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

|  |  |
| --- | --- |
| 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 attach1. 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.**