



**KENYA REVENUE  
AUTHORITY**

## **PUBLIC NOTICE**

### **CUSTOMS AGENTS LICENSES**

Kenya Revenue Authority (KRA) wishes to notify all Customs Clearing Agents that their licenses will expire on 31st December, 2010

The licensing conditions for new/renewals are spelt out under Section 145 of East African Customs Management Act 2004.

The following documents are mandatory:-

- Valid license for the year 2009 and/ or 2010 (for renewals)
- Possession of an East African Community Freight & Forwarding Practice Certificate, (EACFFP Certificate)
- Copy of Company's Memorandum & Articles of Association
- Copies of Company's Registration Certificate
- Copies of IDs/Passports of all the directors
- Recent passport photographs of all the directors duly certified by a Notary Public or Commissioner of Oaths
- Letter from their bankers (Directors)
- Copy of PIN Certificate for the company
- Copy of PIN Certificate for each of the directors
- Copy of VAT registration certificate for the company
- Current Certificates of good conduct for all the company directors
- Lease/title deed of the office of the clearing agent
- Importers wishing to carry out self clearing of their own goods are also free to apply as long as they meet the above conditions.

**Note:**

1. Application forms may be obtained from 11th Floor Times Tower, Forodha House (JKIA) and Customs House, Mombasa; the forms may also be downloaded from KRA website, [www.kra.go.ke](http://www.kra.go.ke).
2. The application will only be accepted upon payment of a non-refundable application fee of US\$10
3. Production of the documents DOES NOT automatically guarantee issuance of a new or renewal of a license as the applicants will still undergo further vetting by KRA
4. Only qualifying new applicants will be invited for interviews
5. A Renewal will only be issued upon satisfaction that the applicant DOES NOT have any outstanding transactions e.g queries, outstanding customs entries/or IDFs, Bond Securities and unresolved offences.

Individuals wishing to apply for Customs Agents Licenses for the year 2011 (both new & renewals) are advised to submit their applications by 30th September, 2010. All applications must be submitted through any KRA Regional offices i.e Mombasa, Kisumu, Eldoret, Nyeri, Embu and 11th Floor Times Tower. To be received on or before 30th September, 2010.

## **COMMISSIONER OF CUSTOMS SERVICES**

KRA Complaints and Information Centre can be reached through the following channels:  
In person: Office of the Commissioner General, Times Tower, 30th Floor,  
Mail: P.O. Box 48240-00100 GPO Nairobi, Phone: (020) 281-7700  
(Hotline), (020) 281-7800 (Hotline), (020) 343342. Fax: (020) 341342. Email: [cic@kra.go.ke](mailto:cic@kra.go.ke)

Visit our website: <http://www.kra.go.ke>

*Tulipe Ushuru, Tujitegemee!*

