**Checklist for incorporation of a limited liability partnership**

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| Details | Fill in here |
| **Name of the LLP** |  |
| *Details of Partners*  **Partner 1**   * **Name** * Postal address * Occupation * Nationality * E-Mail Address |  |
| **Partner 2**   * **Name** * Postal address * Occupation * Nationality * E-Mail Address   **{insert more Partners as necessary}** |  |
| **Manager 1**   * **Name** * Postal address * Occupation * Nationality * E-Mail Address |  |
| Objectives of the LLP  **(state the main business of the LLP you require to take)** |  |
| For all Partners/Managers, please attach   1. Coloured Passport photograph 2. Copy of National Identity Card or Passport 3. Copy of Personal Identification Card (for Kenyans) 4. KRA PIN Certificate |  |
| **Details of the registered office)**   * Physical address of the company e.g. LR. No. /Plot No. * Building * 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) |  |
| ***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 |  |

**FEES**

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