**Checklist for incorporation of a Trust/Foundation in Kenya**

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| --- | --- |
| Details  | Fill in here |
| **Name of the Trust/Foundation** |  |
| **Objectives of the trust/ foundation**(state the main business of the trust/foundation/society you require to take e.g. charitable trust or those beneficial to the community or family trust)**Charitable trust must fall in at least one of the following categories:**1. **Relief of poverty e.g. homes & orphanages, hospitals**
2. **Advancement of education**
3. **Advancement of religion**
4. **Advancement of Health or saving of lives**
5. **Advancement of environmental protection or improvement**

**Trusts beneficial to the community not falling under the preceding heads e.g. advancing art, culture, racial harmony.** |  |
| **Particulars of the Donor/Settlor/Grantor**(Specify if donor is an individual or company, local or foreign)* Full Name
* Contact Details
* Postal Address
* Residential Address/ Registered Office
* Nationality
* Occupation
* Number of Shares in the Trust
* KRA PIN
* ID number
* Attach passport photo
 |  |
| **Particulars of the Trustees****The trustees should show competence in running the trust. For example if it an Education Trust, then some should have a background of teaching etc. The following information from the trustees is required;****Trustee No.1*** Name
* Postal address
* Occupation
* Nationality
* Email address
* Mobile /phone number
* Number of shares
* Residential address i.e., street, estate, plot number
* Colored Passport size photograph
* KRA PIN
 |  |
| **Trustee No. 2*** Name
* Postal address
* Occupation
* Nationality
* Email address
* Mobile /phone number
* Number of shares
* Residential address i.e., street, estate, plot number
* Colored Passport size photograph
* KRA PIN

**{insert more trustees as necessary}** |  |
| **Details of the registered office of the Trust/Foundation*** Physical address of the company e.g. LR. No. /Plot No.
* Building
* Location
* Street /Road
* Postal address
 |  |
| **Attach the following:-*** The Trust Deed (Registered & Stamped)
* a list of assets held by the trust/ in the absence a deed of donation indicating the properties to be donated to the trust.
* a letter/statement of donor funding/commitment
* Brief Summary of the Trust (1 page)
* Abstract of minutes appointing the trustees
* Curriculum vitae of the trustees or employees.
* The organization’s current financial status (**e.g., bank statements)**
* A copy of title documents as proof the body is in possession of immovable property.

 * Copy of ID/Passport of the Trustees
* If company, a copy of the certificate of registration.
* Statement of Account of the Trust
 |  |
| **Payments** How do you prefer to pay? | * Bank Cheque
* Electronic Transfer
* MPESA Till. No: 670876
 |
| **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.**