

COMPANY REGISTRATION FORM

1. Name of the company:

_____ Limited
(Insert name of company as reserved)

2. Type of company:

☐ Public ☐ Private ☐ Limited by guarantee ☐ Unlimited (either public or private)
(Select the type of company that applies)

3. The company—

- ☐ has prepared its own articles of association; or
- ☐ will adopt the model articles of association appropriate to the company; or
- ☐ will adopt some of those model articles and has prepared its own articles of association to supplement or modify those model articles.

(Select the option which applies)

*If the company has prepared its own articles or articles to supplement or modify the model articles, those articles have been printed, dated and signed by the applicants and are attached to this application.

Target business start date: _____

Target accounting period end month: _____

Number of employees at target business start date: _____

4. Physical address

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

5. Contact address

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

¹ Please provide an email address which has never been used on iTax

6. Details of the first directors, secretary and authorized signatory of the company²

Name and designation	Postal address	Identity card or passport number ³	Nationality	Tel no. and email address	Consent to act as director/ secretary ⁴ (signature of individual)

(Attach 1 copy of national I.D, KRA-PIN and coloured passport photograph of each director)

7. Objects (if any) for which the company is established⁵

Primary business activity: _____

Secondary business activity: _____

8. Liability of the members

☐ Limited by shares

☐ Limited by guarantee

☐ Unlimited

(Select the item that applies to the company)

9. Share capital

If the company is limited by shares, its share capital is KES _____ (Insert amount of share capital)
divided into _____ number of shares of KES _____ each.

Class of shares	Number of shares issued	Nominal value of issued shares
Total nominal value of issued shares		

10. Paid up capital

The amount to be paid up (if any) on each share: KES _____

The amount to be unpaid (if any) on each share: KES _____

² At least 1 director must currently be registered on iTax

³ Add issuing country and place and date of issue if a passport number is provided.

⁴ A private company is required to have a secretary only if it has a paid up capital of KES 5,000,000 or more.

⁵ Unless the articles of a company specifically restrict the objects of the company, its objects are unrestricted.

11. Details of company ownership structure

Is the Company you are registering a Subsidiary Company? Yes ☐ No ☐

If yes, is the Principal Holding company Resident in Kenya? Yes ☐ No ☐

Holding Company PIN: _____

Name of Holding Company: _____

Country in which holding company is located: _____

12. Details of Acquisition/Amalgamation

Was your business formed as a result of acquisition or amalgamation? Yes ☐ No ☐

If yes, please fill in the following details:

Type of Bond (acquisition or amalgamation)	PIN ⁶	Date ⁷

⁶ Provide the PIN of the company which will cease to exist, that is, the one which was acquired or both the companies which are amalgamating.

⁷ Date of acquisition or amalgamation

Form completed by

Name		Designation	
Address		Phone No.	
Signature		Date	

(Subscriber ☐) / (Agent ☐) (Select whichever applies)

FOR OFFICIAL USE

Companies Registry

Checked by:

Name		Signature		Date	
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NSSF

Certificate issued by:

Name		Signature		Date	
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NHIF

Code issued by:

Name		Signature		Date	
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Company Reg. No: _____

KRA PIN: _____

NSSF No: _____

NHIF No: _____

Information on registration

Registration fees

The registration fee for all companies is **KES 10,000**.

Documents required for registration of a company

1. Application and reservation of name. The name search and reservation process can be done at any of the Huduma Centres countrywide, online using the E-Citizen platform and on a Safaricom mobile phone by dialing *271#.
2. Correctly completed company registration form (this form).
3. Model memorandum for a company limited by shares (Form CR2) or model memorandum for a company limited by guarantee (Form CR3) or model memorandum for a company whose liability is unlimited (Form CR4).
4. Articles of Association (if those provided in the Regulations have not been adopted).
5. A copy of national I.D. card, KRA PIN certificate and recent colored passport photograph of each director and the company secretary.
6. Notification of directors' residential address (Form CR8).
7. Copy of I.D card of person lodging documents.
8. Registration fees indicated above.