

**CHECKLIST FOR TRANSFER OF SHARES AND APPOINTMENT/RESIGNATION OF DIRECTORS**

	Fill in here
<p><b>Documents required</b></p> <ol style="list-style-type: none"> <li>1. Certificate of Incorporation</li> <li>2. Memorandum &amp; Articles of Association</li> <li>3. Current CR 12</li> </ol>	
<p><b>Transferor details (person transferring the shares)</b> <b>Add more as maybe necessary.</b></p> <p>Name</p> <p>Postal Address</p> <p>Occupation</p> <p>Nationality</p> <p>Email address</p> <p>Mobile/phone number</p> <p>Number of shares</p>	
<p><b>Transferee details (1) (person to whom the shares are being transferred).</b> <b>Add more as maybe necessary.</b></p> <p>Name</p> <p>Postal Address</p> <p>Occupation</p> <p>Nationality</p> <p>Email address</p>	

<p>Mobile/ phone number</p> <p>State the number of shares being transferred</p>	
<p><b>Transferee details (2) (person to whom the shares are being transferred). Add more as maybe necessary.</b></p> <p>Name</p> <p>Postal Address</p> <p>Occupation</p> <p>Nationality</p> <p>Email address</p> <p>Mobile/phone number</p> <p>State the number of shares being transferred</p>	
<p><b>CHANGE OF DIRECTORS-RESIGNATION OF DIRECTOR (</b></p> <p>Resignation of director</p> <p>Required Letter of resignation of the director (s)</p>	
<p><b>APPOINTMENT OF NEW DIRECTOR (S)</b></p> <p>Required</p> <ol style="list-style-type: none"> <li>1. Minutes for appointment of the new director (s)</li> <li>2. Copy of National ID</li> <li>3. Copy of PIN</li> <li>4. Passport photographs</li> <li>5. Postal and residential address of the new director</li> </ol> <p><b>IF THE NEW DIRECTOR IS A LIMITED COMPANY</b></p> <ol style="list-style-type: none"> <li>1. Copy of the Certificate of Incorporation</li> <li>2. Copy of PIN</li> </ol>	
<p>Any other comments</p>	

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Fill in this checklist and return to [info@capitaregistrars.co.ke](mailto:info@capitaregistrars.co.ke)