

## **Documents to be attached to the Application for Income Tax Exemption Status (Non-Individual)**

1. A letter of application for Income Tax Exemption status.
2. Returns of income and audited accounts.
3. Copy of the banks statements.
4. Constitution or Trust Deed.
5. A letter from the provincial administration stating the activities carried out by the organization.
6. Registration Certificate.
7. PIN Certificate.
8. Evidence of the projects carried out for the last 3 years.
9. Any other information in support of the application.

## **Documents for Renewal Cases**

1. A letter of application for Income Tax.
2. Exemption Status.
3. Returns of Income and audited accounts.
4. Copy of the bank statements.
5. Evidence of the project carried out for the last 3 years.
6. Any other information in support of the application.
7. Copy of the expired certificate.

**Disclaimer:** Taxpayers are notified that KRA will not accept responsibility for payments not received, credited and validated in the relevant Kenya Revenue Authority accounts **Contact Centre:** +254 (020) 4 999 999, +254 (0711) 099 999, Email: [callcentre@kra.go.ke](mailto:callcentre@kra.go.ke) **Complaints & Information Center:** +254 (0) 20 281 7700 (Hotline), Email: [cic@kra.go.ke](mailto:cic@kra.go.ke)