

Checklist for incorporation of a limited liability company

Details	Fill in here
<p>Name of the company</p>	
<p><i>Share capital—Please state number of shares and the value of each share</i></p> <p><i>State the ratios of ownership (will all shareholders be equal?)</i></p> <p><i>Details of shareholders (Please note under the Kenyan Companies Act, 2015 a private company may have one shareholder)</i></p> <p>Shareholder 1</p> <ul style="list-style-type: none"> ✓ Name ✓ Postal address ✓ Occupation ✓ Nationality ✓ Mobile/phone number ✓ Email address ✓ KRA PIN ✓ Passport picture ✓ Residential address ✓ Street ✓ Estate/ LR number ✓ Number of shares 	

<p>Shareholder 2</p> <ul style="list-style-type: none"> ✓ Name ✓ Postal address ✓ Occupation ✓ Nationality ✓ Mobile/phone number ✓ Email address <p>{insert more shareholders if necessary}</p>	
<p>Objectives of the company</p> <p>(state the main business of the company you require to take e.g., investments company)</p> <p>NB: (<i>The objects of the Company are unrestricted unless restricted in the articles</i>)</p>	
<p>If the same as the shareholders, please state same as shareholders.</p> <p>For all directors, please attach</p> <ol style="list-style-type: none"> 1. Coloured Passport photograph 2. Copy of National Identity Card or Passport 3. Copy of Personal Identification Card (for Kenyans) <p><u>Details of directors</u></p> <p>Director 1 (all details are a must)</p> <ul style="list-style-type: none"> ✓ Name ✓ Postal address ✓ Occupation ✓ Pin number (must attach pin certificate) ✓ Residential Address ✓ Estate name 	

<ul style="list-style-type: none"> ✓ Street ✓ Telephone/ Mobile Number ✓ E-mail address ✓ National ID Number or Passport Number <i>(If passport, please also include details of the issuing country and date of issue)</i> <p>Director 2</p> <ul style="list-style-type: none"> ✓ 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 <i>(If passport, please also include details of the issuing country and date of issue)</i> <p>{insert more directors as necessary}</p>	
<p>Details of the registered office)</p> <ul style="list-style-type: none"> ✓ Physical address of the company e.g., LR. No. /Plot No. ✓ Building ✓ Location ✓ Street /Road 	

✓ Postal address	
Payments How do you prefer to pay?	<ul style="list-style-type: none"> ✓ Bank Cheque ✓ Electronic Transfer ✓ MPESA
Do you 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.