



KENYA REVENUE
AUTHORITY

DOMESTIC TAXES DEPARTMENT

EXCISE GOODS MANAGEMENT SYSTEM

APPLICATION FOR USER RIGHT CREATION/WITHDRAWAL

Company Profile	
1. Company Name	
2. PIN	
3. Postal Address	
4. City/Town	
5. Physical Address	
6. Telephone No.	
7. Fax No.	
8. Mobile No.	
9. Product Type(s)	
10. Role (Manufacturer/Importer/Both)	

Web Application Named Accounts	System User 1	System User 2	System User 3	System User 4
11. Last Name				
12. First Name				
13. PIN				
14. Title/Position/Function				
15. Email Address				
16. Office Telephone No.				
17. Mobile No.				
18. EGMS System Function(s)				

I being (Designation) of (Company), hereby nominate the person(s) listed above to perform the tasks specified therein the Excise Goods Management System Regulations 2017.

Note : The company remains responsible for the actions or omissions of the nominee. Any changes in relation to persons and/or functions should be reported to KRA immediately.

Signature :

Official Stamp

Date :



DOMESTIC TAXES DEPARTMENT

EXCISE GOODS MANAGEMENT SYSTEM

APPLICATION FOR USER RIGHT CREATION/WITHDRAWAL

Guidelines for Completion

- Field 9. Product Types: valid values are Wine, Spirits, Tobacco, Juices, Soda, Other Non-Alcoholic Beverages, Bottled Water, Food Supplements and/or Cosmetics
- Field 10. Role: valid values are Manufacturer, Importer, or Both
- Field 18. EGMS System Functions: valid functions are Stamps Ordering, Stamps Forecasting, Stamps Activation, Stamp Returns, Brand/SKU Management and/or Reports
- If you need to complete multiple pages of this form, each page must be officially signed and stamped.