

COMPANY REGISTRATION

CHECKLIST – NON-RESIDENT/FOREIGNER

This checklist outlines all the information and documents required to commence the registration of a non-resident-owned company in Kenya.

Item	Details Required
Personal KRA PIN (Mandatory – First Step)	Each shareholder and director must have a valid personal KRA PIN. <ul style="list-style-type: none">• This is a mandatory requirement and must be completed before we can proceed with company incorporation.• <i>Note: M&A Registrars can assist with setting up a KRA PIN for you if requested.</i>
Proposed Company Names	Provide three preferred company names in order of priority
Articles of Association	Submit your own Articles (if prepared), or Standard Model Articles will be applied.
Nature of Business	Provide a clear description of: <ul style="list-style-type: none">• Primary business activity• Any additional activities to be listed
Registered Office Address (Kenya)	Every company must have a registered office in Kenya. <i>Note: M&A Registrars can act as the designated registered office if required.</i>
Share Capital & Allocation	Total number of shares (Minimum: 1,000 shares @ KES 100 each = KES 100,000) <ul style="list-style-type: none">• <i>Provide a list of shareholders including full names, number of shares, and percentage of ownership.</i>
Shareholders & Director(s) Information	For each director and shareholder please provide: <ul style="list-style-type: none">• Copy of Passport/ National ID• Passport-size photo• Mobile phone number• Email address• Postal & residential address• Occupation

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Supporting Documents (If Applicable)	<p>Certificate of Incorporation (for corporate shareholders)</p> <ul style="list-style-type: none">• Board resolution authorising investment (if required) <p><i>(This is only applicable if one of your selected shareholders is a corporate/company. If all shareholders are individuals, ignore.)</i></p>
Personal Information	<p>Provide your personal details:</p> <ul style="list-style-type: none">• Full name• Copy of National ID• Phone Number• Official email address

Important note:

A valid personal KRA PIN for each shareholder and director is mandatory and must be obtained before the company can be incorporated.

Expected Timeline:

Once all required information and documents are submitted, the company registration process typically takes 5–7 business days.

- Upon completion, a corporate KRA PIN will be automatically issued

Need Help?

For guidance or assistance with any of the above steps, M&A Registrars are available to support your company registration process from start to finish.



M&A REGISTRARS

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