Foreign Founder Company Registration Checklist

Kenyan private limited companies and subsidiaries | Updated 9 November 2026

Tick the items relevant to your structure. Use this preparation checklist alongside the live BRS/eCitizen application; additional records may be requested. For an existing overseas company operating directly in Kenya, assess the branch route separately.

1. Agree the founder decisions

- ☐ Confirm the intended Kenyan business activity and who will own the company.
- ☐ Agree the share allocations, share class and nominal value; distinguish share subscriptions from shareholder loans.
- ☐ Identify directors, signing authority and decisions needing shareholder approval.
- ☐ Agree how the business will own or use intellectual property, equipment and existing contracts.
- ☐ Discuss future investment, share transfers, founder departures and dispute resolution.
- ☐ Identify whether tailored articles or a shareholders' agreement need separate legal review.

2. Prepare the company particulars

- ☐ Prepare three to five preferred company names in priority order.
- ☐ Confirm the physical registered office in Kenya and company contact details.
- ☐ Reconcile the share numbers, nominal capital, ownership percentages and paid/unpaid subscription position.
- ☐ Check sector ownership, licensing or capital conditions for the intended activity.

3. Individual directors and shareholders

- ☐ Prepare clear passport biodata copies for foreign individuals, or Kenyan IDs for Kenyan participants.
- ☐ Prepare recent passport photographs and full legal names matching the identity records.
- ☐ Collect nationality, date of birth, residential/service addresses, email and telephone details.
- ☐ Confirm the relevant iTax/KRA PIN and eCitizen filing arrangements for each participant.
- ☐ Record each subscriber's shares and collect the information required for qualifying beneficial owners.

Corporate shareholders and setup follow-through

Complete the applicable sections below before instructing the filing and operational setup.

4. Overseas company shareholders

- ☐ Prepare the parent company's current incorporation and constitutional records.
- ☐ Confirm its registered address, ownership chain and exact legal name.
- ☐ Prepare the board approval or other signing authority applicable to the proposed investment.
- ☐ Trace ownership and control to the natural persons meeting the beneficial-owner tests.
- ☐ Confirm certification and translation requirements against the actual records before incurring overseas costs.

5. Resident arrangements, signatures and submission

- ☐ Apply the secretary/resident-director/contact-person decision table in the BIEA guide.
- ☐ Check CR1, CR2, CR8, the capital statement and any other forms generated for the actual application.
- ☐ Verify names, identity numbers, shares, addresses and signatures before uploading readable copies.
- ☐ Keep the application reference and payment record; monitor and resolve Registry queries.

6. After the Certificate of Incorporation

- ☐ Retain the certificate and filed records; confirm the company PIN and relevant tax profile.
- ☐ Assess the applicable eTIMS solution or invoicing arrangement, including buyer-initiated invoicing where relevant.
- ☐ Prepare the bank's KYC and signatory pack; obtain a company search where requested.
- ☐ Identify the county and sector approvals needed before undertaking the relevant activities.
- ☐ Arrange applicable employer/payroll registrations and assess foreign personnel's immigration routes.
- ☐ Consider brand protection; maintain company and beneficial-ownership records.
- ☐ Diarise BRS annual returns separately from KRA tax returns and other applicable renewals.

Request an itemised setup quotation

Send the activity, founder nationalities, shareholder types and support required. Identity documents are not needed for the first enquiry.

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Full BIEA guide and contact details

Official references: BRS filing list and fees; BRS application guidance; KRA eTIMS guidance.