FORMS FOR KENYAN COMPANIES

FORM CR6

NOTICE OF APPOINTMENT OF DIRECTORS AND THEIR PARTICULARS

[Section 138 of the Companies Act, 2015]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the company:

**{company\_name**} {company\_type}\*

Number of the company: **{registration\_no}\***

**To the Registrar of Companies**

**{company\_name}** {company\_type}\*gives notice in accordance with section 138 of the Companies Act, 2015, that the following person(s) was/were appointed\* as a director/directors of the company:\*

{#directors}Director {num}

|  |  |
| --- | --- |
| Full name of director appointed§ | {salutation} {surname} {other\_names} |
| Former name of director (if any)§§ | {former\_names} |
| Postal address of the director§§§ | P.O BOX {postal\_code} – {box}  {town}. |
| Address for service of the director (if different from above) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nationality of director | {nationality} |
| Identity card/passport details of director# | {id\_number} |
| Occupation of director | {occupation} |
| Date of birth of director | {dob} [*dd/mm/yyyy*] |
| Telephone number of director## | {area\_code}{phone\_number} |
| E-mail address of director | {email\_address} |
| Details of other directorships held by the director\*\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Has the director consented to be appointed as a director of the company? | {consent} |

{/directors}

[Note: If more than five directors are appointed, please enter their particulars in another form]

This notice is lodged by: **{secretary\_name}**

Address of the person lodging this notice:

**P.O BOX {secretary\_postal\_code} – {secretary\_box}**

**{secretary\_town} {secretary\_country}.**

Telephone no. of the person##: **{secretary\_phone}.**

Email address of the person: **{secretary\_email}.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[State here the capacity in which the signatory is signing this notice on behalf of the company]

Dated: **{dated}** [*dd/mm/yyyy*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES

\* Delete whichever words do not apply.

§ If a director of a company is a body corporate, specify—

(a) the body’s corporate name,

(b) its registered of principal office,

(c) the legal form of the body, and

(d) the law by which it is governed, and

(e) if applicable, the register in which it is entered (including the details of the country or territory) and its registration number in that register.

§§ “Former name” means a name by which a natural person was formerly known for business purposes. If a son is or was formerly known by two or more such names, each of the names is to be stated.

§§§ Particulars of a director’s usual residential address are to be provided in a separate form (Form CR8).

“Director” includes—

(a) any person who occupies the position of a director (however the position is described); and

(b) any person in accordance with whose directions or instructions the directors are accustomed to act.

# Specify the number and the place and date of issue.

## Include the country and area code.

\*\* Directorships of other companies. The names of all companies incorporated in Kenya of which the director is also a director should be given, except—

(a) companies of which the company lodging the notice is the wholly owned subsidiary, or

(b) companies that are the wholly owned subsidiaries either of that company or of another company of which that company is the wholly owned subsidiary.

Note—A company is the wholly-owned subsidiary of another company if the company has no members other than that other company and that other company’s wholly-owned subsidiaries (or persons acting on behalf of that other company or its wholly-owned subsidiaries).

If the space provided in the form is insufficient, particulars of other directorships should be listed on a separate statement attached to this form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_