

Checklist for incorporation of an NGO in Kenya

Details	Fill in here
<p>Name of the NGO</p> <p><i>(Provide at least three names)</i></p>	
<p>List of the Officials</p> <p>(Provide at least 3 officials, the chairperson, secretary, treasurer)</p> <ol style="list-style-type: none"> 1. There should be a Kenyan among the 3 top three officials when registering an International NGO. 2. At least One third (1/3) of all the board members MUST be Kenyan for all foreign-based NGOs <p>Particulars of the chairperson</p> <ul style="list-style-type: none"> ✓ 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 ✓ Copy of ID/Passport ✓ Submit a copy of a valid police clearance (certificate of Good Conduct including the fingerprints and receipts) for Kenyans. 	

<p>Equivalent notarized clearance certificate for Foreigners from their Country of Origin (MUST not be more than six (6) months old).</p>	
<p>Particulars of the Secretary</p> <ul style="list-style-type: none"> ✓ 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 ✓ Copy of ID/Passport ✓ Submit a copy of a valid police clearance (certificate of Good Conduct including the fingerprints and receipts) for Kenyans. Equivalent notarized clearance certificate for Foreigners from their Country of Origin (MUST not be more than six (6) months old). 	

<p>Particulars of the Treasurer</p> <ul style="list-style-type: none"> ✓ 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 ✓ Copy of ID/Passport ✓ Submit a copy of a valid police clearance (certificate of Good Conduct including the fingerprints and receipts) for Kenyans. Equivalent notarized clearance certificate for Foreigners from their Country of Origin (MUST not be more than six (6) months old). 	
<p>Particulars of Board Members</p> <p>Board Member 1</p> <ul style="list-style-type: none"> ✓ Name ✓ Postal address ✓ Occupation ✓ Nationality ✓ Email address ✓ Mobile /phone number 	

<ul style="list-style-type: none"> ✓ Number of shares ✓ Residential address i.e., street, estate, plot number ✓ Colored Passport size photograph ✓ KRA PIN ✓ Copy of ID/Passport ✓ Submit a copy of a valid police clearance (certificate of Good Conduct including the fingerprints and receipts) for Kenyans. Equivalent notarized clearance certificate for Foreigners from their Country of Origin (MUST not be more than six (6) months old). <p><i>(Insert at least 4 board members)</i></p>	
<p>Objectives of the NGO</p> <p><i>The NGO would have to demonstrate an act of public good that it will benefit and improve the lives of the population and the citizens of Kenya.</i></p> <p><i>State the line Ministry under which the NGO shall operate.</i></p>	
<p>Who are the Beneficiaries?</p> <p>Beneficiaries: this could be a class of persons in the society/trust/foundation.</p> <p>For Charitable Trust, this could be bright needy children; orphans between 0-10 years or an orphanage, cancer patients, women etc.</p> <p>Specify the area of benefit e.g., Nairobi, Kenya or Africa.</p> <p>For Family trust/foundation give the particulars of the Beneficiaries as follows:</p> <ul style="list-style-type: none"> ✓ Full Name ✓ Postal address 	

<ul style="list-style-type: none"> ✓ Occupation ✓ Nationality ✓ Email address ✓ Mobile /phone number ✓ Number of shares ✓ Residential address i.e., street, estate, plot number ✓ Colored Passport size photograph ✓ KRA PIN ✓ Copy of ID/Passport ✓ If company, a copy of the certificate of registration. ✓ For minor's state their age and provide a copy of their birth certificate 	
<p>Details of the registered office of the NGO</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>Other Documents required include:</p> <ul style="list-style-type: none"> a) 2 copies of the Constitution of the proposed NGO/INGO signed by both the proposed three (3) officials and the two (2) board members. b) Minutes authorizing the filing of the application with a specific agenda and resolution to register the organization as an NGO with the NGOs Board. 	

<p>c) NB: Election of the interim officials MUST form part of the Agenda.</p> <p>d) Proposed one year budget</p> <p>e) The proposed NGO has to present a forwarding letter to accompany this application.</p> <p>f) Original signatures of the officials and members as applicable should also be presented during the application</p> <p>g) A processing fee of Ksh16,000 for national NGOs and Ksh30,000 for International NGOs.</p>	
<p>Payments How do you prefer to pay?</p>	<ul style="list-style-type: none"> ✓ Bank Cheque ✓ Electronic Transfer ✓ MPESA
<p>Do you require other services (for this an extra amount will be charged)</p> <p>✓ Registration of PIN (Kshs. 3,000)</p>	<p>Note, all the directors must be registered on iTax to enable the company be registered for tax purposes.</p>
<p>✓ Resolution for opening a Bank Account Kshs. 1,000</p>	
<p>✓ Preliminary legal advice (dependent)</p>	
<p>✓ Company Seal Kshs. 5,000</p>	
<p>Sign up for our company secretarial services</p>	<p>Request a quote</p>
<p>Domain, hosting and email addresses</p> <p>Order a domain and hosting and professional email addresses (offered by one of our business partners) http://www.legibra.com/</p>	<p>Kshs. 5,000 Per annum</p>
<p>Any other comments</p>	

Client Details

Name	
Email	
Mobile phone Number	

FEES

Please note fees is payable before work begins.