



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 **Valid 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. **Valid** Tax Compliance Certificate
5. Importation Documents (IDF), Bill of Lading and Invoice
6. List of staff employed / Staff profile stating their Nationalities
7. The itinerary for the company (captured on letter head)
8. CR 12-a search document stating the current Directors
9. Application form duly filled (**tra.go.ke**)
10. Copy of invoice(s)
11. Soft copy excel format – Price; Chassis no.; Engine no.; Color and the type of the vehicle(s)

CHECK LIST

	Documents	Completed
1	Cover Letter	
2	Tourism License(s) – Tour Operator	
3	Application Form duly filled	
4	Copy of Certificate of Incorporation	
5	Business name/Trademark registration certificate (where applicable)	
6	Memorandum and Articles of Association	
7	Valid Tax Compliance Certificate	
8	Value of the vehicle (s) – Invoice	
9	Staff profile List	
10	A copy of Bill of Lading and/ or Airway Bill in the name of establishment. D	
11	Import Declaration Form (IDF) - D	
12	CR12 (All plus for those companies listed in the CR12)	
13	Itinerary for the company	
14	Soft Copy excel format (Price, Chassis & Engine no., Colour and Type of vehicle(s)	