



Kenya National Highways Authority

Quality Highways, Better Connections

Barabara Plaza, Jomo Kenyatta International Airport (JKIA), Nairobi, Off Mazao Road (Opposite KCAA Headquarters),
P.O Box 49712 - 00100 Nairobi, **Tel** 020 - 4954000 / 0700 423 606 **Email** dg@kenha.co.ke / Website www.kenha.co.ke

EXEMPTION PERMIT PAYMENTS GUIDELINES

After your Exemption Permit Application has been **approved** print the Pay Advice and deposit cash or cheque payable to Kenya National Highways Authority in the bank account indicated in the Pay advice.

For easy payment identification, kindly indicate the App. No Reference on the banking slip.

Upload the bank slip in the Exemption Permit system with its reference as Payment Ref. Number.

Procedure on how to upload bank deposit Slip

- Search for the application you paid for and Click on View>Payments>New Receipt>input **Payment reference, Amount, attach deposit slip** >Click Post and wait for the system to upload.
- Upon successful upload your application status changes to **‘Paid Pending Confirmation’**
- Wait for payment verification
- Upon successful payment verification your application status changes to **‘Permit issued’**
- Print your permit issued online. **End**

NB

1. Ensure your application has been approved before paying
2. **Personal Cheques are NOT ACCEPTED**

For further enquires, contact; financerevenue@kenha.co.ke