

USER GUIDE TO UPDATE DETAILS FOR SOLE PROPRIETORS

Step 1

The taxpayer clicks on amend details in the PIN registration module and the screen below appears after filling the information required.

The screenshot shows the Kenya Revenue Authority (KRA) iTax portal. The header includes the KRA logo and the iTax logo with the tagline "Simple, Swift, Secure". A navigation menu contains links for Home, Registration, Returns, Debt and Enforcement, Payments, Assessment Disputes, Refund, Certificates, and Useful Links. Below the menu, a user welcome message reads "Welcome TOBIAS OWILI ODERO (A001182043Y) - Last Login : FEB 03, 2016 09:31:35". The main content area is titled "HOME >>e-Amendment of Registration". A note states "All fields marked with * are mandatory". The form itself is titled "e-Amendment of Registration" and contains the following fields:

Applicant Type*	Taxpayer
Taxpayer PIN*	A001182043Y
Taxpayer Name	TOBIAS OWILI ODERO
Mode of Amendment*	Online Form

At the bottom of the form are "Next" and "Cancel" buttons.

Step 2

Click the next button, check the PIN checkbox and Source of Income

The screenshot shows the "Individual Registration Amendment Form" in the iTax portal. The user is logged in as TOBIAS OWILI ODERO. The form has tabs for "Amendment Form", "A_Basic_information", "B_Obligation_Details", "C_Source_Income_Details", and "E_Agent_Details". The "PIN Details" section contains the following information:

PIN*	A001182043Y
Taxpayer Name*	TOBIAS OWILI ODERO
Date of Amendment*	07/09/2016

Below this is a section titled "PIN(Please select PIN to view the Sections to be amended)". It contains a checked checkbox for "PIN" and several other unchecked checkboxes:

- Basic Information
- Bank Account Details
- Tributary Bonds
- Tax Agent authorized to submit any application on behalf of the Taxpayer
- Value Added Tax
- Alternative Address and Contact Details
- Partnership, Corporate and Trust Information
- Source of Income
- Intermediary Agent to submit returns on behalf of the Taxpayer

A blue callout bubble with the text "Check PIN" points to the checked "PIN" checkbox. At the bottom of the form are "Next", "Submit", and "Cancel" buttons.

Step 3

Click the source of Income tab to add the business details. The business Income field must be 'YES'.

Welcome TOBIAS OWILI ODERO (A001182043Y) - Last Login : FEB 03, 2016 09:34:35

All fields marked with * are mandatory

Amendment Form A Basic information B Obligation Details **C Source Income Details** E Agent Details

Section C : What are your sources of income?

What are your sources of income?

Employment Income * Yes Rental Income * No

Business Income * Yes

Please list the PIN Numbers of all your current employers below

Employer's PIN * Employer's Name

Sr. No.	Delete	Modify	Employer's PIN	Employer's Name
1	Delete	Modify	P051109164C	KENYA REVENUE AUTHORITY

Business Income Details

Business Registration Certificate Number * Business Commencement Date*

Business Name* Business Registration Date*

Physical Full Address * Trading /Business Name-If different than registered name

(Maximum characters: 200)
You have 200 characters left.

Do you have any Additional Place of Business?* --Select-- Vatable Business or Not* --Select--

Home Registration Returns Debt and Enforcement Payments Assessment Disputes Refund Certificates Useful Links

e-Communication County My Ledger Logout

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Sr. No.	Delete	Modify	Employer's PIN	Employer's Name
1	Delete	Modify	P051109164C	KENYA REVENUE AUTHORITY

Business Income Details

Business Registration Certificate Number * Business Commencement Date*

Business Name* Business Registration Date*

Physical Full Address * Trading /Business Name-If different than registered name

(Maximum characters: 200)
You have 200 characters left.

Do you have any Additional Place of Business?* --Select-- Vatable Business or Not* --Select--

Principal Contact Details

Telephone Number Mobile Number*

Main Email Address* Secondary Email Address

Step 4

Enter the business details and click the button add

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

Welcome TOBIAS OWILI ODERO (A001182043Y) - Last Login : FEB 03, 2016 09:31:35

Employer's PIN: Employer's name:

Add **Clear**

Sr. No.	Delete	Modify	Employer's PIN	Employer's Name
1	Delete	Modify	P051109164C	KENYA REVENUE AUTHORITY

Business Income Details

Business Registration Certificate Number * Business Commencement Date *

Business Name * Business Registration Date *

Physical Full Address *
(Maximum characters: 200)
 You have 200 characters left.

Trading /Business Name-If different than registered name

Do you have any Additional Place of Business? * Vatable Business or Not *

Principal Contact Details

Telephone Number Mobile Number *

Main Email Address * Secondary Email Address

Modify **Clear**

Sr. No.	Delete	Modify	Business Registration Certificate Number	Business Name	Mobile Number	Email Address
				GULF STRFAM COMMERCIAL		

Step 5

The system finally forces the applicant to choose the VAT obligation