

*This is an example of a form that has been completed and is meant to be used as a guide. Ensure that you provide correct information about your company in your application. Do not assume that the answers and options selected will apply to your company. Additional explanations are provided for further clarification.*

## COMPANY REGISTRATION FORM

### 1. Name of the company:

Gariland Limited

*(Insert name of company as reserved)*

### 2. Type of company:

Public     Private     Limited by guarantee     Unlimited (either public or private)

*(Select the type of company that applies)*

### 3. The company—

- has prepared its own articles of association; or
- will adopt the model articles of association appropriate to the company; or
- will adopt some of those model articles and has prepared its own articles of association to supplement or modify those model articles.

*(Select the option which applies)*

\*If the company has prepared its own articles or articles to supplement or modify the model articles, those articles have been printed, dated and signed by the applicants and are attached to this application.

Target business start date: 01/03/2016

Target accounting period end month: December

Number of employees at target business start date: 5

The Companies Act 2015 Regulations provide model articles for a company. These are the rules which will govern a company's internal affairs. The model articles are conclusive and can be adopted by any company. If you choose to adopt the model articles, indicate so on the form. If you wish to modify the articles or create your own, you must print and present those articles at the point of registration.

This is the date by which you expect your business to be in operation. If you will have employees, you will be expected to start remitting NSSF and NHIF payments for them after this date. If, however, your business is not in operation by this date or you do not have employees by then, you will need to write a letter to NSSF and NHIF explaining this and provide another date by which you expect to have employees.

### 4. Physical address

Name of building/Plot No.	Morningview Towers	Floor/Room No.	3
Street/Road	Ngong Road	Town	Nairobi
District	Nairobi	County	Nairobi

### 5. Contact address

P.O. Box	45778	Postal Code	00200
Office No.	(020)2775588	Mobile No.	0723775588
Email address	info@gariland.co.ke		

This email address will be used to register for the company's PIN on iTax and receive official communication from KRA. For this reason, it must be an address that has never been used on iTax. The KRA PIN and password will be sent to this address.

## 6. Details of the first directors, secretary and authorized signatory of the company

Name and designation	Postal address	Identity card or passport number <sup>1</sup>	Nationality	Tel no. and email address	Consent to act as director/ secretary <sup>2</sup> (signature of individual)
Davis Murunga Director	5788-00200 Nairobi	23455543	Kenyan	0723746586 <a href="mailto:dmurunga@gmail.com">dmurunga@gmail.com</a>	
Gladys Mpayei Director	43854 – 00100 Nairobi	24554609	Kenyan	0726574119 <a href="mailto:mpayeig@gmail.com">mpayeig@gmail.com</a>	

(Attach 1 copy of national I.D, KRA-PIN and coloured passport photograph of each director)

Ensure that all the directors are registered on iTax.

## 7. Objects (if any) for which the company is established<sup>3</sup>

Primary activity: [Importing and selling used cars](#)

Secondary activity: [Importing and selling car parts](#)

These are the business activities for which the company has been formed. Indicate the two main business activities your company will engage in. This will allow KRA to deduce which sector of the economy you fall into.

## 8. Liability of the members

Limited by shares       Limited by guarantee       Unlimited

(Select the item that applies to the company)

## 9. Share capital

If the company is limited by shares, its share capital is KES 2,000,000 (Insert amount of share capital) divided into 100,000 number of shares of KES 20 each.

Class of shares	Number of shares issued	Nominal value of issued shares
Ordinary	100,000	2,000,000
<b>Total nominal value of issued shares</b>		<b>2,000,000</b>

This is the initial value of the company contributed by the members in exchange for part ownership of the company. For each class of shares, indicate the number of shares issued and the nominal value for those shares. At the bottom of the "Nominal value of issued shares" column, indicate the total value for all the classes of shares.

<sup>1</sup> Add issuing country and place and date of issue if a passport number is provided.

<sup>2</sup> A private company is required to have a secretary only if it has a paid up capital of KES 5,000,000 or more.

<sup>3</sup> Unless the articles of a company specifically restrict the objects of the company, its objects are unrestricted.

## 10. Paid up capital

The amount to be paid up (if any) on each share: KES 0

The amount to be unpaid (if any) on each share: KES 20

## 11. Details of company ownership structure

Is the Company you are registering a Subsidiary Company? Yes  No

If yes, is the Principal Holding company Resident in Kenya? Yes  No

Holding Company PIN: \_\_\_\_\_

Name of Holding Company: \_\_\_\_\_

Country in which holding company is located: \_\_\_\_\_

## 12. Details of Acquisition/Amalgamation

Was your business formed as a result of acquisition or amalgamation? Yes  No

If yes, please fill in the following details:

Type of Bond (acquisition or amalgamation)	PIN <sup>4</sup>	Date <sup>5</sup>
Amalgamation	P234800309R	09/01/2016
	P248787977R	

There are various tax obligations you may need to register for depending on the nature of business. The only mandatory obligation is Company Income Tax. This obligation falls due once the company is issued with a PIN. However, filling and payment of returns is done at the end of the company's financial year. In case by this time your business is not in operation, you must file a nil return.

Other obligations that may apply include PAYE if you have employers and VAT. If these obligations apply to you, ensure that you amend your company's iTax profile to reflect the same. Ensure that you have a clear understanding of these obligations before you do so to avoid non-compliance resulting in fines. Visit KRA's website or your nearest iTax support center in case of queries.

<sup>4</sup> Provide the PIN of the company which will cease to exist, that is, the one which was acquired or both the companies which are amalgamating.

<sup>5</sup> Date of acquisition or amalgamation.

**Form completed by**

Name	Millicent Awala	Designation	Member
Address	9900-00505 Nairobi	Phone No.	0724388570
Signature		Date	

(Subscriber ) / (Agent )

(Select whichever applies)

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**FOR OFFICIAL USE**

**Companies Registry**

**Checked by:**

Name		Signature		Date	
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**NSSF**

**Certificate issued by:**

Name		Signature		Date	
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**NHIF**

**Code issued by:**

Name		Signature		Date	
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Company Reg. No: \_\_\_\_\_

KRA PIN: \_\_\_\_\_

NHIF No: \_\_\_\_\_

NSSF No: \_\_\_\_\_

## ***Information on registration***

### **Registration fees**

The registration fee for all companies is **KES 10,000**.

### **Documents required for registration of a company**

1. Application (Form CR14) and reservation of name. The name search and reservation process can be done at any of the Huduma Centres countrywide, online using the E-Citizen platform and on a Safaricom mobile phone by dialing \*271#.
2. Correctly completed company registration form (this form).
3. Model memorandum for a company limited by shares (Form CR2) or model memorandum for a company limited by guarantee (Form CR3) or model memorandum for a company whose liability is unlimited (Form CR4).
4. Articles of Association (if those provided in the Regulations have not been adopted).
5. A copy of national I.D. card, KRA PIN certificate and recent colored passport photograph of each director.
6. Notification of directors' residential address (Form CR8).
7. Copy of I.D card of person lodging documents.
8. Registration fees indicated above.