

INCOME TAX EXEMPTION GUIDELINES.

1. Dully filled form 1 and 2 application for Income Tax Exemption (Duplicate).

APPLICANTS TO ATTACH THE FOLLOWING COPIES.

2. Disability Medical Assessment Report that stipulates the nature of disability and upholds the signature of the Director of Medical Services (AFYA HOUSE LG 29).
3. KRA Pin certificate (iTax).
4. National Identification Card.
5. NCPWD Disability card.
6. A certificate copy of the latest pay slip where applicable.
7. A letter from the employer where applicable, clearly stating the nature of disability and how it affects the employee's productivity at place of work.
8. Tax compliance certificate.
9. Applicants to physically appear for interviews before Domestic Taxes Department officers in the nearest KRA offices for an Acknowledgement Slip.

NB: **RENEWAL OF EXEMPTION**; in addition to the above listed requirements, applicants should attach a copy of the expired income exemption certificate.

DOCUMENTS TO BE ATTACHED TO THE APPLICATION FOR INCOME TAX EXEMPTION STATUS.

- a) A letter of application for Income Tax Exemption status.
- b) Returns of income and audited accounts.
- c) Copy of the banks statements.
- d) Constitution or Trust Deed.
- e) A letter from the provincial administration stating the activities carried out by the organization.
- f) Registration Certificate.
- g) PIN Certificate.
- h) Evidence of the projects carried out for the last 3 years.
- i) Any other information in support of the application.

DOCUMENTS FOR RENEWAL CASES.

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