

# 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 <sup>1</sup>			

<sup>1</sup> Please provide an email address which has never been used on iTax

**6. Details of the first directors, secretary and authorized signatory of the company<sup>2</sup>**

Name and designation	Postal address	Identity card or passport number <sup>3</sup>	Nationality	Tel no. and email address	Consent to act as director/ secretary <sup>4</sup> (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 established<sup>5</sup>**

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
<b>Total nominal value of issued shares</b>		

**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 \_\_\_\_\_

<sup>2</sup> At least 1 director must currently be registered on iTax

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

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

<sup>5</sup> 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 <sup>6</sup>	Date <sup>7</sup>

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<sup>6</sup> 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.

<sup>7</sup> Date of acquisition or amalgamation

**Form completed by**

Name		Designation	
Address		Phone No.	
Signature		Date	

(Subscriber  / (Agent  (Select whichever applies)

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**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.