

KRA/TDR/ADR/001

**APPLICATION FOR ALTERNATIVE DISPUTE RESOLUTION****Purpose:**

To apply for Alternative Dispute Resolution proceedings in accordance with the procedures contemplated in the;

1. Constitution of Kenya, 2010; Article 159 (2) (c)
2. Tax Appeals Tribunal Act - TATA (Section 28)
3. Tax Procedures Act (Section 55)
4. Kenya Revenue Authority ADR Framework, 2015

**Notes:**

1. Where the space provided is insufficient please make use of an extension page and attach it to this application form.
2. Pages attached must be sequentially numbered and the total number thereof must be stated in the field provided.
3. Please note that you may select more than one box.
4. The completed form and attachments should be delivered to the Tax Dispute Resolution office at **Ushuru Pension Towers**, Block B, 7<sup>th</sup> Floor, P.O. Box 48240 - 00100 Nairobi.

**Details of Applicant (For purposes of further correspondence)**

| Full Name (s) | PIN No. | Telephone No. | Name of Agent (if not the applicant) | Telephone No. | E-mail Address |
|---------------|---------|---------------|--------------------------------------|---------------|----------------|
|               |         |               |                                      |               |                |

**Address for delivery of documents**

|   |  |  |  |      |  |
|---|--|--|--|------|--|
| Registered business name or name of applicant |  |  |  |      |  |
| Postal address                                |  |  |  | Code |  |
| Physical Address                              |  |  |  |      |  |
| E-mail Address                                |  |  |  |      |  |
| Business Telephone Number                     |  |  |  |      |  |

**Status of dispute: (Indicate with an 'X' in the applicable block(s) )**

|                        |  |  |                        |  |
|------------------------|--|--|------------------------|--|
| Is the dispute before; | i. Tax Appeals Tribunal (TAT)            |  | Appeal number          |  |
|                        | i. Court (High Court or Court of Appeal) |  | Court Reference number |  |

If 'Other' please specify

**Nature of dispute: (Indicate with an 'X' in the applicable block(s))**

|              |  |            |  |             |  |     |  |         |  |         |  |
|--------------|--|------------|--|-------------|--|-----|--|---------|--|---------|--|
| Customs Duty |  | Income Tax |  | Excise Duty |  | VAT |  | Penalty |  | Refunds |  |
|--------------|--|------------|--|-------------|--|-----|--|---------|--|---------|--|

If 'Other' please specify

|                          |  |  |  |                            |  |
|--------------------------|--|--|--|----------------------------|--|
| Period of Assessment     |  |  |  |                            |  |
| Amount of tax in dispute |  |  |  | Date of objection decision |  |

**Grounds for ADR application:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**No. of pages attached to this form, if any**

Please attach appeal documents (*Statement of facts, memorandum of appeal and any other relevant documentation*)

Please attach a settlement proposal

**Declaration:**

I hereby apply that the above matter be admitted for resolution through the Alternative Dispute Resolution process and declare that;

- 1) I have fully stated the grounds upon which ADR is being applied for; and
- 2) I have provided/attached relevant documentation in support of my application.

**Completed by:**


Full Name (s)

Signature

Title

Date