

SUBSIDIARY COMPANY REGISTRATION CHECKLIST

This checklist outlines all the information and documents required to register a subsidiary company in Kenya (Also called a branch) under the Companies Act, 2015.

A subsidiary is a company owned or controlled by another company (the parent company). The parent company usually holds more than 50% of the shares in the subsidiary.

| 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. <ul style="list-style-type: none">• <i>Note: M&A Registrars can act as the designated registered office if required.</i> |
| Share Capital & Allocation | Provide details of the company's share structure: <ul style="list-style-type: none">• Total number of shares (e.g., 1,000 shares)• Nominal value per share (e.g., KES 100 per share)• Total share capital (e.g., KES 100,000)• Total share allocation per shareholder <p>Minimum recommended structure: 1,000 shares @ KES 100 per share = KES 100,000 share capital</p> |

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|---|--|
| Shareholders & Director(s) Information (INDIVIDUAL) | 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 |
| Shareholders & Director(s) Information (FOREIGN PARENT COMPANY) | For each director and shareholder please provide: <ul style="list-style-type: none">• Certified copy of the parent company's Certificate of Incorporation / Registration• Registered office address of the parent company• Board Resolution from the parent company authorising the creation of the subsidiary (Signed by directors or company secretary)• Details of at least one natural-person director of the subsidiary (a real individual, not a company)• Statement of nominal share capital• Beneficial Ownership (BO) details of the individuals who ultimately control or benefit from the company• Certified copy of Memorandum & Articles of Association (or equivalent)• Proof of registered office address of the parent company• Details of authorised signatory who will act on behalf of the parent company in Kenya• Translation into English of any documents not originally in English, if applicable• Apostille or notarisation of foreign documents if required by Kenyan authorities <p><i>This ensures the Kenyan authorities can verify the foreign parent company and avoids delays in registration.</i></p> |
| 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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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 14 – 21 business days.

- Upon completion, a corporate KRA PIN will be automatically issued for the subsidiary company.

Need Help?

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Company Registration & Compliance Specialist

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