



KENYA REVENUE AUTHORITY

ISO 9001:2008 CERTIFIED

LARGE TAXPAYERS OFFICE

lto@kra.go.ke

11th January 2012

((Address))

Dear Sir/Madam,

RE: ONLINE REGISTRATION PROCEDURE

The Large Taxpayers Office (LTO) would like to take this opportunity to wish you happy and prosperous 2012. We look forward to the growth of a mutually beneficial relationship. It is in this regard that we wish to refresh your knowledge on the procedure of online registration as well as the various tax obligations and their relevance.

For a step by step guide on the online registration procedure kindly log onto our website www.kra.go.ke. Under the main menu bar click on the **Large Taxpayers Office** icon which will have a drop down menu. Click on the second item reading **News** which will have another drop down menu on its right and finally click on the last item which reads **Online Registration Guide**. This will give you a simplified guide on online registration.

Tax Obligation selection and relevance;

- ✚ For payments of individual tax select: **Income Tax Individual – IT1.**
- ✚ To make annual returns for companies select: **Income Tax Company – IT2C.**
- ✚ For Annual income tax return for partnerships select **Income Tax Partnership – IT2P.**
- ✚ For payments of Value Added Tax (VAT) select **VAT 3:** to file your monthly VAT return.
- ✚ For Standard Levy payments select **Standard Levy.** This is collected from manufacturers on behalf of Kenya Bureau of Standards (KEBS).
- ✚ For Sugar Development Levy select **Sugar Development levy.** The levy is paid by manufacturers and importers of sugar and collected on behalf of Kenya Sugar Board (KSB).
- ✚ For payments on leaseholds land select **Land Rent.**
- ✚ Taxpayers who consume imported services should select **Imported Services VAT – VAT 7.**
- ✚ When making returns on withholding taxes, select **Income Tax Withholding.**

Tulipe Ushuru Tujitegeme!


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May you need further clarification please do not hesitate to get in touch with your relationship manager.

Once again, we wish you and look forward to a fruitful year.

Yours faithfully,

for 

C.W Giteru
Deputy Commissioner

Taxpayer Services - Large Taxpayers office