**Checklist for incorporation of a limited liability company**

|  |  |
| --- | --- |
| Details | Fill in here |
| **Name of the company** |  |
| *Details of shareholders*  ***(Please note under the Kenyan Companies Act, 2015 a private company may have one shareholder)***  **Shareholder 1**   * **Name** * Postal address * Occupation * Nationality * Email address * Mobile /phone number * Number of shares * Residential address i.e., street, estate, plot number * Passport picture * KRA PIN |  |
| **Shareholder 2**   * **Name** * Postal address * Occupation * Nationality * Mobile /phone number * Email address * Residential address i.e., street, estate, plot number * Number of shares * Passport picture * KRA pin   **{insert more shareholders as necessary}** |  |
| Objectives of the company (**state the main business of the company you require to take e.g., investments company, retail and wholesale, clothing etc.,)**  NB: (***The objects of the Company are unrestricted unless restricted in the articles)*** |  |
| Share Capital-please state the number of shares and the value of each share  State the ratios of ownership? (Will all shareholders be equal?) |  |
| **If the same as the shareholders, please state same as shareholders.**  For all directors, please attach   1. Coloured Passport photograph 2. Copy of National Identity Card or Passport 3. Copy of Personal Identification Card (for Kenyans)   Details of directors  Director 1(all details are a must)   * Name * Postal address * Occupation * Pin number (must attach PIN certificate) * Residential Address * Telephone/ Mobile Number * E-mail address * National ID Number or Passport Number ***(If passport, please also include details of the issuing country and date of issue)***   Director 2   * Name * Postal address * Occupation * Pin number (must attach pin certificate) * Residential Address * Telephone/ Mobile Number * E-mail address * National ID Number or Passport Number ***(If passport, please also include details of the issuing country and date of issue)***   **{insert more directors as necessary}** |  |
| **Details of the registered office)**   * Physical address of the company e.g. LR. No. /Plot No. * Building * District * Location * Street /Road * Postal address |  |
| **Payments**  How do you prefer to pay? | * Bank Cheque * Electronic Transfer * MPESA |
| **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 |  |

**Provide E-Citizen log in details for registration of the company**

**Username:………………………………………………………………**

**Password:……………………………………………………………….**

**FEES**

**Please note fees is payable before work begins.**