



**KENYA REVENUE  
AUTHORITY**

**DOMESTIC TAXES DEPARTMENT**

**EXCISE GOODS MANAGEMENT SYSTEM**

**APPLICATION FOR USER RIGHT CREATION/WITHDRAWAL**

Company Profile	
1. Company Name	
2. PIN	
3. Tax Service Office	
4. Postal Address	
5. City/Town	
6. Physical Address	
7. Email Address	
8. Telephone/Mobile No.	
9. Product Type(s)	
10. Role (Manufacturer/Importer/Both)	

Web Application Named Accounts	System User 1	System User 2	System User 3	System User 4
11. Last Name				
12. First Name				
13. PIN				
14. Title/Position/Function				
15. Email Address				
16. Office Telephone No.				
17. Mobile No.				
18. EGMS System Function(s)				

I ..... being ..... (Designation) of ..... (Company), hereby nominate the person(s) listed above to perform the tasks specified therein the Excise Goods Management System Regulations, 2017.

Note : The company remains responsible for the actions or omissions of the nominee. Any changes in relation to persons and/or functions should be reported to KRA immediately.

Signature : .....

Official Stamp .....



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Date:.....

**Guidelines for Completion**

- Field 9. Product Types: valid values are Wine, Spirits, and/or Tobacco.
- Field 10. Role: valid values are Manufacturer, Importer, or Both.
- Field 18. EGMS System Functions: valid functions are SKU Management, Stamps Ordering, Stamps Activation, and/or Stamp Returns and Reports. One can have ALL functions
- If you need to complete multiple pages of this form, each page must be officially signed and stamped