



STEP BY STEP GUIDE FOR NON-INDIVIDUAL INCOME TAX EXEMPTION APPLICATION

- Log into the iTax Portal with the PIN and password.

- Navigate to the application page by selecting the options that follow: **registration >>other registration >> IT exemption** which will display the registration form.

- On the registration form, fill in the details in all mandatory fields marked with an asterisk starting with the “**Application type**”. Under application type, select “**new**” if it is the first ever exemption



application or “renewal” if there was an existing exemption certificate that is currently expired.

Home | Registration | Returns | Debt and Enforcement | Payments | Assessment Disputes | Refund | Certificates | Useful Links
e-Communication | My Ledger | Logout

Welcome | - Last Login : MAY 01, 2022 05:16:02

HOME >>Application for Income Tax Exemption Certificate

All fields marked with * are mandatory

Application for Income Tax Exemption Certificate for Non -Individuals

Application Information

Applicant Type* Taxpayer Taxpayer PIN* [Redacted] Taxpayer Name [Redacted]

Application Type* New Paragraph 10 Categories* --Select--

Upload File (Allowed File Types: pdf, jfif, png, bmp, gif, tiff, xls, xlsx, doc, docx, jpg, bmp, txt) Choose file No f...sen Add File Remove File

Remarks * Exemption application for a trust (Maximum Characters: 400) You have 400 characters left.

Submit Cancel

- Select from the drop-down menu, the appropriate paragraph 10 category that relates to your application and then proceed to upload a supporting document (optional).

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Remarks * Exemption application for a trust (Maximum Characters: 400) You have 367 characters left.

Submit Cancel

- Enter remarks to support the application and then click on the submit button. Once the application has been submitted, the system will generate an acknowledgement receipt of the application which will require processing by an authorised KRA Officer.



www.kra.go.ke

Income Tax Exemption

Acknowledgement Receipt

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)099 999
Email: callcentre@kra.go.ke

Taxpayer PIN : [REDACTED]

Acknowledgement Date 22/03/2021

Name and Address :
[REDACTED]
0000, Times Tower, NBI, Nairobi East District,
PO Box:0000,
Postal Code:00200

Acknowledgement Number

KRA202111404289



Applicant Information

Applicant Type	Taxpayer
Applicant Name	[REDACTED]
Email Address	[REDACTED]
Applicant PIN	[REDACTED]

Exemption Information

Paragraph 10 Categories	Irrevocable Trusts
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