

# COMPANY REGISTRATION CHECKLIST – KENYAN RESIDENT

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

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

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

## 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 is available to support your company registration process from start to finish.



M&A REGISTRARS

*Company Registration & Compliance Specialists*

Phone: 0737 570 370

Website: <https://mnaregistrars.com>

Email: [info@mnaregistrars.com](mailto:info@mnaregistrars.com)