

CHECKLIST FOR TRANSFER OF SHARES AND APPOINTMENT/RESIGNATION OF DIRECTORS

	Fill in here
<p>Documents required</p> <ol style="list-style-type: none"> 1. Certificate of Incorporation 2. Memorandum & Articles of Association 3. Form 201 (Registered office): state the physical address and postal address of your company. 	
<p>Transferor details (person transferring the shares) Add more as maybe necessary. NAME Postal Address Occupation Nationality State the number of shares being transferred</p>	
<p>Transferee details (1) (person to whom the shares are being transferred). Add more as maybe necessary. NAME Postal Address Occupation Nationality State the number of shares being transferred</p>	
<p>Transferee details (2) (person to whom the shares are being transferred). Add more as maybe necessary.</p>	

Name Postal Address Occupation Nationality State the number of shares being transferred	
CHANGE OF DIRECTORS-RESIGNATION OF DIRECTOR (FORM 203A) Resignation of director Required Letter of resignation of the director (s)	
APPOINTMENT OF NEW DIRECTOR (S) Required <ol style="list-style-type: none"> 1. Minutes for appointment of the new director (s) 2. Copy of National ID 3. Copy of PIN 4. Passport photograph IF THE NEW DIRECTOR IS A LIMITED COMPANY <ol style="list-style-type: none"> 1. Copy of the Certificate of Incorporation 2. Copy of PIN 	
Any other comments	

Fill in this checklist and return to info@capitaregistrars.co.ke