

Summary at a Glance	Private Company	Branch Office	Rep office
Kenya Company Incorporation costs	US\$4,750	US\$5,900	US\$5,600
Subsequent annual costs (excl accounting and tax fee)	US\$2,950	US\$2,950	US\$2,950
How long to set the company up?	6 weeks	7 weeks	6 weeks
How long to open company bank account?	2 weeks	2 weeks	2 weeks
Issued share capital required	0	0	0
Is doing business permitted?	Yes	Yes	No
Allowed to sign sales contracts with Kenyan clients	Yes	Yes	No
Allowed to invoice Kenyan clients	Yes	Yes	No
Corporate tax payable	30%	37.5%	0%
Corporate bank account	<a href="#"><u>SCB</u></a>	<a href="#"><u>SCB</u></a>	<a href="#"><u>SCB</u></a>
Can rent local office premises	Yes	Yes	Yes
Tenancy agreement required before incorporation?	Yes	Yes	No
Allowed to import raw materials?	Yes	Yes	No
Allowed to export goods?	Yes	Yes	No
Can the entity hire expatriate staff?	Yes	Yes	Yes
Do you visit Kenya for company incorporation?	No	No	No
Resident director required?	No	No	No
Resident shareholder required?	No	No	No
Minimum number of directors	2	2	1
Minimum number of shareholders	2	2	1
Resident company secretary required?	Yes	Yes	No
Tax registration certificate required	Yes	Yes	No

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Individual shareholders allowed	Yes	Yes	No
Corporate shareholders allowed	Yes	Yes	No
Corporate director(s) allowed	No	No	No
Public register of shareholders and directors	Yes	Yes	Yes
Kenya employment visa fees	US\$4,950	US\$4,950	US\$4,950
How long to get work permit approved	3 months	3 months	3 months
Statutory audit required	Yes	Yes	No
Annual tax return to be submitted	Yes	Yes	No
Access to double tax treaties	Yes	Yes	Yes
Total Kenya company formation costs	USD10,040	USD11,190	USD10,890

### Private limited company

1. This is the most common entity used. The Kenya business incorporation entity is separate from its owners who, as a result, enjoy limited liability;
2. Entrepreneurs can wholly own a LLC with a minimum of 2 shareholders and 2 directors of any nationality. The business setup process for this entity can be completed within 6 weeks without the requirement on any initial share capital.

### Branch office

Kenya company registration laws stipulate that branch offices can be 100% foreign owned. The branch office is allowed to invoice local customers, sign local sales contracts and receive income from customers. However, the branch office will be required to obtain the necessary licensing for its industry of business.

### Representative office

While this can be 100% foreign-owned and controlled, but it is not permitted to make direct sales within Kenya. Such an office must only engage in activities such as i) promoting the business of the parent company and ii) market research. A local agent or distributor must be appointed to sell goods and provide services to local companies.