

## Checklist for incorporation of a Trust/Foundation in Kenya

Details	Fill in here
<p><b>Name of the Trust/Foundation</b></p>	
<p><b>Objectives of the trust/ foundation</b></p> <p>(state the main business of the trust/foundation/society you require to take e.g., charitable trust or those beneficial to the community or family trust)</p> <p><b>Charitable trust must fall in at least one of the following categories:</b></p> <ol style="list-style-type: none"> <li>1. <b>Relief of poverty e.g., homes &amp; orphanages, hospitals</b></li> <li>2. <b>Advancement of education</b></li> <li>3. <b>Advancement of religion</b></li> <li>4. <b>Advancement of Health or saving of lives</b></li> <li>5. <b>Advancement of environmental protection or improvement</b></li> </ol> <p><b>Trusts beneficial to the community not falling under the preceding heads e.g., advancing art, culture, racial harmony.</b></p>	
<p><b>Particulars of the Donor/Settlor/Grantor</b></p>	
<p><b>Particulars of the Trustee</b></p> <p><b>The trustees should show competence in running the trust. For example, if it an Education Trust, then some should have a background of teaching etc. The following information from the trustees is required;</b></p> <ul style="list-style-type: none"> <li>✓ Name</li> <li>✓ Postal address</li> <li>✓ Occupation</li> <li>✓ Nationality</li> </ul>	

<ul style="list-style-type: none"> <li>✓ Email address</li> <li>✓ Mobile /phone number</li> <li>✓ Number of shares</li> <li>✓ Residential address i.e., street, estate, plot number</li> <li>✓ Colored Passport size photograph</li> <li>✓ KRA PIN</li> <li>✓ Copy of ID/Passport</li> <li>✓ If company, a copy of the certificate of registration.</li> <li>✓ Curriculum vitae</li> <li>✓ Statement of Account</li> </ul>	
<p><b>Trustee No. 2</b></p> <p>Particulars of the Settlor</p> <ul style="list-style-type: none"> <li>✓ Name</li> <li>✓ Postal address</li> <li>✓ Occupation</li> <li>✓ Nationality</li> <li>✓ Email address</li> <li>✓ Mobile /phone number</li> <li>✓ Number of shares</li> <li>✓ Residential address i.e., street, estate, plot number</li> <li>✓ Colored Passport size photograph</li> <li>✓ KRA PIN</li> <li>✓ Copy of ID/Passport</li> </ul>	

<ul style="list-style-type: none"> <li>✓ If company, a copy of the certificate of registration.</li> <li>✓ Curriculum vitae</li> <li>✓ Statement of Account</li> </ul> <p><b>{insert more trustees as necessary}</b></p>	
<p><b>Details of the registered office of the Trust/Foundation</b></p> <ul style="list-style-type: none"> <li>✓ Physical address of the company e.g., LR. No. /Plot No.</li> <li>✓ Building</li> <li>✓ Location</li> <li>✓ Street /Road</li> <li>✓ Postal address</li> </ul>	
<p><b>Attach the following:</b></p> <ul style="list-style-type: none"> <li>✓ The Trust Deed</li> <li>✓ a list of assets held by the trust/ in the absence a deed of donation indicating the properties to be donated to the trust.</li> <li>✓ a letter/statement of donor funding/commitment</li> <li>✓ Brief Summary of the Trust (1 page)</li> <li>✓ Abstract of minutes appointing the trustees</li> <li>✓ Curriculum vitae of the trustees or employees.</li> <li>✓ The organization’s current financial status (e.g., <b>bank statements</b>)</li> <li>✓ A copy of title documents as proof the body is in possession of immovable property.</li> </ul>	

<b>Payments</b> How do you prefer to pay?	<input checked="" type="checkbox"/> Bank Cheque <input checked="" type="checkbox"/> Electronic Transfer <input checked="" type="checkbox"/> MPESA
<b>Do you require other services (for this an extra amount will be charged)</b>	Note, all the directors must be registered on iTax to enable the company be registered for tax purposes.
<input checked="" type="checkbox"/> Registration of PIN (Kshs. 3,000)	
<input checked="" type="checkbox"/> Resolution for opening a Bank Account Kshs. 1,000	
<input checked="" type="checkbox"/> Preliminary legal advice (dependent)	
<input checked="" type="checkbox"/> Company Seal Kshs. 5,000	
Sign up for our company secretarial services	<b>Request a quote</b>
<b><i>Domain, hosting and email addresses</i></b>  Order a domain and hosting and professional email addresses (offered by one of our business partners) <a href="http://www.legibra.com/">http://www.legibra.com/</a>	Kshs. 5,000 Per annum
Any other comments	

### Client Details

Name	
Email	
Mobile phone Number	

### FEES

**Please note fees is payable before work begins.**