

Checklist for incorporation of a limited liability partnership

Details	Fill in here
Name of the LLP	
<i>Details of Partners</i> Partner 1 <ul style="list-style-type: none"> ✓ Name ✓ Postal address ✓ Occupation ✓ Nationality ✓ E-Mail Address 	
Partner 2 <ul style="list-style-type: none"> ✓ Name ✓ Postal address ✓ Occupation ✓ Nationality ✓ E-Mail Address <p>{insert more Partners as necessary}</p>	

<p>Manager 1</p> <ul style="list-style-type: none"> ✓ Name ✓ Postal address ✓ Occupation ✓ Nationality ✓ E-Mail Address 	
<p>Objectives of the LLP</p> <p>(state the main business of the LLP you require to take)</p>	
<p>For all Partners/Managers, please attach</p> <ol style="list-style-type: none"> 1. Coloured Passport photograph 2. Copy of National Identity Card or Passport 3. Copy of Personal Identification Card (for Kenyans) 4. KRA PIN Certificate 	
<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 	
<p>Payments How do you prefer to pay?</p>	<ul style="list-style-type: none"> ✓ Bank Cheque ✓ Electronic Transfer ✓ MPESA
<p>Do your require other services (for this an extra amount will be charged)</p> <ul style="list-style-type: none"> ✓ Registration of PIN 	<p>Note, all the directors must be registered on iTax to enable the company be registered for</p>

(Kshs. 3,000)	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.