



APPLICATION FOR ALTERNATIVE DISPUTE RESOLUTION

Purpose:

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

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

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**, 7th 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	
	ii. Court (High Court or Court 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			



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

PUBLIC

Grounds for ADR application:	
1.	
2.	
3.	
4.	
5.	
6.	
	No. of pages attached to this form if any
Please attach appeal documents (<i>Statement of facts, memorandum of appeal and any other relevant documentation</i>)	
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:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Name (s)	Signature	Title	Date



Tulipe Ushuru Tujitegemee !

