



# KENYA REVENUE AUTHORITY

## ANNEX A

### STAKEHOLDER BIO DATA

#### Part A

##### Company details

Name of Company .....

PIN.....

Postal  
Address.....

Physical Location .....

Telephone numbers  
Office.....

Mobile.....

email .....

Background of the company  
.....  
.....  
.....  
.....  
.....  
.....

Net worth of the company.....

##### Details of Directors

1) Name .....

PIN.....

Telephone  
Office.....

Mobile.....

email .....

2) Name .....

PIN.....

Telephone  
Office.....

Mobile.....

email .....

3) Name .....

PIN.....

Telephone  
Office.....

Mobile.....

email .....

4) Name .....

PIN.....

Telephone  
Office.....

Mobile.....

email .....

5) Name .....

PIN.....

Telephone  
Office.....

Mobile.....

email .....

**Part B**

	<b>Please provide the following information</b>	<b>Remarks</b>
1.	Does the Clearing firm operate another sister clearing firm? If yes, provide details	
2.	Does the Clearing firm have any interest in the shipping (agent/line) and CFS business? If yes, provide details	
3.	What other businesses are affiliated to the Clearing firm? Provide details	
4.	Does any of the directors of the Clearing firm have any interest in the shipping (agent/line) and CFS business? If yes, provide details	
5.	Is any of the Directors of this firm a director in another Clearing firm? If yes, provide details	
6.	Is any of the Directors of this firm an employee in another Clearing firm? If yes, provide details	
7.	What other businesses do the directors engage in? (e.g.: Import, manufacturing, value addition, cargo consolidation) Give details for each director	
	a) Name of Director	
	b) Name of Director	
	c) Name of Director	
	d) Name of Director	
	e) Name of Director	

8.	a) Has any of the directors been convicted of an offence under any law? If yes, give details.	
	b) Has any of the directors been charged with an offence under any tax law? If yes, give details.	
	c) Has any of the directors been found guilty of an offence involving dishonesty or fraud in matters relating to tax? If yes, give details for such director(s)	
9.	a) Does the clearing firm or any of its directors have any outstanding tax liability which is pending determination before KRA, Tax Tribunal or the Courts? If yes, give details	
	b) Does the clearing firm have any outstanding tax liability which has been conclusively determined by KRA, Tax Tribunal or the Courts? If yes, give details	
10.	Does the clearing firm have a current tax compliance certificate? If yes, attach a copy. If no, give reasons why the company does not have it.	
11.	Do all the directors have current tax compliance certificates? If yes, attach copies. If no, give reasons why such director(s) do not have the certificate	
12.	Does the clearing firm have any outstanding liabilities with customs? (Outstanding bonds, Outstanding entries, Outstanding queries)	

13.	Has the clearing firm been suspended in the past year? If yes, give details	
14.	Does the clearing firm have access rights to the revenue systems of any of our partner states? (Assycuda, Tancis)	
15.	Has the clearing firm transacted in the last 12 months?	
16.	Declare the business done over the period(12 months) in terms of CIF	
17.	Has there been any change in directorship/ownership of the company since it was granted a Customs agent license? If yes, give details	
18.	How many employees do you have?	
19.	Provide details of the amount of PAYE paid(in the last 12 months)	
20.	Provide details of VAT returns in the last (12 months) where applicable	

Declaration: **THAT** the facts deponed to herein are all true.

**Submitted by:**

**Name:**

**Signature:**

**Stamp:**

**Seal:**

**Part C**

**Checked by**.....

Designation.....

Date.....Signature.....

Remarks.....

**Confirmed by**.....

Designation.....

Date.....Signature.....

Remarks.....

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**Approved by**.....

Designation.....

Date.....Signature.....

Remarks.....

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