

Checklist for incorporation of a Trust/Foundation in Kenya

Details	Fill in here
<p>Name of the Trust/Foundation</p>	
<p>Objectives of the trust/ foundation</p> <p>(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)</p> <p>Charitable trust must fall in at least one of the following categories:</p> <ol style="list-style-type: none"> 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 <p>Trusts beneficial to the community not falling under the preceding heads e.g. advancing art, culture, racial harmony.</p>	
<p>Particulars of the Donor/Settlor/Grantor (Specify if donor is an individual or company, local or foreign)</p> <ul style="list-style-type: none"> ✓ 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

<ul style="list-style-type: none"> ✓ Colored Passport size photograph ✓ KRA PIN <p>{insert more trustees as necessary}</p>	
<p>Details of the registered office of the Trust/Foundation</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>Attach the following:-</p> <ul style="list-style-type: none"> ✓ 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?	<ul style="list-style-type: none"> ✓ Bank Cheque ✓ Electronic Transfer ✓ MPESA Till. No: 670876
Do you require other services (for this an extra amount will be charged)	Note, all the directors must be registered on iTax to enable the company be registered for tax purposes.
✓ Registration of PIN (Kshs. 3,000)	
✓ 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.