

Company & Business Registration

Detailed client information request and onboarding checklist | Kenya

Applicant & contact information

- Full legal name(s), preferred contact, email, telephone, postal and physical address.
- Citizenship/residency, identification document type and number for verification; securely provide copy only when required.
- Residential addresses of proposed directors and shareholders, where officially required.
- Proposed registered office: building/plot, road, town, county, postal address.

Proposed business particulars

- Three to five proposed names in order of preference; spelling and meaning.
- Describe main and secondary business activities and proposed sector licences.
- Choose structure: business name / private limited company / LLP / other (scope to confirm).
- Expected start date, operating counties, online activities and relevant contact details.

Owners, directors & beneficial ownership

- Full names, nationality, date of birth and contact details of each proposed director/shareholder or partner.
- Share allocation: number/class of shares, percentages and intended voting rights; reconcile totals to 100%.
- Beneficial ownership and control information, including indirect interests, as applicable.
- Proposed company secretary if legally required; nominee arrangements require separate legal review.

Documents to prepare securely

- Valid identification documents and KRA PINs for applicable persons; passports/foreign documentation if relevant.
- Signed consents and resolutions where relevant; existing entity documents if registering a subsidiary.
- Proof of address and additional regulator/bank documents only if requested.

Your Extra Pair of Hands in Business Support & Operations

- Sector-specific authorizations, licensing evidence or professional qualifications if applicable.

Tax, finance & onboarding

- KRA/iTax registration details and intended tax obligations for review; eTIMS onboarding readiness.
- Bank/payment setup preferences; proposed authorised signatories and approval limits.
- Expected staffing and payroll; county permits; business record-keeping arrangements.
- Written authority for GBO to act, signed service engagement, fees and statutory disbursements approval.

Verification, consent & sign-off

- Client confirms submitted information is accurate and all owners have authorized the application.
- GBO will verify identity and authority, explain data processing and avoid collecting account passwords or OTPs.
- Government forms, fees and requirements must be confirmed against current BRS/KRA guidance before filing.
- Applicant signature: _____ Date: _____

Client reference: GBO-CLI-_____ Date: _____

Confidential — share personal information using an agreed secure channel; never include passwords or OTPs.