

Checklist for registration of a branch in Kenya

	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.	<p>Registered office in Kenya</p> <ul style="list-style-type: none"> <li>✓ Physical address of the company e.g. LR. No. /Plot No.</li> <li>✓ Building</li> <li>✓ Location</li> <li>✓ Street /Road</li> <li>✓ Postal address</li> <li>✓ Postal code</li> </ul> <p>(we provide this service at an annual fee of US\$ 600 if you require us to use our address)</p>	
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 <ul style="list-style-type: none"> <li>• Notarized copy of the certificate of incorporation from the country of origin</li> <li>• Notarized Memorandum &amp; Articles of Association from the country of origin</li> <li>• Copies of passports of the directors of the foreign company</li> <li>• Passport photos of the directors of the foreign company</li> </ul>	

#### Client Details

Name	
Email	
Mobile phone Number	

#### FEES

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

1<sup>ST</sup> FLOOR, SUITE NO. 17

Website: [www.capitaregistrars.co.ke](http://www.capitaregistrars.co.ke)

Contact person: Silvana Wanjiru

Email address: [swanjiru@capitaregistrars.co.ke](mailto:swanjiru@capitaregistrars.co.ke)