

# STEP BY STEP GUIDE FOR APPLICATION OF PIN WITHOUT OBLIGATION (PWO)

## 1.1 Introduction

iTax has been enhanced to enable Individual Taxpayers (both Residents and Non-Kenyan Non-Residents) to generate a PIN with No Obligation. This is an initiative aimed at enhancing the integrity of the taxpayer register to facilitate a certain category of taxpayers who may not be engaged in gainful and taxable activities but still require a PIN (e.g. Students that need a PIN to access Higher Education Loans, Diplomats).

## Points to Note:

- (i) The holders of this category of PIN will not be required to file returns.
- (ii) Once a holder of PIN with No Obligation engages in taxable activities, he/she will be required to amend the PIN and add the relevant tax obligations.
- (iii) Development is still ongoing for taxpayers who already have a PIN with Obligations and who wish to transition to 'PIN with No Obligation'.

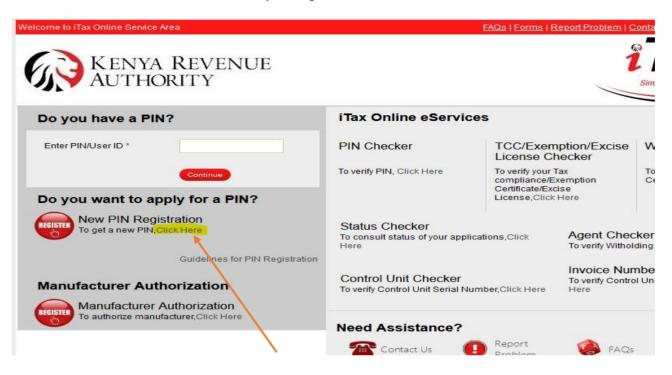
## 2.0 Application for PIN –Kenyan Resident.

You will need a National Identity card for application.

1. Go to the iTax Portal and select the option 'New PIN registration'.

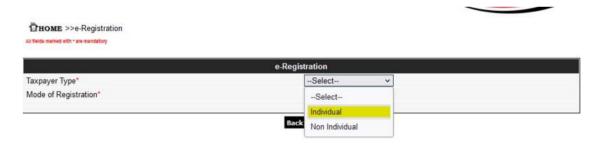
#### **PUBLIC**





2. A page with drop down menus will appear. Select the options as listed below:

## Taxpayer type: Individual



# Mode of registration: Online form



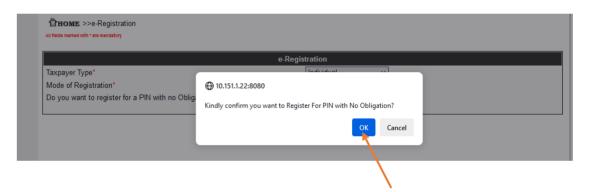
Do you want to register for a PWO: Yes

A pop-up with Obligation Information will appear. Read the contents, then Close it and click Next.

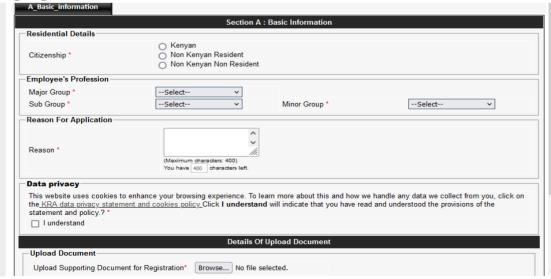




Another pop-up confirming the type of PIN registration will appear.



3. The registration form will appear. This form requires you to fill in your residential status, National ID, profession, physical and postal address and your contact information. You are required to fill in each field highlighted with a red asterisk.





- a) Residential Status: Select **Kenyan**.
   When citizenship is selected, additional information on the form will populate.
- b) Employee's Profession: Options are provided in the drop-down menus. Select whatever applies to you.
- c) National ID details: Fill in the National Identity Number
- d) Individual Data: Fill in the Date of Birth as per the ID and the remaining particulars will auto-fill.



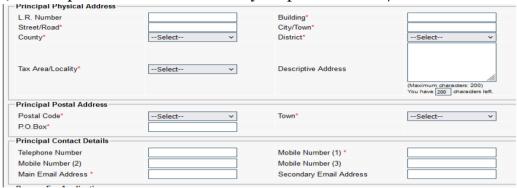
Once the National ID and date of birth have been filled in, the particulars of the parents will automatically populate.



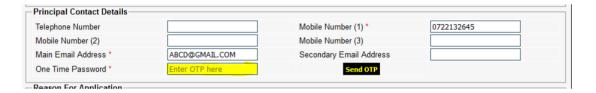


e) Principal Physical Address: Fill in your building, street and town. For the county, district and tax locality, choose from the options on the drop down menu.

f) Principal Postal Address: Fill in your postal address/P.O.Box.



g) Principal Contact Details: Fill in your phone number(s). After filling your email address, click on Send OTP. A One Time Password (OTP) will be sent to the email for verification.



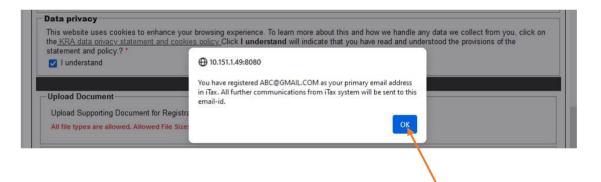
- h) Reason for application: Fill in your reason for wanting a PIN
- i) Data privacy: Read the data privacy clause and then check the box.
- j) Document upload: Upload any document that supports your registration.



ISO 9001:2015 CERTIFIED

Reason For Application	
Reason *	(Maximum characters: 400) You have 400 characters left.
Data privacy	
This website uses cookies to enhance your browsing experience. To learn more about this and how we handle any data we collect from you, click on the <u>KRA data privacy statement and cookies policy</u> . Click I understand will indicate that you have read and understood the provisions of the statement and policy.? *	
☐ I understand	
Details Of Upload Document	
Upload Document	
Upload Supporting Document for Registration*   Browse No file selected.	
All file types are allowed. Allowed File Size:-5 MB	
87 +8?	
Submit	
Cancel	

Submit: upon submission, there will be a pop up of confirmation of the registered email.



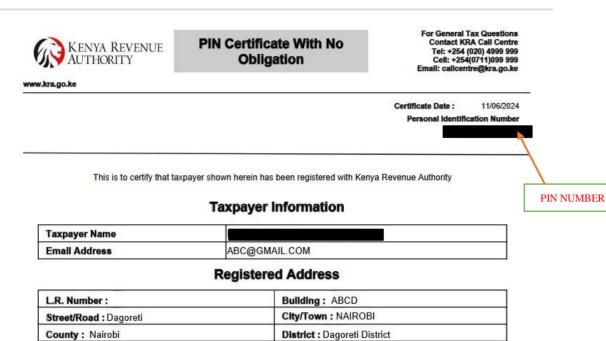
## Download the PIN certificate.



The PIN number will be a unique 11 character number starting with A and ending with a letter, found at the top right corner.

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Station: West of Nairobi
Postal Code: 00100

# 2.0 Application for PIN – Non Kenyan Non-Resident (Diplomats)

To generate a PIN with No Obligation for a Non-Kenyan Non-Resident (Diplomats), kindly follow the steps below:

1. Go to the iTax portal, itax.kra.go.ke

Tax Area: Dagoretti

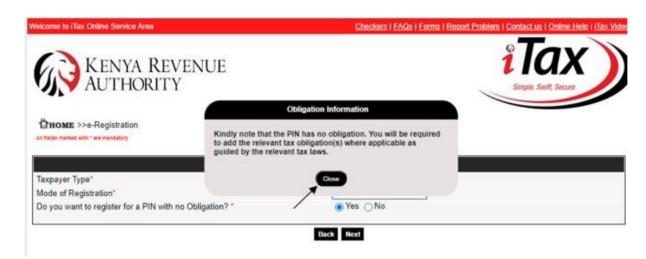
P. O. Box: 123

2. On the home page, click on >> Register button under Do you want to apply for a PIN?

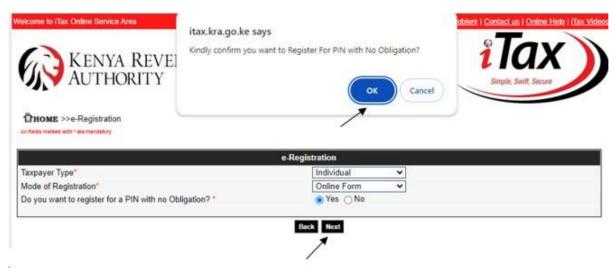




- 3. On the e-Registration page select Individual for Taxpayer type >> Select Online Form for Mode of Registration >> Select **Yes** for query Do you want to register for a PIN with no Obligation?
- 4. There will be a pop up message on the Obligation Information, click close >> Click next>> Click ok on the confirmation pop up message

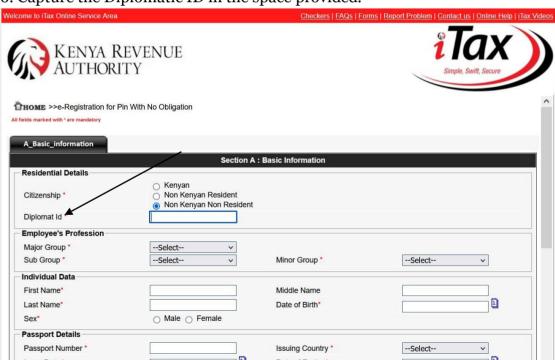






5. On the e-Registration for Pin with No Obligation page >>select citizenship Non-Kenyan Non-Resident

6. Capture the Diplomatic ID in the space provided.



6. Once selected other basic Information fields will be activated>> select Employee's Profession>> then Key in>> Individual Data>> Passport Details>> Principal Physical Address>> Reason For Application>> Click on I understand to consent to the Data privacy statement>> Upload Supporting Document for Registration>> Enter the One Time Password to verify the registered email>> then Click on submit





For Non- Residents, the application is subject to approval by authorised staff to whom your application will be automatically assigned.

**Note:** Following an approval, an email will be sent by the system with the PIN details. Upon a rejection, remarks entered by the processing officer will be automatically sent to the applicant's registered email.

# **END**