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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 Capital  State 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 attach   1. Coloured Passport photograph 2. Copy of National Identity Card or Passport Bio Data Page   Details of directors  Director 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. |  |

**Client Details**

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

**FEES**

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