**Checklist for incorporation of a limited liability company**

|  |  |  |
| --- | --- | --- |
| Details | | Fill in here |
| **Name of the company** | |  |
| *Share capital—Please state number of shares and the value of each share*  *State the ratios of ownership (will all shareholders be equal ? )*  *Details of shareholders*  ***(Please note under the Kenyan Companies Act, 2015 a private company may have one shareholder)***  **Shareholder 1**   * **Name** * Postal address * Occupation * Nationality * Mobile/phone number * Email address * KRA PIN * Passport picture * Residential address * Street * Estate/ LR number * Number of shares | |  |
| **Shareholder 2**   * **Name** * Postal address * Occupation * Nationality * Mobile/phone number * Email address   **{insert more shareholders if necessary}** | |  |
| Objectives of the company  **(state the main business of the company you require to take e.g. investments company)**  NB: (***The objects of the Company are unrestricted unless restricted in the articles)*** | |  |
|  |
| **If the same as the shareholders, please state same as shareholders.**  For all directors, please attach   1. Coloured Passport photograph 2. Copy of National Identity Card or Passport 3. Copy of Personal Identification Card (for Kenyans)   Details of directors  Director 1(all details are a must)   * Name * Postal address * Occupation * Pin number (must attach pin certificate) * Residential Address * Estate name * Street * Telephone/ Mobile Number * E-mail address * National ID Number or Passport Number ***(If passport, please also include details of the issuing country and date of issue)***   Director 2   * Name * Postal address * Occupation * Pin number (attach pin certificate) * Residential Address * Estate name * Street * Telephone/ Mobile Number * E-mail address * National ID Number or Passport Number ***(If passport, please also include details of the issuing country and date of issue)***   **{insert more directors as necessary}** | |  |
| **Details of the registered office)**   * Physical address of the company e.g. LR. No. /Plot No. * Building * Location * Street /Road * Postal address | |  |
| **Payments**  How do you prefer to pay? | | * Bank Cheque * Electronic Transfer * MPESA |
| **Do your require other services (for this an extra amount will be charged)**   * Registration of PIN   (Kshs. 3,000) | | Note, all the directors must be registered on itax to enable the company be registered for tax purposes. |
| * Resolution for opening a Bank Account   Kshs. 1,000 | |  |
| * Preliminary legal advice   (dependent) | |  |
| * Company Seal   Kshs. 5,000 | |  |
| Sign up for our company secretarial services | | **Request a quote** |
| ***Domain, hosting and email addresses***  Order a domain and hosting and professional email addresses  (offered by one of our business partners)  http://www.legibra.com/ | | Kshs. 5,000 Per annum |
| Any other comments | |  |

**Client Details**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Mobile phone Number |  |

**FEES**

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