



STEP BY STEP GUIDE ON HOW TO APPLY FOR WITHHOLDING VAT EXEMPTION

The Finance Act 2023 introduced Exemption from Withholding VAT of registered manufacturers whose value of investment in the preceding three years from 1st July, 2022 is at least three billion. The effective date of this change is 1st July 2023.

The application process is available on the iTax portal. Upon approval at the respective Tax Service Office, the system will generate a withholding VAT exemption certificate which will be communicated to your iTax registered email address.

STEPS:

1. Log into your iTax profile via the url itax.kra.go.ke
2. Select **Registration** >> **Other Registration** >> **VAT WHT Exemption**



3. The system will display the application form as shown below:



Application for VAT Withholding Exemption

Application Information	
Applicant Type*	Taxpayer
Taxpayer PIN*	[Redacted]
Taxpayer Name	[Redacted]
Exemption Type*	VAT WHT Exemption
Investment Amount for Period between 1st July 2019 and 30th June 2022*	[Empty]
Upload Evidence of Investment Documents* (Allowed File Types: pdf, jiff, png, bmp, gif, tiff, xls, xlsx, doc, docx, jpg, bmp, txt)	Choose File No ...sen
Remarks *	[Empty]
(Maximum Characters: 400) You have 400 characters left.	
Submit Cancel	

NB: The system will progress to this stage if a valid Tax Compliance Certificate exists. For applicants without a valid TCC, the system will display the message below:



HOME >> Warning Message



Not eligible to apply for the VAT Withholding Tax Exemption, taxpayer does not a valid TCC.

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4. Fill in all the sections marked with the red asterisks (numbered 1 to 4). These are mandatory fields.

Application for VAT Withholding Exemption	
Application Information	
Applicant Type*	Taxpayer
Taxpayer PIN*	[Redacted]
Taxpayer Name	[Redacted]
Exemption Type* 1	VAT WHT Exemption
Investment Amount for Period between 1st July 2019 and 30th June 2022*	[Empty] 2
Upload Evidence of Investment Documents* (Allowed File Types: pdf, jiff, png, bmp, gif, tiff, xls, xlsx, doc, docx, jpg, bmp, txt)	Choose File No ...sen 3
Remarks * 4	[Empty]
(Maximum Characters: 400) You have 400 characters left.	
Submit Cancel	



5. Click on the submit button. The system will generate an acknowledgement receipt like the sample below:

HOME

VAT Withholding Exemption Tax Application has been submitted successfully
Acknowledgement Number : KRA2023 [REDACTED]

[Click here to download Acknowledgement Receipt](#)

 KENYA REVENUE AUTHORITY
www.kra.go.ke

VAT Withholding Tax Exemption 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] Acknowledgement Date 04/10/2023
Name and Address : [REDACTED] Acknowledgement Number KRA2023 [REDACTED]



Applicant Information	
Applicant Type	Taxpayer
Applicant Name	[REDACTED]
Email Address	[REDACTED]
Applicant PIN	[REDACTED]

Exemption Information	
Exemption Type	VAT Withholding Exemption

Note : This is to acknowledge receipt of your application for VAT Withholding Tax Exemption through KRA Web Portal. This application will be forwarded to the concerned area officer for further processing.

6. The application will require an approval at the respective Tax Service Office. Once approved, the system will generate a withholding VAT exemption certificate. Below is a sample of the certificate:



www.kra.go.ke

**VAT Withholding Tax
Exemption Certificate**

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]

Certificate Date 04/10/2023

Name and Address :



Certificate Number

KRAVWE0 [REDACTED]



This is to Certify that the VAT of [REDACTED] is exempted from VAT Withholding, effective from 04/10/2023.

Exemption Information	
Exemption Type	VAT Withholding Tax Exemption for a registered manufacturer whose value of investment for the preceding three years before 1st July 2022 is at least KES 3 Billion.
Exemption Effective From Date	04/10/2023
Remarks	[REDACTED]
Approval Officer Name	[REDACTED]

7. Upon rejection of the application, the system will communicate a rejection notice to your registered email address with the reason for rejection. Below is a sample rejection notification.



www.kra.go.ke

**VAT Withholding Tax
Exemption Rejection Notice**

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)499 999
Email: callcentre@kra.go.ke

Taxpayer PIN : [REDACTED]

Rejection Date 04/10/2023

Name and Address :



Notice Number

280 [REDACTED]



Application information

Acknowledgement Number	KRA202: [REDACTED]
Acknowledgement Date	04/10/2023

Rejection of VAT Withholding Tax Exemption

(a) We regret to inform you that VAT Withholding Tax Exemption has been rejected as mentioned	
Exemption type	VAT Withholding Tax Exemption for a registered manufacturer whose value of investment for the preceding three years before 1st July 2022 is at least KES 3 Billion.
(b) Reason for Rejection:	
[REDACTED]	
Rejection Officer Name	[REDACTED]

For any queries, please contact Head of Tax Service Office, Kisii. In the event you are not satisfied by this decision, you may reapply.

****END****