

Checklist for registration of a branch in Kenya

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| --- | --- | --- |
|  | Details | Fill in here |
| 1. | Name of the foreign company  |  |
| 2. | Incorporation number (as per certificate of incorporation) |  |
| 3 | Registered office in the country of origin |  |
| 4.  | Registered office in Kenya* Physical address of the company e.g. LR. No. /Plot No.
* Building
* Location
* Street /Road
* Postal address
* Postal code

(we provide this service at an annual fee of US$ 600 if you require us to use our address) |  |
| 5.  | Name and postal address of the branch representative in Kenya |  |
| 6.  | Names and address of all directors of the foreign company. Provide their passport copies |  |
| 7 | Name and address of the company secretary of the foreign company (if any) |  |
| 8 | Please attach* Notarized copy of the certificate of incorporation from the country of origin
* Notarized Memorandum & Articles of Association from the country of origin
* Copies of passports of the directors of the foreign company
* Passport photos of the directors of the foreign company
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**Client Details**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Mobile phone Number |  |

**FEES**

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| Professional services for registration of a foreign branch in Kenya | US$ 650 |
| Filing and disbursement fees  | US $150 |
| Registered office (if required) | US$ 600 |

Our contact details

CAPITA REGISTRARS

ROYAL OFFICES, MOGOTIO RD

WESTLANDS

1ST FLOOR, SUITE NO. 17

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