

DOMESTIC TAXES DEPARTMENT

BUSINESS TRANSFORMATION OFFICE

**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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KENYA REVENUE AUTHORITY

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

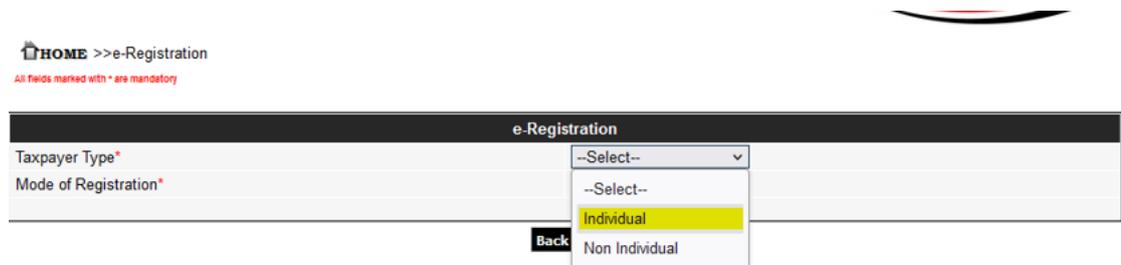
PIN Checker To verify PIN, Click Here	TCC/Exemption/Excise License Checker To verify your Tax compliance/Exemption Certificate/Excise License, Click Here
Status Checker To consult status of your applications, Click Here	Agent Checker To verify Withholding
Control Unit Checker To verify Control Unit Serial Number, Click Here	Invoice Number Checker To verify Control Unit

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- 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

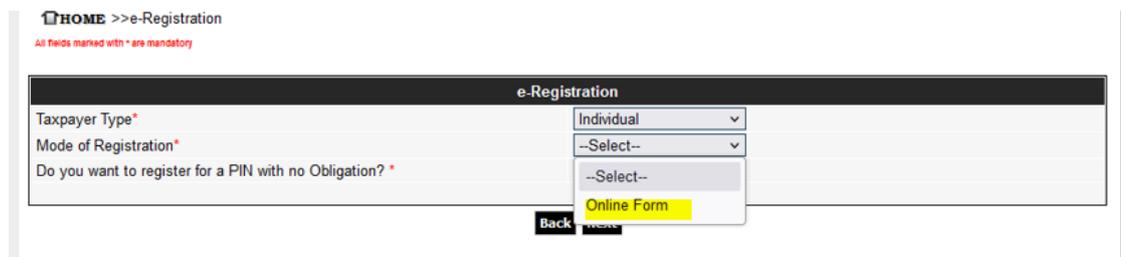
e-Registration

Taxpayer Type*	--Select--
Mode of Registration*	--Select--

Back

Individual
Non Individual

Mode of registration: **Online form**



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

e-Registration

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

Back

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.



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KENYA REVENUE AUTHORITY **iTax**
Simple, Swift, Secure

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.

The screenshot shows the 'iTax' portal interface. At the top left is the Kenya Revenue Authority logo. At the top right is the 'iTax' logo with the tagline 'Simple, Swift, Secure'. Below the logos is a tab labeled 'A_Basic_information'. The main form area is titled 'Section A : Basic Information' and contains several sections: 'Residential Details' with radio buttons for 'Kenyan' (selected), 'Non Kenyan Resident', and 'Non Kenyan Non Resident'; 'Employee's Profession' with dropdown menus for 'Major Group' (71-Students), 'Sub Group' (714-Degree), and 'Minor Group' (7114-6 years); 'National Id. Details' with text boxes for 'National Id. Number', 'Issue Date' (23/2/2007), and 'Issue Place' (FUNYULA); 'Individual Data' with text boxes for 'First Name', 'Middle Name', 'Last Name', 'Date of Birth' (01/07/1939), 'Place of Birth' (9250), and 'Sex' (Female selected); and 'Particulars of Father' which is currently empty.

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

This section shows three empty form blocks for parental information. Each block has four text input fields: 'National Id. Number', 'Middle Name', 'Date of Birth', and 'Place of Birth' on the left; and 'First Name', 'Last Name', and 'Place of Birth' on the right. The 'Particulars of Father' block is at the top, followed by 'Particulars of Mother', and 'Particulars of Spouse' at the bottom.



- 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.

Principal Physical Address			
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>
Principal Postal Address			
Postal Code*	--Select--	Town*	--Select--
P.O Box*	<input type="text"/>		
Principal Contact Details			
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.

Principal Contact Details			
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"/>	
Reason For Application			

- 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

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

10.151.1.49:8080
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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iTax
Simple, Swift, Secure

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.



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

www.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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KENYA REVENUE AUTHORITY

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](#)

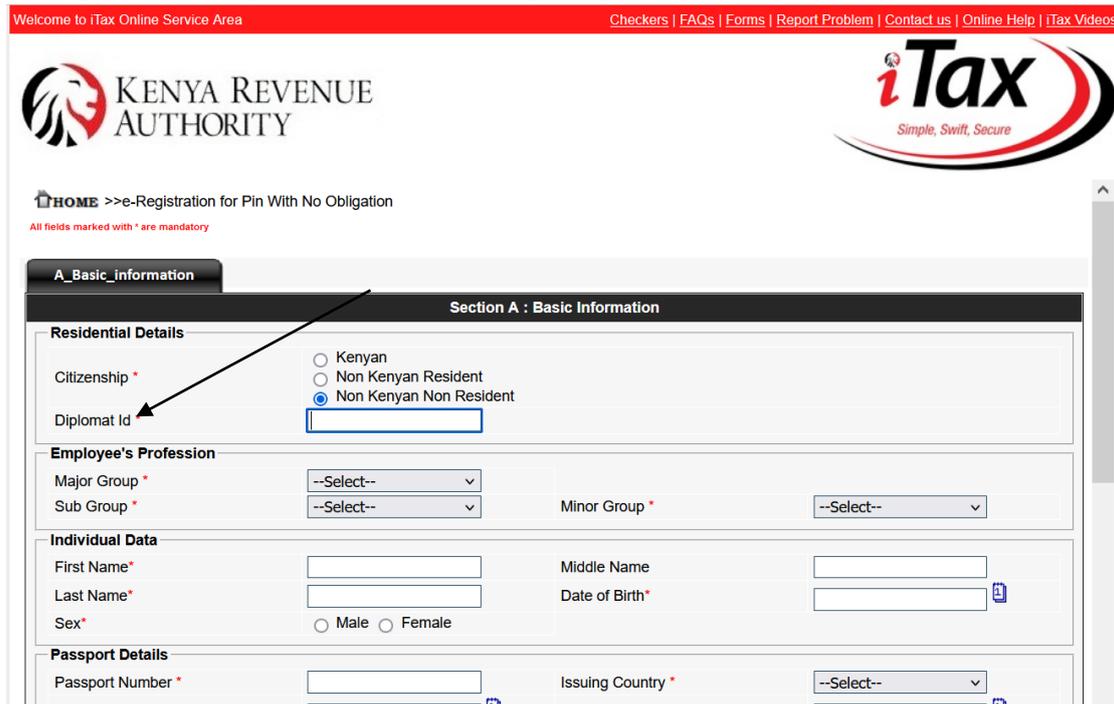
Taxpayer Type*
Mode of Registration*
Do you want to register for a PIN with no Obligation? * Yes No

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



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



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Section A : Basic Information

Residential Details

Citizenship *
 Kenyan
 Non Kenyan Resident
 Non Kenyan Non Resident

Diplomat Id *

Employee's Profession

Major Group *

Sub Group *

Minor Group *

Individual Data

First Name *

Middle Name

Last Name *

Date of Birth *

Sex *
 Male Female

Passport Details

Passport Number *

Issuing Country *

Issue Date *

Date of Expiry *

Principal Physical Address

Address Line1 *

Address Line2

Address Line3

Country *

Principal Contact Details

Telephone Number

Mobile Number (1) *

Mobile Number (2)

Mobile Number (3)

Main Email Address *

Secondary Email Address

One Time Password *

Reason For Application

Reason *

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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

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