



KENYA REVENUE AUTHORITY

DOMESTIC TAXES DEPARTMENT

REQUIREMENTS FOR RENEWAL OF LICENCES FOR EXCISE MANUFACTURERS

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

General Requirements

- | | |
|--|--------------------------|
| 1. Application Form E.1 in duplicate | <input type="checkbox"/> |
| 2. Detailed Manufacturing process flow chart | <input type="checkbox"/> |
| 3. Certificate of Incorporation/registration | <input type="checkbox"/> |
| 4. Copies of PIN Certificates for Applicant and Directors / owners | <input type="checkbox"/> |
| 5. Copy of valid Tax Compliance Certificate for | |
| a) Company | <input type="checkbox"/> |
| b) Directors/owners | <input type="checkbox"/> |
| 6. Details of Bankers and Name(s) of Bank, Branches, Account Numbers of | |
| a) Company | <input type="checkbox"/> |
| b) Directors / owners | <input type="checkbox"/> |
| 7. Clearance certificate from a Credit Reference Bureau | <input type="checkbox"/> |
| 8. 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"/> |
| c) NEMA | <input type="checkbox"/> |
| 9. Copy of Valid Single Business Permit | <input type="checkbox"/> |
| 10. Copy of Lease and/or Deed, or other document evidencing possession or right
to possess the physical premises or real property for the proposed location
of the factory | <input type="checkbox"/> |
| 11. Brand Details (including barcodes and package quantity) | <input type="checkbox"/> |
| 12. Production formulas (input-output ratios) for each product | <input type="checkbox"/> |
| 13. Valid Security bond for the protection of excise duty | <input type="checkbox"/> |

14. Provide letter from the county government as evidence that the factory is located in a designated industrial area as per Regulation 130(1A) of The Customs and Excise Act, CAP 472
15. Provide a detailed sketch / route map showing physical location of the factory
16. Proof of maintenance of proper records for accounting of: Raw materials, Finished Products, Wastages, Purchases, Sales and Deliveries
17. Attach a schedule of average monthly taxes paid in 2013 and 2014 Calendar Years in compliance with Regulation 130 (1B) of Customs and Excise Act, CAP 472

Other Specific Requirements

- a) Installation of Flow metres of a specification acceptable to KRA, in the case of Manufacturers of Spirit and spirituous beverages
- b) Infrastructure to support installation of Excisable Goods Management System (Excise stamps application and Production Accounting) as shall be prescribed By KRA except for plastic bags and motor vehicles
- c) Copy of Valid Liquor licence in case of alcoholic manufacturers
- Inspection Report of premises by KRA