**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.**