



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

PUBLIC

DOMESTIC TAXES DEPARTMENT REQUIREMENTS FOR LICENCING EXCISABLE GOODS MANUFACTURERS

Name of Applicant PIN No.....

1. Application to be done on itax (**Registration -Other registration - Excise License**)
2. Detailed Manufacturing process flow chart
3. Certificate of Incorporation/registration
4. Copies of PIN & Tax Compliance Certificate for;
 - a) Company
 - b) Director / owner
5. Details of Bankers and Name(s) of Bank, Branches, Account Numbers of
 - a) Company (**certified by bank**)
 - b) Director / owner (**certified by bank**)
6. Copy of other agencies valid permits:
 - a) KEBS Certificate of Compliance with Standards for all brands
 - b) Public Health (where applicable)
 - c) NEMA License (Plastics)
 - d) Business Permit (All)
7. Lease/ Tenancy agreement
8. Brand Details (**should include barcodes, package quantity, contact/location of factory**)
9. Evidence of signage i.e. Excise premise should be clearly labelled
10. Provide a detailed sketch / route map showing physical location of the factory
11. Proof of maintenance of proper records for accounting of: Raw materials, Finished Products, Wastages, Purchases, Sales and Deliveries
12. Valid Security bond for the protection of excise duty
13. Inspection Report of premises (by KRA)

REQUIREMENTS FOR ALCOHOLIC BEVERAGES/TOBACCO & TOBACCO PRODUCTS

- a Installation of Flow meters of a specification acceptable to KRA
- b Infrastructure to support installation of Excisable Goods Management System (Excise stamps application and Production Accounting) as shall be prescribed By KRA.
- c Copy of Valid **NACADA** Liquor license and distribution license from county
- d Clearance from **MOH** (Tobacco and Tobacco products, signage and warnings)

Taxpayer: I have submitted all of the above (-ticked) documents to KRA

Name:Signature

Phone Number..... Official Stamp/ Seal of the company.....

Tulipe Ushuru Tujitegemee!



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