



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)

Vertical grid of empty boxes for marking requirements.

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)

Vertical grid of empty boxes for marking requirements.

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

Name:Signature

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



KENYA REVENUE
AUTHORITY

ISO 9001:2015 CERTIFIED

PUBLIC

Tuliye Ushuru Tujitegemee!