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CLIENT SERVICE FEES & CHARGING GUIDE

Published starting rates | 1 November 2026 | Currency: Kenya shillings (KSh)

1. Monthly support packages

Package	Monthly fee	Onboarding	Main published allowance
GBO Essential	15,000	From 10,000	20 admin requests; 10 invoices; compliance reminders; monthly report and call
GBO Growth	40,000	From 20,000	30 admin requests; 150 transactions; 2 accounts; payroll for 10; up to 4 return types
GBO Integrated	70,000	From 30,000	50 admin requests; 300 transactions; 3 accounts; payroll/HR for 25; weekly review; 1 SOP; up to 2 on-site days
GBO Enterprise	From 120,000	By quotation	600 transactions; 5 accounts; up to 50 employees; up to 2 locations; senior lead; up to 4 on-site days

2. One-off business support projects

Service	Starting fee	Published scope / allowance
Business Health Check	10,000	One entity; document review, one meeting, six-pillar scorecard and prioritized action plan
GBO Launch	25,000	One business; records setup, compliance calendar, invoice templates, basic roles and opening workflows
GBO Reset	50,000	Up to 3 historical months, 300 transactions and 2 accounts
GBO Structure	60,000	Up to 5 core SOPs, responsibility and approval matrices; one handover workshop
GBO Systems Setup	35,000	One supported application; up to 100 clean master records; one team training session
GBO People Setup	30,000	Up to 10 employee files, standard role templates, leave register and onboarding/exit checklists
GBO Continuity	100,000	One entity; founder dependency review, delegation plan, critical processes and continuity roadmap

3. Standalone monthly services and training

Service	Starting fee	Published scope / allowance
GBO Compliance Care	10,000 / month	One entity; compliance calendar, evidence register, monthly status and up to 3 routine return types

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Service	Starting fee	Published scope / allowance
GBO Finance Desk	25,000 / month	Up to 150 transactions; 2 reconciled accounts; debtor/creditor schedules; management accounts
GBO Learning Workshop	25,000 / session	One topic; up to 3 hours; up to 15 participants; materials included, venue/travel extra

4. How GBO charges and receives payment

Charging point	Approach
Assessment & quotation	Final fee is confirmed after reviewing client records, volumes, required deliverables, deadlines and exclusions.
Monthly retainers	Payable in advance under an initial three-month engagement. Unused monthly allowances do not roll forward.
One-off work up to KSh 5,000	Normally payable fully upfront.
Larger projects	Normally 50% upfront, 30% at the agreed milestone and 20% on delivery.
Onboarding	Charged separately from the monthly retainer, at the published starting rate or quotation.
Extra scope	Approved work exceeding package allowances is quoted separately. Services already included in a package are not charged twice.

5. Important exclusions and delivery conditions

• Applicable VAT, government fees, statutory payments, permits, software licences, historic cleanup, third-party/specialist fees and agreed extras are additional unless expressly included.

• A routine administrative request is one defined item. A transaction is one receipt, payment, invoice, bill, credit note or journal; matching it to a statement is not counted twice.

• On-site days cover up to eight hours; travel outside the agreed area is extra. The signed proposal sets turnaround targets, client obligations and record cutoffs.

• Client funds, taxes, penalties and statutory remittances remain the client’s responsibility. Official registration charges should be reconfirmed at quotation.

• Other services in GBO’s directory without a firm published fee are priced on an agreed written scope, not assumed to be included.

CONTACT & REQUEST A QUOTATION

Website: www.gbosolutions.com | Email: gbosolutions@gmail.com | Telephone: +254 716 143 020

Source: GBO Solutions official website, reviewed 1 November 2026. This is a customer-facing summary of published starting fees, not a binding quotation. Website contact/offer details should be reconfirmed before issue.

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BUSINESS REGISTRATION & CORPORATE SERVICES FEE GUIDE — KENYA | 2026

Client-facing indicative price guide | Reference: GBO/FEES/REG/2026/001 | Prepared: 1 November 2026

How fees are presented: “Official fee” is a published government filing fee, where verified. “GBO professional fee” is a proposed service charge for review and approval by GBO management. “Indicative total” adds these two components only; eCitizen convenience charges, taxes, stamp duty, legal fees, special approvals and additional disbursements may apply. All amounts are in Kenya shillings (KSh).

A. New business, partnership, company and trust registrations

Entity / service	Official fee	GBO fee (proposed)	Indicative total
Business name — sole proprietor	950	3,000	3,950
Business name — ordinary partnership	950	5,000	5,950
Limited partnership (LP)	Verify with registry	12,000	Quotation
Limited liability partnership (LLP)	25,000	15,000	40,000
Private company limited by shares	10,650	15,000	25,650
Single-member private limited company	10,650	12,000	22,650
Public company limited by shares	10,650	30,000	40,650
Company limited by guarantee (CLG)	10,000	30,000	40,000
Unlimited company	20,050	25,000	45,050
Foreign company / Kenya branch	7,550	35,000	42,550
Family trust / incorporated trustees	Confirm with BRS	40,000+	Quotation
Charitable / non-charitable trust	Confirm with BRS	45,000+	Quotation

Important: A business name is not a separate incorporated legal person. A partnership deed, shareholder agreement, trust deed, bespoke articles, notarial work or specialist legal opinion is priced separately unless expressly included in a quotation.

B. Agreement drafting and foundational documents

Professional service	Proposed GBO fee	Typical scope
Ordinary partnership agreement	8,000–20,000	Capital, roles, profit share, exits and disputes
LLP agreement	15,000–35,000	Partners, contributions, management and exits
Shareholders’ agreement	15,000–40,000	Ownership, reserved matters, transfers and disputes
Tailored company articles / governance pack	10,000–30,000	Articles, board rules, initial resolutions
Trust deed & trustees’ governance pack	25,000–75,000+	Purpose, trustees, beneficiaries, powers and succession

Professional service	Proposed GBO fee	Typical scope
Founding board resolutions / meeting minutes	3,000–8,000	Drafting and final signing copies
Register of members, directors and BO records	5,000–12,000	Initial statutory registers and filing preparation

Documents requiring reserved legal practice or specialized legal interpretation should be prepared or reviewed by a qualified Kenyan advocate. Legal counsel fees, witnessing, notarisation and stamp duty are not included unless quoted.

C. Post-registration onboarding and statutory setup

Service	Proposed GBO fee	Notes
KRA PIN / tax obligations onboarding	3,000–8,000	Depends on entity type and portal requirements
eTIMS setup and orientation	5,000–12,000	Integration and hardware separate
PAYE / NSSF / SHA / AHL employer setup	6,000–15,000	Based on workforce and scope
County permit application support	3,000–10,000	County permit fees separate
Business bank-account opening pack	5,000–12,000	Board minutes, KYC and application preparation
Books, records & invoicing setup	10,000–30,000	Accounting software subscription separate
Complete launch compliance package	20,000–50,000	Bundled quotation, no double charging

D. Changes to business or company records

Filing / change	Official BRS fee	Proposed GBO fee
Business-name change	800 plus possible penalties	3,000
Company-name change	4,000	6,000
LLP-name change	2,000	5,000
Company directors’ particulars change	550	4,000
Change of registered company address	550	3,000
Appointment/change/cessation of secretary	550 (listed per relevant filing)	4,000
Change of business-name particulars	200 or 400; conditions apply	3,000
LLP particulars change	2,000	5,000
Company official search (CR12)	650 (BRS page also shows 600)	1,500
Business-name official search	250 (BRS page also shows 200)	1,000
Business-name cessation	800 plus possible penalties	4,000
Company dissolution / strike-off	4,000 (BRS schedule)	15,000+
Charge / debenture registration	2,000–14,000	8,000+

Filing / change	Official BRS fee	Proposed GBO fee
Discharge of registered charge	2,000	5,000

Some official BRS pages display duplicate or differing historical search fees. Confirm the live eCitizen payment request before giving a final invoice. Share transfers, changes to share capital, beneficial-ownership filings, annual returns and late penalties require case-specific quotations and applicable official charges.

E. Additional entities and specialist registrations

Entity / activity	Proposed GBO professional fee	Official fee / regulator
PBO / charitable organisation registration	25,000–60,000+	PBO regulator; verify current schedule
Society / association / church	15,000–40,000+	Registrar of Societies; verify
Co-operative / SACCO registration support	30,000–80,000+	Relevant co-operative / SACCO regulator
Community-based organisation (CBO)	8,000–20,000	Relevant social development office
Trademark registration coordination	10,000–25,000	KIPI search and filing costs separate
Sector permit / regulated licence	Quotation	KEBS, county, health, tourism, etc.
Family foundation structuring / succession planning	Quotation	Legal counsel and trust work often required

F. Suggested GBO engagement and payment terms

• Scope: Issue a client-specific quotation identifying the entity type, work, official fees, GBO fees, deliverables, responsibilities and exclusions.

• Payment: Suggested policy — official fees paid in advance; 70% of professional fee on engagement and 30% before delivery. GBO should approve this policy before publishing.

• Changes: Registrar queries caused by incorrect or missing client data, additional applicants and custom documents may result in revised quotes.

• Timeframes: Government processing periods are estimates and may vary due to vetting, completeness of documentation and system availability.

• Tax: VAT or other applicable taxes on professional fees, where required, are separate; issue the appropriate tax invoice.

• Compliance: Registration is not a substitute for later annual returns, beneficial ownership updates, tax filings, licences or professional regulatory approvals.

Official sources and pricing notes

BRS Companies Registry fee schedule: https://brs.go.ke/fee-schedule-companies-registry/

BRS entities / partnership / trusts guidance: https://brs.go.ke/entities-registered/

BRS trust incorporation guidance: https://brs.go.ke/wp-content/uploads/2025/03/Amended-Incorporation-of-Trusts-1.pdf

BRS incorporation of trusts mandate: https://brs.go.ke/president-william-ruto-signed-into-law-the-statute-law-miscellaneous-amendments-bill-2024/

This guide is a proposed rate card, not evidence that GBO has approved these amounts or that every official fee is fixed. Verify all charges with the applicable regulator at the time of quotation. This document does not constitute legal advice.