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**Checklist for incorporation of a limited liability company- foreign ownership**

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| --- | --- |
| Details  | Fill in here |
| **Name of the company****(provide 3 names as options)** |  |
| *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
 |  |
| **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

**{insert more shareholders as necessary}** |  |
| Objectives of the company (**(state the main business of the company you require to take e.g., investments company)**NB: (***The objects of the Company are unrestricted unless restricted in the articles)*** |  |
| Share CapitalState the ratios of ownership? (Will all shareholders be equal?)Direct or Indirect ownership? |  |
| **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 Bio Data Page

Details of directorsDirector 1(all details are a must)* Name
* Postal address
* Occupation
* Pin number (must attach PIN)
* 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
* 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
* Location
* Street /Road
* Postal address
* Email address
 | If you don’t have a registered office in Kenya, we currently offer registered office services at a cost of US$ 600 p.a. |
| **Payments** How do you prefer to pay? | * Bank Cheque
* Electronic Transfer
 |
| **Do your require other services? Take our silver package inclusive of these services*** Registration of PIN

 | At least one of the foreign directors will require to apply for tax registration. Only then can we apply for taxation of the company. To apply for alien ID, [Please click here](https://fns.immigration.go.ke/infopack/fns/fns/)  |
| * Resolution for opening a Bank Account/assistance in opening bank account

**Kshs. 1000** | Please provide mandates for opening and operating the bank account. |
| * Company Seal

Kshs. 5000 |  |
| * Preliminary legal advice (dependent on the nature- seek an appointment on this)

Kshs. 10,000 per hour |  |
| Sign up for our company secretarial services | **Retainer for one year includes registered office US$ 700** |
| **Immigration**Please indicate if you would like to acquire a special pass or work permit for one of your directors.* Application form 32 duly filled, signed and stamped by organization
* Detailed cover letter from the applicant/organization
* Current Two (2) passport size-colored photos
* Copy of valid national passport
* Copy of registration certificate of the organization
* Academic and professional certificates of the applicant
* Copy of any official receipt or acknowledgement for those waiting for permits processing
* Clearance letter (where applicable) from the relevant institutions.
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**Client Details**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Mobile phone Number |  |

**FEES**

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