

REQUIREMENTS FOR LICENCING OF EXCISE MANUFACTURERS

Name of Applicant: **PIN NO:**

- | | |
|---|--------------------------|
| 1. Application to be done on iTax (Registration -Other registration - Excise License) | <input type="checkbox"/> |
| 2. Detailed Manufacturing process flow chart | <input type="checkbox"/> |
| 3. Certificate of Incorporation/registration | <input type="checkbox"/> |
| 4. Copies of PIN & Tax Compliance Certificate for; | |
| a) Company | <input type="checkbox"/> |
| b) Director / owner | <input type="checkbox"/> |
| 5. Details of Bankers and Name(s) of Bank, Branches, Account Numbers of | |
| a) Company (CERTIFIED BY BANK) | <input type="checkbox"/> |
| b) Director / owner (CERTIFIED BY BANK) | <input type="checkbox"/> |
| 6. Copy of Valid public safety certificates | |
| a) KEBS Certificate of Compliance with Standards for all brands | <input type="checkbox"/> |
| b) Public Health | <input type="checkbox"/> |
| 7. Copy of Valid Single Business Permit | <input type="checkbox"/> |
| 8. Utility bills or proof of rent payment or lease of the factory | <input type="checkbox"/> |
| 9. Brand Details (including barcodes and package quantity) | <input type="checkbox"/> |
| 10. Production formulas (input-output ratios) for each product (KEBS Lab analysis) | <input type="checkbox"/> |
| 11. Provide a detailed sketch / route map showing physical location of the factory | <input type="checkbox"/> |
| 12. Proof of maintenance of proper records for accounting of: Raw materials, Finished Products, Wastages, Purchases, Sales and Deliveries | <input type="checkbox"/> |
| 13. Valid Security bond for the protection of excise duty | <input type="checkbox"/> |
| 14. Inspection Report of premises | <input type="checkbox"/> |
| 15. Other Specific Requirements for Alcoholic Beverages | <input type="checkbox"/> |
| 16. Installation of Flow meters of a specification acceptable to KRA, in the case of Manufacturers of Alcoholic beverages | <input type="checkbox"/> |
| 17. Infrastructure to support installation of Excisable Goods Management System (Excise stamps application and | |
| 18. Production Accounting) as shall be prescribed By KRA except for motor vehicles | <input type="checkbox"/> |
| 19. Copy of Valid Liquor license in case of alcoholic manufacturers | <input type="checkbox"/> |
| 20. Clearance from MOH (Tobacco and Tobacco products, signage and warnings) | |
| Taxpayer: I have submitted all of the above (-ticked) documents to KRA | <input type="checkbox"/> |

Name: Rank:

Signature: Date:

Tel No: Official Stamp / Seal of the company

Submission of documents does not lead to automatic registration/licensing