

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. Current CR 12 	
<p>Transferor details (person transferring the shares) Add more as maybe necessary.</p> <p>Name</p> <p>Postal Address</p> <p>Occupation</p> <p>Nationality</p> <p>Email address</p> <p>Mobile/phone number</p> <p>Number of shares</p>	
<p>Transferee details (1) (person to whom the shares are being transferred). Add more as maybe necessary.</p> <p>Name</p> <p>Postal Address</p> <p>Occupation</p> <p>Nationality</p> <p>Email address</p>	

<p>Mobile/ phone number</p> <p>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> <p>Name</p> <p>Postal Address</p> <p>Occupation</p> <p>Nationality</p> <p>Email address</p> <p>Mobile/phone number</p> <p>State the number of shares being transferred</p>	
<p>CHANGE OF DIRECTORS-RESIGNATION OF DIRECTOR (</p> <p>Resignation of director</p> <p>Required</p> <p>Letter of resignation of the director (s)</p>	
<p>APPOINTMENT OF NEW DIRECTOR (S)</p> <p>Required</p> <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 photographs 5. Postal and residential address of the new director <p>IF THE NEW DIRECTOR IS A LIMITED COMPANY</p> <ol style="list-style-type: none"> 1. Copy of the Certificate of Incorporation 2. Copy of PIN 	
<p>Any other comments</p>	

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