cell: +254(0711)099 999 Email: calicentre@kra.go.ke
ww.kra.go.ke			
Taxpayer PIN :	A	cknowledgement Date :	22/03/2021
Name and Address :		cknowledgement Number RA202111404297	r:
0000, Times Tower, NBI, Nairobi East District, PO Box:0000, Postal Code:00200			
	Section A : Applican	t Information	
Applicant Type	Taxpayer		
Applicant Name			
Email Address	N.A.		
Applicant PIN			
	Section B : Tax Relief Ap	plication Details	
1st Schedule Paragraphs	Paragraph 12-The income of	of a registered pension sch	eme

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





ISO 9001:2015 CERTIFIED 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**"

KENYA REVENUE AUTHORITY	INCOME TAX EXEMPTION CERTIFICATE	Contact KRA Call Centre Tel: +254 (020) 4999 999 Cell: +254(0711)099 999 Email: callcentre@kra.go.ks
www.kra.go.ke		
Taxpayer PIN :	Registration Certit	ficate Date : 22/03/2021
Name and Address :	Registration Certi	ficate Number :
	KRAITE00000004	
0000, Times Tower, NBI, Nairobi PO Box:0000, Postal Code:00200	North District,	

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	01/01/2018	
Section B : Official KRA Representative			
Name and Designation of Authorized Signatory			
Contact Number			

7. 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 Centrs Tel: +254 (020) 4999 999 Call: +254(0711)999 999 Email: callcentre@kra.go.ke
www.kra.go.ke		
Taxpayer PIN : Name and Address : 0000, Times Tower, NBI, Kilindini I PO Box:0000, Postal Code:00200	Rejection Noti Rejection Noti 109306132 District,	
	Section A : Application Informatio	n
Acknowledgement Number	Section A : Application Informatio KRA202111404389	n
		n
Acknowledgement Number Acknowledgement Date	KRA202111404389	
Acknowledgement Number Acknowledgement Date Section B (a) We regret to Inform you that y	KRA202111404389 22/03/2021	Registration
Acknowledgement Number Acknowledgement Date Section B	KRA202111404389 22/03/2021 : Rejection of Tax Relief Scheme F rour request for registration of income Tax	Registration





PUBLIC

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

welcome to Hax Unline Service Area	rads roms report ribbi	em Contact us Online Help Hax videos
KENYA REVENUE AUTHORITY	/ ~	Tax Simple, Swith, Secure
Do you have a PIN?	iTax Online eServices	
Enter PIN/User ID *	PIN Checker To verify PIN, Click Here To verify PIN, Click Here	WHT Checker
Do you want to apply for a PIN?	compliance/Exemption Certificate/Excise License,C Here	Certificate,Click Here
New PIN Registration To get a new PIN, Click Here	C	Checker Vitholding Agent,Click Here
Guidelines for PIN Registration	Central I Init Checker	Number Checker Control Unit Invoice Number, Click

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
KENYA REVENUE AUTHORITY	Tax simple, Switt, Secure
THOME >> Authenticate TCC/Exemption Certificate/Excise License	
The Certificate Checker allows you to confirm the validity of a Tax Compliance C certificate/license Number, the system will generate and display the PIN, Name of Certificate/License Number in the input box below. Authenticate TCC/Exemption	f the Holder and the Certificate/License status.Please enter your
	T Exemption Certificate
Certificate/License Number	
Security Stamp*	▲ 148 +13?
Verify	Back

END



Tulipe Ushuru, Tujitegemee!