

DUTY EXEMPTION SIGHT SEEING BUSES IMPORTED FOR TOURISM

The **Tourism Regulatory Authority (TRA)** issues letters of recommendations to the **Commissioner of Customs** in support of an applicant who has met the following requirements under the East Africa Community Gazette dated 02nd July 2009, legal Notice No. EAC/10/2009, revised edition 2018: -

1. Basic Lavatory Facilities.
2. They have provisions; First aid equipment and Communication Fittings.
3. They operate and have a clear and conspicuous label or marking of "Tourist vehicle"
4. Are of a seating capacity above 20 passengers.
5. Any other conditions the Commissioner may impose or vary provided that duties shall be payable for other use or change of use.

Application process

The applicant writes to the **Director General, Tourism Regulatory Authority** and the application letter must have the following information: -

- Value of the establishment;
- Number of staff employed;
- Names of the current directors
- Specifications of the vehicles including Chassis and Engine number of vehicle(s), color and value

In addition, the following items must be attached

1. Copy of tourism license as a tour operator
2. Copy of certificate of incorporation for the company owning the Vehicle(s)
3. Memorandum and Articles of Association
4. Copy of VAT certificate
5. Copy of PIN Certificate
6. Valid Tax Compliance Certificate
7. Importation Documents (IDF), Bill of Lading and Invoice
8. Certificate of vehicle(s) Registration
9. Vehicles Re-Inspection Report at Port of Entry and before issuance of sticker to the vehicle(s)
10. List of staff employed /Staff profile stating their Nationalities
11. The itinerary for the company
12. Website/Email address
13. Physical address
14. Vehicle(s) Log Books(s)
15. CR 12-a search document stating the current Directors
16. Application form duly filled
17. Copy of invoice(s)
18. Soft copy excel format – Price; Chassis no.; Engine no.; Color and the type of the vehicle(s)