

INCOME TAX EXEMPTION GUIDELINES
DOCUMENTS TO BE PRESENTED IN THE FOLLOWING ORDER

- 1. Dully filled Income Tax Exemption form 1 and 2**
- 2. ORIGINAL Disability Assessment Report from the government gazetted hospitals with the Director of Medical Services signature and remarks from AFYA HOUSE LG 29. Also attach ophthalmology report signed by a consultant ophthalmologist from a government hospital for Visual disability, psychiatric report signed by a consultant psychiatrist from a government hospital for Mental disability and Audiology report signed by a consultant ENT from a government hospital for Hearing Disability.**
- 3. KRA Pin Certificate (iTax)**
- 4. Copy of National Identification Card**
- 5. Copy of NCPWD Disability Card**
- 6. A certified copy of the latest pay slip where applicable**
- 7. Original letter from employer where applicable, clearly stating the nature of disability and how it affects the employees' productivity at place of work.**
- 8. Tax Compliance Certificate.**
- 9. Copy of Business Certificate where applicable**
- 10. Acknowledgement Slip (ORIGINAL) from nearest KRA office i.e. After the client attaches all the above requirements & filling form 1 & 2 of tax exemption**

NB: Applicants to physically appear for interviews before Domestic Taxes department officers in the nearest KRA offices for an acknowledgement slip. RENEWAL OF EXEMPTION; in addition to the above listed requirements, applicants should attach a copy of the expired income exemption certificate and latest disability assessment report.