

Checklist for incorporation of a limited liability company- foreign ownership

Details	Fill in here
<p>Name of the company (provide 3 names as options)</p>	
<p><i>Details of shareholders (Please note under the Kenyan Companies Act, 2015 a private company may have one shareholder)</i> 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 	

<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 <p>{insert more shareholders as necessary}</p>	
<p>Objectives of the company (</p> <p>(state the main business of the company you require to take e.g., investments company)</p> <p>NB: (<i>The objects of the Company are unrestricted unless restricted in the articles</i>)</p>	
<p>Share Capital</p> <p>State the ratios of ownership? (Will all shareholders be equal?)</p> <p>Direct or Indirect ownership?</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 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}

<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 ✓ Location ✓ Street /Road ✓ Postal address ✓ Email address 	<p>If you don't have a registered office in Kenya, we currently offer registered office services at a cost of US\$ 600 p.a.</p>
<p>Payments How do you prefer to pay?</p>	<ul style="list-style-type: none"> ✓ Bank Cheque ✓ Electronic Transfer
<p>Do you require other services? Take our silver package inclusive of these services</p> <ul style="list-style-type: none"> ✓ Registration of PIN 	<p>At least one of the foreign directors will require to apply for tax registration. Only then can we apply for taxation of the company.</p> <p>To apply for alien ID, Please click here</p>
<ul style="list-style-type: none"> ✓ Resolution for opening a Bank Account/assistance in opening bank account Kshs. 1000 	<p>Please provide mandates for opening and operating the bank account.</p>
<ul style="list-style-type: none"> ✓ Company Seal Kshs. 5000 	
<ul style="list-style-type: none"> ✓ Preliminary legal advice (dependent on the nature- seek an appointment on this) Kshs. 10,000 per hour 	
<p>Sign up for our company secretarial services</p>	<p>Retainer for one year includes registered office US\$ 700</p>
<p>Immigration Please indicate if you would like to acquire a special pass or work permit for one of your</p>	

<p>directors.</p> <ul style="list-style-type: none"> • 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.