

Company Registration Checklist

Everything you need before starting a company registration in Kenya.

1. Company Name Options

- 3 proposed company names, in order of preference
- Names checked for availability before submission (we do this for you)

2. Director & Shareholder Details

- Full names, ID/passport numbers and KRA PINs for all directors
- Full names, ID/passport numbers and KRA PINs for all shareholders
- Passport photos for each director
- Physical and postal address for each director and shareholder

3. Shareholding Structure

- Confirmed share allocation between shareholders
- Nominal share value and total authorized share capital

4. Registered Office

- Physical business address for the registered office
- Postal address, if different from physical address

5. Business Activity

- Clear description of the company's main business activity

6. Post-Registration Essentials

- KRA PIN registration for the company
- VAT registration, if applicable to your turnover or sector
- Company bank account opening
- eTIMS setup, if you will be issuing tax invoices

SEN Consultancy handles every step of this checklist for clients — name search, incorporation filing, PIN and VAT registration, and post-registration setup. Contact us to get started.