

COMPANY REGISTRATION REQUIRMENTS.

1. Name of the company:

_____ Limited
(Insert name of company)

2. Type of company:

Public Private Limited by guarantee
(Select the type of company that applies)

3. Company Physical address

Name of building/Plot No.		Floor/Room No.	
Street/Road		Town	
District		County	

4. Company Contact address

P.O. Box		Postal Code	
Office No.		Mobile No.	
Email address ¹			

5. Details of the directors and authorized signatory of the company

Names in full.	Postal address	Identity card or passport number	Nationality	Tel no. and email address

6. Objects (if any) for which the company is established

Primary business activity: _____

Secondary business activity: _____

7. Share capital

The Nominal share capital is KES _____

divided into _____ number of shares of KES _____ each.

8. Details of the shareholders of the company

Names in full.	Number of Shares	Nationality	Postal Address	Tel no. and email address

9. Details of Residential address of Directors

The residential address shall include. House Number or Plot Number, name of estate, location or village, Name of road, Town, County:

Name of Director	Residential Address.

Documents and Processes required for registration of a company.

* At least 1 director must be registered on iTax and have a valid PIN.

* Attach a coloured passport photo of each director / shareholder.

* A private company is required to have a secretary only if it has a paid up capital of KES 5,000,000 or more.

* Unless the articles of a company specifically restrict, or objectives restricted by other laws eg Banking, security, Universities, Micro finance etc the objects of the company, its objects are unrestricted.

* Provide, where a company is a shareholder in the company we shall require the following documents.

- If a Foreign company, a Notarized copy of the certificate of incorporation from country of Origin.
- The seal / stamp of the company shall be affixed on Form CR2.
- If a local company. A copy of the certificate of incorporation and the PIN of the company.