

Checklist for registration of a branch in Kenya

	Details	Fill in here
1.	Name of the foreign company	
2.	Incorporation number (as per certificate of incorporation)	
3	Registered office in the country of origin	
4.	<p>Registered office in Kenya</p> <ul style="list-style-type: none"> ✓ Physical address of the company e.g. LR. No. /Plot No. ✓ Building ✓ Location ✓ Street /Road ✓ Postal address ✓ Postal code <p>(we provide this service at an annual fee of US\$ 600 if you require us to use our address)</p>	
5.	Name and postal address of the branch representative in Kenya	
6.	Names and address of all directors of the foreign company. Provide their passport copies	

7	Name and address of the company secretary of the foreign company (if any)	
8	Please attach <ul style="list-style-type: none"> • Notarized copy of the certificate of incorporation from the country of origin • Notarized Memorandum & Articles of Association from the country of origin • Copies of passports of the directors of the foreign company • Passport photos of the directors of the foreign company 	

Client Details

Name	
Email	
Mobile phone Number	

FEES

Professional services for registration of a foreign branch in Kenya	US\$ 650
Filing and disbursement fees	US \$150
Registered office (if required)	US\$ 600

Our contact details

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