

BUSINESS REGISTRATION FORM

SECTION A – Customer Details		This section provides us with the contact details of the person who makes the order for registration of a company or business. The details filled here are not necessarily those of the owner of the business but the person making the order.	
		The PIN number given in this section shall be used during the payment of stamp duty.	
Your Name			
Your Physical address for deliveries			
Your Email		Your Telephone	
Your ID Number ¹		Your PIN Number	
How did you find out about us?			

SECTION B – Type Of Business		When registering a sole-proprietorship or partnership you can only undertake one type of business, and for certain types of businesses (those of professionals) you would be required to produce academic certificates showing your qualification.	
		A limited liability company however can undertake several and unrelated types of business.	
Type of Business (Sole Proprietorship, Partnership, Limited Company)			
The nature of business that the business will be undertaking ²			

SECTION C –What are your preferred Names Of The Business		Indicate the top three names you desire for your business in order of the most desired to the least desired.	
		The names provided here will be submitted to the Registrar for 30 day reservation. Where the incorporation process takes longer than 30 days we will be required to re-reserve the names which will cost you an extra KES. 300.	
		The reservation of names is entire at the discretion of the Registrar, but certain things can be avoided to increase your chance of reserving a name:	
		<ol style="list-style-type: none"> 1. Avoid using words like Government, Ministry, Official, Centre, 2. Avoid abbreviations or initials 3. Avoid numbers (in figure form e.g. 1,2,4,5) but you can use numbers in word form (e.g. ONE, TWO, FOUR, FIVE) 	
Reservation Name 1			
Reservation Name 2			

¹ Please attach a copy of ID/Passport and PIN Certificate

² If Consultancy or Training, please attach a copy of academic credentials i.e. degree certificate in that field

Bizpap Services to promote establishment of youth led businesses provides subsidized services in business registration, tax registration and registration of youth companies and firms for government tenders services. In conjunction with probono legal services and company secretarial services offered by partners.

Embassy House, Harambee Avenue, Basement, Suit 11, Nairobi
PO Box 7486-00200 Nairobi Tel: +254717435104 Email: support@bizpap.co.ke

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Reservation Name 3	
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SECTION D – Address Of The Business	It is mandatory to have a postal and physical address for your business or face a fine. If you do not have an address for your business, you can use our domiciliation services package by indicating Domiciliation services in this section. Our domiciliation services package is charged separately at 35,000 per annum.	
P.O. Box		
Town		
**Land Reference/Plot Number of intended office (compulsory)		
Location, district and province (compulsory)		
Name of Building, Floor, Room number (if a house then you don't have to give these details)		
**Nearest road/ street (compulsory)		

SECTION E – Shares Of The Business³

SECTION E – Shares Of The Business	Nominal Capital is the valuation you give your company when registering it. The nominal capital does not equal the actual capital invested. The amount of nominal capital you indicate will affect what the cost of stamp duty and registration fee is. (Under our registration packages the default value is KES. 2,000 for which there is no extra cost) If you wish to indicate a higher nominal capital a guideline of the increase in cost is 2% of the increased amount.		
	The number of shares that you split your nominal capital to should be a figure that does not result in shares with decimal values, as this is usually rejected by the Company registrar		
Nominal Capital		Total Number of Shares	

SECTION F – Ownership Structure	Use this section to indicate who the owners of the business will be and how they will own the business.							
	Under designation if it is a company indicate whether it the person is a Shareholder, Director or both. A minimum of two directors and two shareholders are required. If you do not have a second shareholder/director you can use our nominee service at a cost of KES. 40,000 per year where you appoint us as a nominal director/shareholder under a registered trust in your favour.							
	The Tax PIN numbers for directors is essential if you require registering for a PIN certificate for your company. A PIN number for a company is mandatory where you intend to open a bank account in Kenya.							
Full names as they appear on ID	Occupation	PO Box	Year of Birth	Nationality	Sex	Number of Shares	Designation	Tax PIN Number

³ Leave this section blank if you are NOT registering a limited liability company

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BUSINESS REGISTRATION FORM

Director's Consent and Authorization Form

Company Name: _____

I, the undersigned,

Full Name: _____

ID Number: _____

Email: _____

Phone: _____

Hereby consent to act as a Director of the above-named company and confirm that:

1. I am not disqualified from acting as a director under any applicable law.
2. The information provided in connection with the company registration is true and correct to the best of my knowledge.
3. I authorize Bizpap Services (or its authorized representatives) to prepare, submit, and manage the company registration documents on behalf of the directors.

Applicant:

Bizpap Services:

Signature: _____

Signature: _____

Date: _____

Date: _____

N/B If the company has multiple directors; each director should complete and sign their own copy of this form.

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