**Company Registration Requirements**

1. **DIRECTOR(S) DETAILS**

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| **No.** | **Item Description** | **Required information** |
| 1. | Full Details of 1st  Director  *\*Important! All directors need to provide their residential address to comply with the new Company Act 2015 e.g. House number, street name, town name* | Fullnames:  Postal Address:  Occupation:  Share Allocation:  ID/Passport Number:  KRA PIN Number:  Nationality:  Phone Number:  Email Address:  Residential Name of Building:  Residential House No. or Plot No:  Residential Street/Road Name:  Residential Town:  Residential District:  Residential County:  Residential Country: |
| 2. | Full Details of 2nd  Director (if any) | Fullnames:  Postal Address:  Share Allocation:  Occupation:  ID/Passport Number:  KRA PIN Number:  Nationality:  Phone Number:  Email Address:  Residential Name of Building:  Residential House No. or Plot No:  Residential Street/Road Name:  Residential Town:  Residential District:  Residential County:  Residential Country: |
| 3. | Proof of Identity *(Email us the documents listed on the right)* | * Copy of ID/Passport for each director. (Front & Back-side) * Copy of iTax KRA PIN Certificate for each director * Passport Photo for each director - make sure it has a clear white background. |

**Director(s) Details Guideline:**

**Full names:** Make sure you put your full names as shown on your ID or Passport.

**Residential Address:** Each director is required by the new regulations to provide their House number, building name (if any), street/road name, town name. If you have Plot number/LR number, that can be helpful on the application.

**Postal Address:** You will need to put your postal address as well as your postal code (For example: P.O. Box 12345-00100, Nairobi, Kenya).

**Share Allocation** - How many shares will each director be allocated out of 1,000 shares e.g. 60%-40% or 70%-30% etc. If you are the sole director, then you can also allocate yourself 100% shares ownership.

**Proof of Identity** – you will need to scan and email to us all the 3 documents for each director in order to meet the new threshold that Company Registry has introduced as part of the registration process.

1. **COMPANY DETAILS**

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| --- | --- | --- |
| **No.** | **Item Description** | **Required information** |
| 1. | Company Name: |  |
| 2. | Nature of business | Primary business activity - |
| 3. | Physical address and Contact address | Name of Building:  Plot No: Floor No (if any)  Room No (if any):  Street/Road Name:  Town:  County:  District:  Postal Address:  Office or Director Mobile No:  Company Email Address: |
| 4. | Targeted business start date *(e.g. 01/07/2018)* |  |
| 5. | Target accounting period end month *(e.g. December)* |  |
| 6. | Number of employees at target business start date |  |
| 7. | Additional information (if any) |  |

**Company Details Guideline:**

**Company Name** – list your company name suggestions (up-to 2 names) so we can carry out a name search for you through eCitizen platform.

**Nature of business** – you will need to list the business activities that you would like your company to undertake, *primary business activity* being your main business activity.

For example;

* Primary Business Activity – General Supplies, General Trading, Building, Road Construction, Consultancy etc.

**Situation of Registered Office –** Please note that if you don't have a registered office and you are planning to start your business from home, then you can submit your home address.

**Street Name** – please make sure that you give us a street name or road name where your business will be located, whether it will be in a business premises or starting from your home.

**Plot No. /LR No.** - Plot number or land reference number that can be found on your utility bill e.g. electricity, water or title deed.

**Targeted business start date** – This is the date by which you expect the business to be in operation. If you will have employees, you will be expected to start remitting NSSF and NHIF payments for them after this date. If, however, your business is not in operation by this date or you do not have employees by then, you will need to write a letter to NSSF and NHIF explaining this and provide another date by which you expect to have employees.

**Target accounting period end month** – you will need to choose a month where you will be doing your accounting and returns for your company. For example – January, June or December etc

**Number of employees at target business start date** – you will need to put the number of employees you intend to employ once you have begun your business operations.