



KRA PIN Registration Checklist – Kenya 2025

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Before you begin your KRA PIN registration process, make sure you have the following documents and information ready:

✓ For Individuals

- National ID card (Original and copy)
- Active personal email address
- Working mobile phone number
- Date of birth
- Name of your employer (if employed)
- Details of your business (if self-employed)
- Passport and Alien ID (for foreigners)

✓ For Students

- National ID card
- Email address
- Admission letter (optional, if required)
- University/College name


✓ For Companies

- Certificate of Incorporation

- Company's physical and postal address
- Contact email and phone number
- Director(s)' KRA PINs
- Memorandum & Articles of Association
- CR12 form (from Registrar of Companies)

Extra Tips

- Ensure scanned documents are clear and readable.
- Use a valid and regularly accessed email.
- Registration is free on the official iTax platform.

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