

VAT EXEMPTION FORM

(In Quadruplicate: typewritten)



REPUBLIC OF KENYA

Mission _____

To: The Chief of Protocol
Ministry of Foreign Affairs,
P.O. Box 30551,
Nairobi, Kenya.

Date _____

**APPLICATION FOR AUTHORITY TO PURCHASE SERVICES AND
LOCALLY MANUFACTURED GOODS FREE OF VAT BY ENTITLED
FOREIGN PERSONNEL IN KENYA**

1. Name and title of consignee _____

2. Name and Address of the Supplier _____

Suppliers VAT Registration Number _____

3. Date of Arrival _____

4. Description of Goods or Services _____

5. Proforma Invoice Number _____

6. Seal of Mission

VAT AMOUNT = KES _____

(Copy to be attached)

7. Signature of Authorized Diplomatic Officer _____

MINISTRY OF FOREIGN AFFAIRS

8. Full Name and Designation

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.....

Signature of Authorized officer

Name in Full

.....

Entry No.

**FOR THE USE OF VAT DEPARTMENT
VAT FREE PURCHASE APPROVED**

Name

S T A M P

Signature

For Commissioner of VAT

Date, 20.....

NOTE. - Original, Duplicate, Triplicate and Quadruplicate to Protocol Office. Thereafter, Duplicate, Triplicate and Quadruplicate to Commissioner of VAT. Duplicate to applicant for submission to supplier, triplicate goes back to Protocol Office and Quadruplicate remains with VAT Department.

IMPORTANT (See conditions overleaf).

IMPORTANT. – This application is submitted on the following conditions:

1. This Authority to purchase locally produced goods and services free of VAT is not transferable to any other person or body.
2. The goods and services purchased under this application are for the personal use of the consignee.
3. Goods or services purchased VAT-free shall not be lent, sold, pledged, hired, given away, exchanged, or otherwise disposed of without prior written permission of the VAT Authorities. Application for this permission shall be made through the Chief of Protocol to the Commissioner of VAT.

Chief of Protocol,
Ministry of Foreign Affairs,
Nairobi.