

LLP REGISTRATION CHECKLIST

This checklist outlines all the information and documents required to commence the registration of a Limited Liability Partnership in Kenya.

Item	Details Required
Proposed LLP Names	Provide three preferred LLP names in order of priority.
LLP Agreement	Submit your own LLP Agreement (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)	Please provide details of the office address i.e Location, postal address, landmarks, road etc.
Partners & Capital Contributions	Provide a list of all partners including: <ul style="list-style-type: none">• full names,• Contribution amount (cash or in-kind)• percentage of ownership / profit-sharing ratio
Partners & Designated Partner(s) Information	For each partner and designated partner, please provide: <ul style="list-style-type: none">• Copy of Passport/ National ID• KRA PIN• Passport-size photo• Mobile phone number• Email address• Postal & residential address• Occupation <ul style="list-style-type: none">• For Non-resident Partners, please note that a KRA PIN is a mandatory requirement.
Supporting Documents (If Applicable)	Certificate of Incorporation (if one of the partners is a company) <ul style="list-style-type: none">• Board resolution authorising investment (if required) <i>(Only applicable if one of your partners is a corporate entity; otherwise ignore)</i>
Personal Information	Provide your personal details: <ul style="list-style-type: none">• Full name• Copy of National ID• Phone Number• Official email address

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Expected Timeline:

Once all required information and documents are submitted, the LLP registration process typically takes 21 - 28 business days.

- Upon completion, a KRA PIN will be issued for the LLP, which will then be used for the next stage: bank account opening.

Need Help?

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



M&A REGISTRARS

Company Registration & Compliance Specialist

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