

SHARE TRANSFER CHECKLIST (KENYA)

This checklist outlines all the information and documents required to process a share transfer for a private limited company in Kenya, in compliance with The Companies Act, 2015 and Business Registration Service (BRS) requirements.

Item	Details Required
Company Details	<ul style="list-style-type: none">Registered company nameCompany registration numberCurrent CR12 (if available) <p>If unavailable, M&A Registrars can retrieve this on your behalf</p>
Details of Shares Being Transferred	<p>Please confirm:</p> <ul style="list-style-type: none">Number of shares to be transferredValue per shareTotal value of sharesEffective date of transfer
Transferor Details (Current Shareholder)	<p>Provide:</p> <ul style="list-style-type: none">Full legal nameCopy of National ID / PassportEmail addressMobile phone number
Transferee Details (New Shareholder (s))	<p>Provide:</p> <ul style="list-style-type: none">Full legal nameCopy of National ID / PassportEmail addressMobile phone numberPostal & Residential Address
Board Approval & Governance Documents	<p>Board Resolution (CR 19) - Formal approval by the directors authorising the share transfer.</p> <ul style="list-style-type: none">Board Minutes - Record of the meeting where the transfer was approved, confirming proper governance procedures.
Stamp Duty Assessment	<p>Stamp duty is payable at 1% of the value of shares transferred</p> <ul style="list-style-type: none">M&A Registrars will facilitate assessment and confirmation prior to filingStamp duty must be paid before documents can be lodged with BRS.
Stamp Duty Assessment	<p>Upon completion, M&A Registrars will:</p> <ul style="list-style-type: none">File the share transfer with the Business Registration ServiceUpdate the Register of MembersIssue a new Share CertificateObtain an updated CR12 reflecting the new shareholding

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Once all required documents and payments are received, the share transfer process typically takes 14 – 21 business days, subject to BRS processing timelines.

Need Help?

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



M&A REGISTRARS

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