



DOMESTIC TAXES DEPARTMENT

CHECKLIST FOR REGISTRATION AS AN IMPORTER OF EXCISABLE GOODS

Date of Application.....

Name of Applicant.....PIN.....

1. Application Form in duplicate
2. Certificate of incorporation / registration
3. Copies of PIN for
 - a) Company
 - b) Directors / Owners
4. Copy of valid Tax Compliance Certificate for
 - a) Company
 - b) Directors / Owners
5. Details of Bankers: Name(s) of Bank, Branches, Account Numbers for;
 - a) Company
 - b) Directors / Owners
6. Copy of valid KEBS Certificates for each brand
7. Copy of valid Liquor License for alcoholic beverages
8. Copy of valid Single Business Permit
9. Copy of Lease and/or Deed, or other document evidencing possession or right to possess the physical premises or real property for the location of the premises
10. A schedule of Import entries and customs payments for prior imports for the last 12 months
11. Attach a schedule of monthly taxes paid in 2013 and 2014 Calendar Years
12. Provide a detailed sketch / route map showing physical location of the premises
13. Infrastructure to support automated Excise Stamps validation, Track and Trace System
14. Inspection Report of premises