

Checklist for incorporation of a limited liability company

Details	Fill in here
Name of the company	
<p><i>Details of shareholders</i> (Please note under the Kenyan Companies Act, 2015 a private company may have one shareholder)</p> <p>Shareholder 1</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✓ Passport picture✓ KRA PIN	

<p>Shareholder 2</p> <ul style="list-style-type: none"> ✓ 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 <p>{insert more shareholders as necessary}</p>	
<p>Objectives of the company (state the main business of the company you require to take e.g., investments company, retail and wholesale, clothing etc.,)</p> <p>NB: (<i>The objects of the Company are unrestricted unless restricted in the articles</i>)</p>	
<p>Share Capital-please state the number of shares and the value of each share</p> <p>State the ratios of ownership? (Will all shareholders be equal?)</p>	
<p>If the same as the shareholders, please state same as shareholders.</p> <p>For all directors, please attach</p> <ol style="list-style-type: none"> 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}

<p>Details of the registered office)</p> <ul style="list-style-type: none"> ✓ Physical address of the company e.g. LR. No. /Plot No. ✓ Building ✓ District ✓ Location ✓ Street /Road ✓ Postal address 	
<p>Payments How do you prefer to pay?</p>	<ul style="list-style-type: none"> ✓ Bank Cheque ✓ Electronic Transfer ✓ MPESA
<p>Do your require other services (for this an extra amount will be charged)</p> <ul style="list-style-type: none"> ✓ Registration of PIN (Kshs. 3,000) 	<p>Note, all the directors must be registered on iTax to enable the company be registered for tax purposes.</p>
<ul style="list-style-type: none"> ✓ Resolution for opening a Bank Account Kshs. 1,000 	
<ul style="list-style-type: none"> ✓ Preliminary legal advice (dependent) 	
<ul style="list-style-type: none"> ✓ Company Seal Kshs. 5,000 	
<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	

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

Username:.....

Password:.....

FEEES

Please note fees is payable before work begins.