

ISO 9001:2008 CERTIFIED
CLAIM FOR REFUND OF VALUE ADDED TAX

For Official Use Only

Claim No.

Date received

PART 1: Instructions

Please read the notes below before completing this form.

- 1.1 You are required to attach copies of the following documents/form
 - VAT 3, VAT 3A, VAT 3B
 - Withholding VAT Certificates
- 1.2 Claims for amounts of one million shillings or more (Kshs.1, 000,000 +) must be accompanied by an Auditor's Certificate.
- 1.3 The declaration under Part 5 must be signed by a person of sufficient rank not below Finance Manager, Head of Finance or Company Director Level, Tax Agents and auditors are not eligible to sign the declaration.

PART 2 Claimant's Details

2.1 Registered name of Claimant

2.2 Personal Identification Number

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2.3 Postal address

2.4 Telephone number(s)

2.5 Email Address

PART 3: Claim details

3.1 Claim period: *From (Month & Year)to
(Claim period refers to complete month(s). VAT 3A for each period/month must be attached)

3.2 Reason(s) leading to claim (select/tick below)

a	Zero rating	
b	Withholding VAT	
c	Tax paid in error	
d	Other*	

(*For "other" reasons, please give detailed below)

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- 3.3 Amount claimed
 a) in words

 b) in figures: Kshs.

PART 4 *Bank details*

Account Name	
Account Number	
Bank Name	
Bank Branch	
City/Town	

PART 5: *Declaration*

I certify that the Value Added Tax claimed above is properly refundable as stated in this document and is in conformity with the law.

Name

ID No.

Company

Designation

Signature Date.....

PART 6: *For Official use only*

Amount approved

a) In words

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b) In figures: Kshs.

Recommended by: Name Signature Date

Reviewed by: Name Signature Date

Approved by: Name Signature Date