



## 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**'.



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**Do you have a PIN?**

Enter PIN/User ID \*

[Continue](#)

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

**New PIN Registration**  
To get a new PIN, [Click Here](#)

[Guidelines for PIN Registration](#)

**Manufacturer Authorization**

**Manufacturer Authorization**  
To authorize manufacturer, [Click Here](#)

**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](#)

**Status Checker**  
To consult status of your applications, [Click Here](#)

**Agent Checker**  
To verify Withholding

**Control Unit Checker**  
To verify Control Unit Serial Number, [Click Here](#)

**Invoice Number Checker**  
To verify Control Unit

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

Taxpayer type: **Individual**

[HOME](#) >> e-Registration  
All fields marked with \* are mandatory

**e-Registration**

Taxpayer Type\*

Mode of Registration\*

[Back](#)

Mode of registration: **Online form**

[HOME](#) >> e-Registration  
All fields marked with \* are mandatory

**e-Registration**

Taxpayer Type\*

Mode of Registration\*

Do you want to register for a PIN with no Obligation? \*

[Back](#)

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.



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**HOME >> e-Registration**  
All fields marked with \* are mandatory

**Obligation Information**

Kindly note that the PIN has no obligation. You will be required to add the relevant tax obligation(s) where applicable as guided by the relevant tax laws.

Close

Taxpayer Type\*

Mode of Registration\*

Do you want to register for a PIN with no Obligation? \*

☒ Yes ☐ No

Back Next

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

**HOME >> e-Registration**  
All fields marked with \* are mandatory

**e-Registration**

Taxpayer Type\*

Mode of Registration\*

Do you want to register for a PIN with no Obligation?

10.151.1.22:8080

Kindly confirm you want to Register For PIN with No Obligation?

OK Cancel

- 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 Basic information**

**Section A : Basic Information**

**Residential Details**

Citizenship \*

☐ Kenyan  
☐ Non Kenyan Resident  
☐ Non Kenyan Non Resident

**Employee's Profession**

Major Group \* --Select--

Sub Group \* --Select--

Minor Group \* --Select--

**Reason For Application**

Reason \*

(Maximum characters: 400)  
You have 400 characters left.

**Data privacy**

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☐ I understand


**Details Of Upload Document**

**Upload Document**


Upload Supporting Document for Registration\*  No file selected.



- 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.



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A\_Basic\_information

Section A : Basic Information

Residential Details

Citizenship \*  
☒ Kenyan  
☐ Non Kenyan Resident  
☐ Non Kenyan Non Resident

Employee's Profession

Major Group \*  
71-Students  
Sub Group \*  
714-Degree  
Minor Group \*  
7114-6 years

National Id. Details

National Id. Number \*  
Issue Date  
23/2/2007  
Issue Place  
FUNYULA

Individual Data

First Name  
Middle Name  
Last Name  
Date of Birth \*  
01/07/1939  
Place of Birth  
9250  
Sex  
☐ Male ☒ Female  
Marital Status

Particulars of Father

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

Particulars of Father

National Id. Number  
Middle Name  
Date of Birth  
First Name  
Last Name  
Place of Birth

Particulars of Mother

National Id. Number  
Middle Name  
Date of Birth  
First Name  
Last Name  
Place of Birth

Particulars of Spouse

National Id. Number  
Middle Name  
Date of Birth  
First Name  
Last Name  
Place of Birth

Particulars of Spouse Address



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.

<b>Principal Physical Address</b>			
L.R. Number	<input type="text"/>	Building*	<input type="text"/>
Street/Road*	<input type="text"/>	City/Town*	<input type="text"/>
County*	--Select--	District*	--Select--
Tax Area/Locality*	--Select--	Descriptive Address	<input type="text"/>
			<small>(Maximum characters: 200) You have 200 characters left.</small>
<b>Principal Postal Address</b>			
Postal Code*	--Select--	Town*	--Select--
P.O.Box*	<input type="text"/>		
<b>Principal Contact Details</b>			
Telephone Number	<input type="text"/>	Mobile Number (1) *	<input type="text"/>
Mobile Number (2)	<input type="text"/>	Mobile Number (3)	<input type="text"/>
Main Email Address *	<input type="text"/>	Secondary Email Address	<input type="text"/>

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.

<b>Principal Contact Details</b>			
Telephone Number	<input type="text"/>	Mobile Number (1) *	<input type="text" value="0722132645"/>
Mobile Number (2)	<input type="text"/>	Mobile Number (3)	<input type="text"/>
Main Email Address *	<input type="text" value="ABCD@GMAIL.COM"/>	Secondary Email Address	<input type="text"/>
One Time Password *	<input type="text" value="Enter OTP here"/>	<input type="button" value="Send OTP"/>	

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.



**Reason For Application**

Reason \*

(Maximum characters: 400)  
You have 400 characters left.

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☐ I understand

**Details Of Upload Document**

**Upload Document**

Upload Supporting Document for Registration\*  No file selected.

All file types are allowed. Allowed File Size:-5 MB

87 + 8 ?

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

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☒ I understand

**Upload Document**

Upload Supporting Document for Registration\*  No file selected.

All file types are allowed. Allowed File Size:-5 MB

10.151.149:8080

You have registered ABC@GMAIL.COM as your primary email address in iTax. All further communications from iTax system will be sent to this email-id.

Download the PIN certificate.

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**e-Registration**

Registration Application has been Submitted Successfully.

Personal Identification Number : A020828302W

[Click here to download PIN Certificate](#)

Your PIN is now active in iTax system. Login into system using credentials sent to your registered email id : ABC@GMAIL.COM

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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www.kra.go.ke

## PIN Certificate With No Obligation

For General Tax Questions  
Contact KRA Call Centre  
Tel: +254 (020) 4999 999  
Cell: +254(0711)099 999  
Email: callcentre@kra.go.ke

Certificate Date : 11/06/2024

Personal Identification Number

[REDACTED]

This is to certify that taxpayer shown herein has been registered with Kenya Revenue Authority

### Taxpayer Information

Taxpayer Name	[REDACTED]
Email Address	ABC@GMAIL.COM

### Registered Address

L.R. Number :	Building : ABCD
Street/Road : Dagoreti	City/Town : NAIROBI
County : Nairobi	District : Dagoreti District
Tax Area : Dagoretti	Station : West of Nairobi
P. O. Box : 123	Postal Code : 00100

PIN NUMBER


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



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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](#)

**Manufacturer Authorization**

[REGISTER](#) Manufacturer Authorization  
To authorize manufacturer, Click Here

**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


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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

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[HOME](#) >> e-Registration  
All fields marked with \* are mandatory

**Obligation Information**

Kindly note that the PIN has no obligation. You will be required to add the relevant tax obligation(s) where applicable as guided by the relevant tax laws.

[Close](#)

Taxpayer Type\*  
Mode of Registration\*  
Do you want to register for a PIN with no Obligation? \*

☒ Yes ☐ No

[Back](#) [Next](#)





Welcome to iTax Online Service Area

itax.kra.go.ke says

Kindly confirm you want to Register For PIN with No Obligation?

OK Cancel

**KENYA REVENUE AUTHORITY**

HOME >> e-Registration

All fields marked with \* are mandatory.

**e-Registration**

Taxpayer Type\* Individual

Mode of Registration\* Online Form

Do you want to register for a PIN with no Obligation? \* ☒ Yes ☐ No

Back Next

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.

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**KENYA REVENUE AUTHORITY**

HOME >> e-Registration for Pin With No Obligation

All fields marked with \* are mandatory

**A\_Basic\_information**

**Section A : Basic Information**

**Residential Details**

Citizenship \* ☐ Kenyan ☐ Non Kenyan Resident ☒ Non Kenyan Non Resident

Diplomat Id

**Employee's Profession**

Major Group \* --Select--

Sub Group \* --Select--

Minor Group \* --Select--

**Individual Data**

First Name\*

Middle Name

Last Name\*

Date of Birth\*

Sex\* ☐ Male ☐ Female

**Passport Details**

Passport Number \*

Issuing Country \* --Select--

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



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### Section A : Basic Information

**Residential Details**

Citizenship \*  
☐ Kenyan  
☐ Non Kenyan Resident  
☒ Non Kenyan Non Resident

Diplomat Id \*  
123456

**Employee's Profession**

Major Group \*  
12-Professionals

Sub Group \*  
131-Process control

Minor Group \*  
1314-Petroleum and

**Individual Data**

First Name \*  
MARTIN

Middle Name  
PETER

Last Name \*  
WILLIAM

Date of Birth \*  
15/05/1992

Sex \*  
☒ Male ☐ Female

**Passport Details**

Passport Number \*  
A123456789

Issuing Country \*  
NEW ZEALAND

Issue Date \*  
11/05/2024

Date of Expiry \*  
11/05/2029

**Principal Physical Address**

Address Line1 \*  
T ROAD, 116 XYZ  
VIEW

Address Line2  
Maximum characters: 100  
You have 100 characters left

Address Line3  
Maximum characters: 100

Country \*  
NEW ZEALAND

**Principal Contact Details**

Telephone Number  
Mobile Number (1) \*  
0712050050

Mobile Number (2)  
Mobile Number (3)

Main Email Address \*  
MAPEVM@GMAIL.COM

Secondary Email Address  
Send OTP

One Time Password \*  
1234

**Reason For Application**

Reason \*  
Applicant is a  
UN official

Maximum characters: 400  
You have 400 characters left

**Data privacy**

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☒ I understand

### Details Of Upload Document

**Upload Document**

Upload Supporting Document for Registration\*  Documents.docx

All file types are allowed. Allowed File Size: 5 MB

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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**