**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 shareState the ratios of ownership? (Will all shareholders be equal?) |  |
| **If the same as the shareholders, please state same as shareholders.** For all directors, please attach1. Coloured Passport photograph
2. Copy of National Identity Card or Passport
3. Copy of Personal Identification Card (for Kenyans)

Details of directorsDirector 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.**