



KENYA REVENUE AUTHORITY

DOMESTIC TAXES DEPARTMENT

P. O. BOX 30165 NAIROBI (00100) TEL: 310900 FAX: 253532

STAMP DUTY DECLARATION, ASSESSMENT & PAY-IN SLIP

PART I: TO BE COMPLETED BY THE STAMP DUTY PAYER

Date of instrument	Nature of Transaction	Title Number	LR Number	Location/Town	Area/Size	Declared Value
(1)						
(2)						
(3)						
(4)						
(5)						

Particulars of Parties (Tick as appropriate)	Name	PIN	Postal Address & Code	Tel. No.
Owner/Vender <input type="checkbox"/>	(a)			
Transferor <input type="checkbox"/>	(b)			
Others (specify) <input type="checkbox"/>	(c)			
Transferee	(a)			
	(b)			
	(c)			
Agent/Advocate				

NB: Please provide additional information if any on the space provided overleaf

PART II: TO BE COMPLETED BY THE REGISTRAR

Amount of Duty Assessed (9) Kshs.

Penalty Amount (10) Kshs.
(Where Applicable)

Does it Qualify for Valuation? Yes(11) No(12)

Amount of Duty Payable in words:

Name of Registrar/Assessor: Designation: Signature: Date:
(Examined & Certified by)



PART III: PAYMENT DETAILS

	Cash/Cheque Number	Drawer's Bank Name & Branch	Amount (Kshs.)
(13) Amount of Duty Paid			
(14) Penalty			
(15) Bank Charges			
(16) Total Amount Paid			

Amount Paid in words:

.....
(Amount Paid By) (Signature) (Date)

Form to be filled in Quadruplicate & Distributed as follows:
 White -- Duty Payer's Copy
 Blue -- Commissioner of Domestic Taxes Copy
 Green -- District Registrar's Copy
 Yellow -- Bank's Copy

(Please turn overleaf for instructions)

INSTRUCTIONS

- 1) For the purpose of this document, the word 'Registrar' refers to the Registrar of Titles or the Lands Registrar.
- 2) The pay - in slip will be completed in a set of 4 copies
- 3) All boxes (1-16) must be completed, where applicable.
- 4) Once completed and certified by the Registrar / assessor, 4 copies (**i.e original, duplicate, triplicate and quadruplicate**) will be taken by the duty payer to the stamp duty-receiving bank for payment
- 5) **The Original** to be retained by the duty payer for presentation, as evidence of payment to the Registrar for the purpose of stamping of the document, but the actual stamping will be done upon receipt of triplicate copy from the bank.
- 6) The **duplicate, triplicate and quadruplicate copies** will be distributed as specified overleaf.
- 7) The receiving bank and Ministry of Lands & Housing (MOL & H) officials will stamp and initial the form as designated. The receiving bank's stamp shall also bear the branch, date and time. The rubber stamp of the MOL & H officials should bear the name of the office branch.
- 8) Payment will be made by cash, bank guaranteed cheque or banker's cheque payable to **Commissioner of Domestic Taxes, Stamp Duty Collection Account Name of Duty Payer/ Agent**. However, the use of the bank guaranteed cheques will only be accepted by the bank if approved by the Commissioner of Domestic Taxes.
- 9) In case of any queries, please contact the Commissioner Domestic Taxes, Times Tower Building, Telephone 310900, P.O. Box 30165 Nairobi (00100) FAX: 253532, E-mail: commissioner.dtd@kra.go.ke or the nearest Domestic Taxes Office or Assessor MOL&H, Ardhi house, 1st Ngong Avenue, Nairobi, Tel: 2718050, Ext. 4573/4371

ADDITIONAL INFORMATION

(please provide all details as required in part 1 overleaf)