

Checklist for incorporation of a limited liability company- foreign ownership

Details	Fill in here
Name of the company	
<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 ✓ Email address ✓ Mobile/phone number ✓ Number of shares 	
<p>Shareholder 2</p> <ul style="list-style-type: none"> ✓ Name ✓ Postal address ✓ Occupation ✓ Nationality 	

<ul style="list-style-type: none"> ✓ Email address ✓ Mobile/phone number ✓ Number of shares <p>{insert more shareholders as 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>Share Capital</p> <p>State the ratios of ownership? (Will all shareholders be equal?)</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 <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) ✓ Residential Address ✓ Telephone/ Mobile Number 	

<ul style="list-style-type: none"> ✓ 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 ✓ Residential Address ✓ 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 	<p>If you don't have a registered office in Kenya, we currently offer registered office services at a cost of US\$ 600 p.a.</p>
<p>Payments How do you prefer to pay?</p>	<ul style="list-style-type: none"> ✓ Bank Cheque ✓ Electronic Transfer

<p>Do you require other services? Take our silver package inclusive of these services</p> <p>✓ Registration of PIN</p>	<p>At least one of the foreign directors will require to apply for tax registration. Only then can we apply for taxation of the company. To apply for alien ID, please click here</p>
<p>✓ Resolution for opening a Bank Account/assistance in opening bank account</p>	<p>Please provide mandates for opening and operating the bank account.</p>
<p>✓ Company Seal</p>	
<p>Sign up for our company secretarial services</p>	<p>Retainer for one year includes registered office US\$ 700</p>
<p>Immigration Please indicate if you would like to acquire a special pass for one of your directors.</p>	
<p>Any other comments</p>	

Client Details

Name	
Email	
Mobile phone Number	

FEES

Please note fees is payable before work begins.

