

**THE REGISTRAR OF COMPANIES (FORMS) RULES**

[Legal Notice 103 of 2017]

1. These Rules may be cited as the Registrar of Companies (Forms) Rules.
2. The forms prescribed in the First Schedule and Second Schedule shall be used under the provisions of the Act specified in the forms.
3. The Registrar of Companies (Companies Forms) Rules (L.N. 254/2015) are revoked.

**FIRST SCHEDULE****FORMS FOR KENYAN COMPANIES****FORM CR 6**

(r. 2)

**NOTICE OF APPOINTMENT OF DIRECTORS AND THEIR PARTICULARS<sup>i</sup>**

[Section 138 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company: .....

To the Registrar of Companies: .....

The above company hereby gives notice in accordance with section 138 of the Companies Act (Cap. 486), that the following person(s) was/were appointed\* as a director/directors of the company:\*

**DIRECTOR 1**

Full name of director appointed§

Former name of director (if any)§§

Date of Appointment

Postal address of the director§§§

Address for service of the director (if different from above)

Nationality of director

Identity card/passport details of director#

Occupation of director

Date of birth of director [dd/mm/yyyy]

Telephone number of director##

E-mail address of director

Has the director consented to be appointed as a director of the company? Yes/No\*

**DIRECTOR 2**

Full name of director appointed§

Former name of director (if any)§§

Date of Appointment

Postal address of the director§§§

Address for service of the director (if different from above)

Nationality of director

Identity card/passport details of director#

Occupation of director

Date of birth of director [dd/mm/yyyy]

*Companies*

[Subsidiary]

Telephone number of director##

E-mail address of director

Has the director consented to be Yes/No\*  
appointed as a director of the company?

DIRECTOR 3

Full name of director appointed\$

Former name of director (if any)\$§

Date of Appointment

Postal address of the director§§§

Address for service of the director (if  
different from above)

Nationality of director

Identity card/passport details of  
director#

Occupation of director

Date of birth of director [dd/mm/yyyy]

Telephone number of director##

E-mail address of director

Has the director consented to be Yes/No\*  
appointed as a director of the company?

DIRECTOR 4

Full name of director appointed\$

Former name of director (if any)\$§

Date of Appointment

Postal address of the director§§§

Address for service of the director (if  
different from above)

Nationality of director

Identity card/passport details of  
director#

Occupation of director

Date of birth of director [dd/mm/yyyy]

Telephone number of director##

E-mail address of director

Has the director consented to be Yes/No\*  
appointed as a director of the company?

DIRECTOR 5

Full name of director appointed\$

Former name of director (if any)\$§

Date of Appointment

Postal address of the director§§§

Address for service of the director (if  
different from above)

Nationality of director

Identity card/passport details of  
director#

Occupation of director

Date of birth of director [dd/mm/yyyy]

Telephone number of director##

E-mail address of director

Has the director consented to be Yes/No\*  
appointed as a director of the company?

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

Lodged on behalf of the company by:

Name: .....

Address:.....

Signature:.....

Capacity\*\*\*:.....

Date:.....

#### 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 or 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.

\*\*\* Please indicate whether director, secretary or agent of the company

*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.

This form should be filed together with a written consent by each director to act in that capacity.

#### FORM CR 7

(r. 2)

#### NOTICE OF CHANGE OF DIRECTORS' PARTICULARS\*

[Section 138 of the Companies Act (Cap. 486)]

Name of company:

Number of the company:

To the Registrar of Companies:

*Companies*

[Subsidiary]

The above company hereby gives notice in accordance with section 138 of the Companies Act (Cap. 486), that the registered particulars\* of the directors of the company, as specified in column 1 of the table below, have changed as indicated in column 2 of that table.

<i>Column 1</i>	<i>Column 2</i>
<i>Name of the director concerned</i>	<i>Particulars of change</i>

Lodged on behalf of the company by:

Name: .....

Address:.....

Signature:.....

Capacity\*\* : .....

Date:.....

**NOTES**

\* This form is used to notify the Registry of changes in the particulars of company directors.

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

\* The particulars to be notified are of changes occurring in the company's register of directors.

\*\* Please indicate whether director, secretary or agent of the company.

**FORM CR 8**

(r. 2)

**NOTICE OF RESIDENTIAL ADDRESS/CHANGE OF RESIDENTIAL ADDRESS  
OF DIRECTOR OF COMPANY<sup>ii</sup>**

[Section 138 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice, in accordance with section 138 of the Companies Act (Cap. 486), that, in relation to a director of the company listed in column 1 of the following table, the director's residential address is/has changed to<sup>iii</sup> the address specified opposite the director's name in column 2 of that table.

<i>Column 1</i>	<i>Column 2</i>
<i>Name of director</i>	<i>Residential address/new residential address of the director<sup>§§</sup></i>

*[If the number of directors affected exceeds 5, please use another similar form for the other directors]*

Lodged on behalf of the company by:

Name: .....

Address:.....

Signature:.....

Capacity<sup>iv</sup> : .....

Date:.....

**FORM CR 9**

(r. 2)

**NOTICE OF CESSATION OF OFFICE OF DIRECTORS<sup>1</sup>**

[Section 138 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 138 of the Companies Act (Cap. 486) that the director/directors of the company, as specified in column 1 of the table below, ceased to hold office as a director/directors of the company on the date(s) specified opposite that/those name(s) in column 2 of that table.

*Column 1**Name of the director concerned**Column 2**Date on which the director ceased to hold office*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ [dd/mm/yyyy]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ [dd/mm/yyyy]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ [dd/mm/yyyy]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ [dd/mm/yyyy]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ [dd/mm/yyyy]

Lodged on behalf of the company by:

Name: .....

Address:.....

Signature:.....

Capacity<sup>2</sup>:.....

Date:.....

1 This form is used to notify the registry when a person ceases to act as a company director

2 Please indicate whether director, secretary or agent of the company

**FORM CR 10**

(r. 2)

**NOTICE OF APPOINTMENT OF SECRETARY AND OF SECRETARY'S****PARTICULARS<sup>v</sup>**

[Section 249 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company gives notice in accordance with section 249 of the Companies Act (Cap. 486) that the following person was appointed as a secretary of the company:

Full name of secretary appointed<sup>vi</sup>Former name of secretary (if any)<sup>vii</sup>

*Companies*

[Subsidiary]

Date of appointment

Postal address of the secretary

Address for service of the secretary<sup>viii</sup>  
(if different from the above address)

Nationality of secretary

Identity card/passport details of

secretary<sup>ix</sup>

Occupation of secretary

Date of birth of secretary \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ [dd/mm/  
yyyy]Telephone number of secretary<sup>x</sup>

E-mail address of secretary

I consent to act as a secretary/joint (Signature)  
secretary of the company and certify  
that I am not disqualified from being  
appointed or holding office as a  
secretary/ joint secretary of a company.

Lodged on behalf of the company by:

Name: .....

Address:.....

Signature:.....

Capacity<sup>xi</sup>:.....

Date:.....

**FORM CR 11**

(r. 2)

**NOTICE OF CHANGE OF SECRETARY'S PARTICULARS (OTHER THAN  
ADDRESS)<sup>3</sup>**

[Section 249 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 249 of the  
Companies Act (Cap. 486) that the following registered particulars <sup>4</sup> of ..... [Name  
of the secretary of the company] have changed as follows:

Particulars:

5

.....

From:

.....

To:

.....

Lodged on behalf of the company by:

Name: .....

*Companies*

[Subsidiary]

Address:.....

Signature:.....

Capacity<sup>6</sup> :.....

Date:.....

3

This form is used to notify the Registry of changes in a secretary's particulars. This form may not be used to give notice of changes in a secretary's residential address. For this please use form CR12.

4

The particulars to be notified are of changes occurring in the company's register of secretaries. However, if particulars relate to a secretary's residential address, Form CR12 should be used

5

The particulars to be notified are of changes occurring in the company's register of secretaries. These could be either the name, address and in the case of a corporate secretary it's registered or principal office and registration number.

6

Please indicate whether director, secretary or agent of the company

**FORM CR 12**

(r. 2)

**NOTICE OF RESIDENTIAL ADDRESS/CHANGE OF ADDRESS OF  
SECRETARY OF COMPANY<sup>7</sup>**

[Section 138 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies

The above company hereby gives notice, in accordance with section 249 of the Companies Act (Cap. 486), that, in relation to a secretary of the company listed in column 1 of the following table, the secretary's residential address is/has<sup>8</sup> changed to the address specified opposite the director's name in column 2 of that table.

*Column 1**Column 2**Name of secretary*

## Companies

[Subsidiary]

*Residential address/new residential  
address of the secretary<sup>9</sup>*

*[If the number of secretaries affected exceeds 2, please use another similar form for the other secretary or secretaries]*

Lodged on behalf of the company by:

Name: .....

Address: .....

Signature:.....

Capacity<sup>10</sup>:.....

Date:.....

7

This form is used to give notice of a secretary's residential address or of changes in the residential address of a company secretary.

8

Delete the words or characters that do not apply.

9

The address specified must be sufficient to identify the physical location of the secretary's place of residence.

10

Please indicate whether director, secretary or agent of the company

**FORM CR 13**

(r. 2)

**NOTICE OF NOTICE OF CESSATION OF OFFICE OF SECRETARY<sup>11</sup>**

[Section 249 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 249 of the Companies Act (Cap. 486) that <sup>12</sup>..... ceased to be a secretary of the company with effect from ...../...../..... [dd/mm/yyyy].

Lodged on behalf of the company by:

Name: .....

Address:.....

Signature:.....

Capacity<sup>13</sup>:.....

Date:.....



*Companies*

[Subsidiary]

11

This form is used to notify the Registry when a person ceases to act as a company secretary.

12

Insert the name of the secretary who has ceased to hold office.

13

Please indicate whether director, secretary or agent of the company.

**FORM CR 14**

(r. 2)

**APPLICATION FOR RESERVATION OF A COMPANY NAME**

[Section 48 of the Companies Act (Cap. 486)]

To the Registrar of Companies

In accordance with section 48 of the Companies Act (Cap. 486), I/We apply to the Registrar to reserve the following company name(s) for use in respect of a proposed company;

1. ....

PLC/Limited/Unlimited<sup>14</sup>

A company that is both a limited company and a private company may be registered only with a name that ends with the word "Limited" or the abbreviation "Ltd"

2. ....

PLC/Limited/Unlimited

3. ....

PLC/Limited/Unlimited

4. ....

Name of applicant:

Address:

Signature:

Date:

14

Strike out whichever ones do not apply. A company that is both a limited company and public company may be registered only with a name that ends with the words "Public Limited Company" or the abbreviation "PLC".

**FORM CR 15**

(r. 2)

**NOTICE OF CHANGE OF NAME**

[Section 63 and 64 of the Companies Act (Cap. 486)]

Name of company: .....

*Companies*

[Subsidiary]

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice that the company has changed its name to <sup>15</sup>

.....

I/We confirm that the change of name has been made:<sup>16</sup># pursuant to a special resolution of the company dated .....<sup>17</sup># in accordance with the company's articles<sup>18</sup>

Lodged on behalf of the company by:

Name:.....

Address:.....

Signature:.....

If the name is reserved, the reservation remains in effect for 30 days after notification of the reservation or for such extended period, not exceeding 60 days, as the Registrar of Companies may allow.

15

Please ensure that the new name has previously been approved and reserved by the Registrar of Companies in accordance with section 48 of the Companies Act (Cap. 486)

16

Please tick only one box as applicable.

17

Please attach a copy of the resolution. A copy of the resolution must be lodged with the Registrar of Companies within 14 days of it being passed by filing the requisite form.

18

Applicable if the change of name is permitted under the company's articles of association otherwise than by way of a special resolution.

19

Please indicate whether director, secretary or agent of the company

**FORM CR 16**

(r. 2)

**NOTICE OF CHANGE OF LOCATION OF COMPANY'S REGISTERED OFFICE**

[Section 47 of the Companies Act (Cap. 486)]

Name of company: .....

## Companies

[Subsidiary]

Number of the company:.....

The above company hereby gives notice to the Registrar in accordance with section 47 of the Companies Act (Cap. 486), as follows:

THAT the location of the registered office of the company is/was with effect from...../...../..... [dd/mm/yyyy] changed:

From:

Name of building/Plot No.

Street/Road

District

Floor/Room No.

Floor/Room No. Town

Floor/Room No. County

To:

Name of building/Plot No.

Street/Road

District

Floor/Room No.

Floor/Room No. Town

Floor/Room No. County

Lodged on behalf of the company by:

Name:.....

Address:.....

Signature:.....

Capacity<sup>20</sup>. .....

Date:.....

20

Please indicate whether  
director, secretary or  
agent of the company

**FORM CR 17**

(r. 2)

APPLICATION FOR REGISTRATION OF CONVERSION OF COMPANY  
[Sections 70(1)(c), 77(1)(c), 82(1)(c), 85(1)(c), 89(1)(c) and 418(1) of the  
Companies Act (Cap. 486)]

Conversion status

Tick as necessary

A—From a private company to a public company<sup>\*xii</sup> #

(Sections 70-76 of the Act)

B—From a public company to a private company #

(Sections 77-81 of the Act)<sup>xiii</sup>

C—From a private limited company to an unlimited company<sup>\*\*xiv</sup> #

(Sections 82-84 of the Act)

D—From an unlimited private company to a private limited company #

(Sections 85-88 of the Act)<sup>xv</sup>

E—From a public company to an unlimited private company<sup>xvi</sup> #  
(Sections 89-91 of the Act)

## Companies

[Subsidiary]

F-Application for registration of expedited conversion of a public company to a private company<sup>xvii</sup> #

Name of the company and its current status<sup>xviii</sup>:

.....  
 .....

Name of the company after its conversion:

.....

*(Required in the case of converting from being a private company to a public one; from being a public company to being a private one; and from being a public company to an unlimited private company)*

The names and addresses of the proposed secretary/secretaries<sup>xix</sup>:

*(Required in the case of converting from a private company to a public one)*

Name <sup>xx</sup> /Firm/Company <sup>xxi</sup>	Address	I/we consent to be secretary/joint secretaries of the company. (signatures)
---	---------	---

Statement of Guarantee in support of conversion of unlimited company into private company limited by guarantee<sup>xxii</sup>

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while he is a member, or within one year afterwards, for payment of the debts and liabilities of the company contracted before he ceases to become a member, and the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding KSh200,000.

<i>Name of member</i>	<i>Member's postal or physical address</i>	<i>Member's signature</i>
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Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity<sup>xxiii</sup>: .....

Date: .....

For official use only (confirm attachments)

<b>Private company to public company</b>	<b>Public company to private company</b>	<b>Private limited company to unlimited company</b>	<b>Unlimited company to private limited company</b>	<b>Public company to unlimited private company</b>
Name reservation Special resolution	Name reservation Special resolution	Name reservation Form of assent	Name reservation Special resolution	Name reservation Form of assent

*Companies*

[Subsidiary]

Amended articles	Amended articles	Amended articles	Statement of guarantee Amended articles	Amended articles
Copy of balance sheet articles and other documents Unqualified report from auditor Statement from company auditor Copy of valuation report (if any)				

**FORM CR 18**

(r. 2)

APPLICATION BY COMPANY TO HAVE ITS NAME STRUCK OFF THE REGISTER<sup>21</sup>

[Section 897 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

Date of the company's incorporation: ...../...../..... [dd/mm/yyyy]

The company ceased to carry on business with effect from and including...../...../..... [dd/mm/yyyy]

I/We as director(s)/the majority of the directors of the company apply for this company to be struck off the register and declare that none of the circumstances described in Sections 898 and 899 of the Companies Act (Cap. 486) (being the circumstances in which the directors would otherwise be prohibited under those sections from making an application) exist in relation to the company.

This application is lodged by:

*Name of director(s)**Signature*

Dated: ...../...../..... [dd/mm/yyyy]

21

Please ensure that a copy of this application is sent to all parties notifiable under section 900 within 7 days from the day on which the application is made. Please also provide a copy of this notice to

[Subsidiary]

anyone who becomes a  
notifiable party within 7  
days of this taking place.  
This application should be  
lodged on behalf of the  
company by its directors  
or by a majority of them

**FORM CR 19**

(r. 2)

**NOTICE OF SPECIAL/ORDINARY RESOLUTION REQUIRED BY COMPANIES  
ACT (Cap. 486) TO BE LODGED WITH REGISTRAR**

[Sections 27, 28 and 63(1) of the Companies Act (Cap. 486)]

To the Registrar of Companies

This notice is lodged in respect of:

Name of company: .....

Number of the company:.....

At a duly convened general meeting of the company held on ...../...../..... [dd/mm/yyyy], the meeting passed a special/ordinary resolution a copy of which is required by the Companies Act (Cap. 486), to be lodged with the Registrar of Companies.

Details of the resolution are as follows:

The resolution is authenticated by:

.....

*[Director/secretary of the company<sup>22</sup>]*

Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity<sup>23</sup>: .....

Date: .....

<sup>22</sup> Delete whichever word does not apply

<sup>23</sup> Please indicate whether director, secretary or agent of the company

**FORM CR 20**

(r. 2)

**RETURN OF ALLOTMENT<sup>xxiv</sup>**

[Section 333(1) of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

Particulars of allotment Number of shares allotted payable in cash:

.....

.....

## Companies

[Subsidiary]

Nominal amount of the shares so allotted: Kshs.....

Amount paid or unpaid on each allotted share (whether on account of the nominal value of the share/form of a premium):

.....

Amount fully paid up or partly paid up (whether on account of the nominal value of the share/form of a premium) on each share otherwise than in cash:

Ksh.....

The consideration payable for which those shares have been allotted is:

Ksh.....

Names, description and addresses of the allottees

Full name of allottee	Postal or physical address of allottee	Class of share allotted (whether preference, ordinary, redeemable, etc.)	Number of shares allotted
		Total number of shares allotted	

Rights attached to each class of shares<sup>24</sup>

Complete the section below to show the prescribed particulars of rights attached to the shares, if any)

--

Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity<sup>xxv</sup> : .....

Date: .....

24

The particulars include:

- (i) Particulars of any voting rights, including rights that arise only in certain circumstances;
- (ii) particulars of any rights, as respects dividends, to participate in a distribution;
- (iii) particulars of any rights, as respects capital, to participate in a distribution;

## Companies

[Subsidiary]

(iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder

**FORM CR 21**

(r. 2)

**NOTICE GIVING PARTICULARS OF RIGHTS OF NEW CLASS OF MEMBERS OF A COMPANY NOT HAVING A SHARE CAPITAL**

[Sections 401(1) of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies

The above company hereby gives notice, in accordance with section 401(1) of the Companies Act (Cap. 486), that, by an ordinary/special\* resolution<sup>25</sup> of the company dated ...../...../..... [dd/mm/yyyy], the company has created a new class of members specified in column 1 of the table below.

The rights attached to the new class, name or designation of membership are those specified in column 2 of the following table opposite the, specification of that class name or designation in column 1 of that table:

*Column 1*

*Column 2*

*New membership class/name/designation*

*Rights attached to the class<sup>26</sup>*

Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity<sup>27</sup>: .....

Date: .....

25

Should be accompanied by a Form CR 19  
Please specify any conditions (e.g. voting rights, winding up rights etc.) subject to which the new rights have been or are to be conferred.

26

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

27

Please indicate whether director, secretary or agent of the company

**FORM CR 22**

(r. 2)



## Companies

[Subsidiary]

NAME OR OTHER DESIGNATION OF CLASS OF MEMBERS OF COMPANY  
HAVING NO SHARE CAPITAL

[Sections 402(1) of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

The above company hereby gives notice in accordance with section 402(1) of the Companies Act (Cap. 486) that by a resolution<sup>28</sup> of the company dated ...../...../..... [dd/mm/yyyy] it has assigned a name or other designation or a new name or other new designation to a class of its members specified in column 2 of that table opposite that name in column 1 of that table:

*Column 1**Class of members**Column 2**New name or other designation*

Lodged on behalf of the company by:

Name: .....

Address: .....

Signature: .....

Capacity<sup>29</sup>: .....

Date: .....

28 Attach a copy of the resolution.

29 Please indicate whether director, secretary or agent of the company

**FORM CR 23**

(r. 2)

NOTICE OF VARIATION OF RIGHTS OF MEMBERS OF COMPANY HAVING  
NO SHARE CAPITAL

[Sections 403(1) of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice, in accordance with section 403(1) of the Companies Act (Cap. 486), that, by a special/ordinary\* resolution of the company dated ...../...../.....[dd/mm/yyyy], the rights of the class of members of the company (as specified in column 1 of the following table) are varied as indicated in column 3 of that table opposite that class:

*Column 1**Class of members of the company**Column 2**Previously existing rights of members of class**Column 3**Rights of members of class as varied*

Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity<sup>30</sup>: .....

Date: .....

**FORM CR 24** (r. 2)  
STATEMENT OF CAPITAL FOR AN UNLIMITED COMPANY CONVERTING  
INTO A PRIVATE LIMITED COMPANY  
[Sections 88(1) and (3) of the Companies Act (Cap. 486)]

Number of the company:.....

## Companies

[Subsidiary]

To the Registrar of Companies:

The following are particulars of the charge created by the company:<sup>xxxii</sup>

<i>Item</i>	<i>Particulars of charge</i>
Date and description of the document creating or evidencing the mortgage or charge	
Amount secured by the charge	
Short particulars of the property that is the subject of the charge	
Names of the person(s) entitled to the charge	(1) (2)
Postal address(es) of the person(s) entitled to the charge	(1) (2)
Is the document expressed to include a floating charge?	Yes/No* _____ If No, go to the next section
Do any provisions of the charge or any instrument relating to it prohibit or restrict the company from creating further security that would rank equally with or ahead of the floating charge?	Yes/No* If yes, please provide particulars of the provisions
Do any provisions of the charge or any instrument relating to it vary or otherwise regulate the order of ranking of the floating charge in relation to other subsisting securities?	Yes/No* If yes, please provide particulars of the ranking of securities

Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity<sup>xxxiii</sup>: .....

Date: .....

**FORM CR 26**

(r. 2)

PARTICULARS OF CHARGE SUBJECT TO WHICH PROPERTY OR UNDERTAKING HAS BEEN ACQUIRED<sup>xxxiv</sup>

[Section 879 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The following are particulars of the charge created by the company:<sup>xxxv</sup>

<i>Item</i>	<i>Particulars</i>
Date of the document creating or evidencing the mortgage or charge	...../...../.....[dd/mm/yyyy]
Date that the company acquired the property that is subject to the charge	
Name of each person entitled to the charge	(1)

## Companies

[Subsidiary]

(2)

Postal address of each person entitled to the charge  
Short particulars of the property that is the subject of the charge

Amount secured by the charge

Ksh .....

Is the document expressed to include a floating charge?

Yes/No\* ..... If No, go to the next section

Do any provisions of the charge or any instrument relating to it prohibit or restrict the company from creating further security that would rank equally with or ahead of the floating charge?

Yes/No\* If yes, please provide particulars of the provisions

Do any provisions of the charge or any instrument relating to it vary or otherwise regulate the order of ranking of the floating charge in relation to other subsisting securities?

Yes/No\* If yes, please provide particulars of the ranking of securities

Trustee statement: state whether the company is acting as a trustee of the property or undertaking that is subject to the charge.

Yes/No\*

Lodged on behalf of the company by:

Name: .....

Address: .....

Signature: .....

Capacity<sup>xxxvi</sup>: .....

Date: .....

**FORM CR 27**

(r. 2)

**PARTICULARS OF CHARGE SUBJECT TO SECURE SERIES OF DEBENTURES<sup>xxxvii</sup>**

[Section 880 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company: .....

To the Registrar of Companies

The following are particulars of the charge created by the company:<sup>xxxviii</sup>

<i>Item</i>	<i>Particulars of charge</i>
Date of the document creating or evidencing the mortgage or charge	...../...../.....[dd/mm/yyyy]
Dates of resolutions authorising the issue of the series.	...../...../.....[dd/mm/yyyy]
Covering document details: dates of covering documents by which the series is created (if any).	...../...../.....[dd/mm/yyyy]
Name of each of the trustees	(1) (2) (3) (4)

Short particulars of the property that is the subject of the charge

## Companies

[Subsidiary]

Total amount secured by the whole series Ksh \_\_\_\_\_

Is the document expressed to include a floating charge? Yes/No<sup>xxxvix</sup>

If no, go to the next section

Do any provisions of the charge or any instrument relating to it prohibit or restrict the company from creating further security that would rank equally with or ahead of the floating charge? Yes/No\* If yes, please provide particulars of the provisions

Do any provisions of the charge or any instrument relating to it vary or otherwise regulate the order of ranking of the floating charge in relation to other subsisting securities? Yes/No\* If yes, please provide particulars of the ranking of securities

Trustee statement: state whether the company is acting as a trustee of the property or undertaking that is subject to the charge. Yes/No\* \_\_\_\_\_

Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity<sup>xi</sup>: .....

Date: .....

**FORM CR 28**

(r. 2)

STATEMENT OF FULL OR PARTIAL SATISFACTION OF CHARGE OVER  
COMPANY'S ASSETS<sup>31</sup>

[Section 887 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

Part 1:Statement

To the Registrar of Companies

I confirm that with respect to the charge particulars of which are set out at part 2 below:

# the debt for which the charge was given has been wholly paid or satisfied in full

# the debt for which the charge was given has been partly paid or satisfied as specified in Part 3 below

# the part of the property or undertaking charged specified in Part 4 below has been released from the charge

# the part of the property or undertaking charged specified in Part 5 below has ceased to form part of the company's property or undertaking

Part 2: Particulars of Charge

Date on which the mortgage or charge ...../...../.....[dd/mm/yyyy]  
was created

Amount secured

*Companies*

[Subsidiary]

Description of the document creating or  
evidencing the mortgage or charge  
Short particulars of the property that  
was the subject of the charge

Part 3: Particulars of partial satisfaction of debt

PART 4 - Particulars of part of property or undertaking of the company released from  
the charge

PART 5 - Particulars of part of property or undertaking of the company that has ceased  
to form part of the property or undertaking of the company

Please issue the company with a copy of the memorandum of satisfaction or release.

Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity<sup>32</sup>: .....

Date: .....

31 This form is to be used to record satisfaction of debt or release of property under a charge

32 Please indicate whether director, secretary or agent of the company

**FORM CR 29**

(r. 2)

ANNUAL RETURN<sup>33</sup>

[Section 705 of the Companies Act (Cap. 486)]

PART 1 – <sup>34</sup>

A1: Company Details

Company number

Company name in full<sup>35</sup>Business name (if any)<sup>36</sup>

A2: Date Return

Return Date<sup>37</sup>Date of this Return<sup>38</sup>A3: Company Type<sup>39</sup>

Please confirm your company type by ticking the appropriate box below (only one box must be ticked):

# public limited company

# private company limited by shares

# company limited by guarantee

# private unlimited company

A4: Principal Business Activities

Please give a brief description of the Company's business activities below

.....

.....

A5: Registered office of the company<sup>40</sup>

Plot No/Building name

Street/Road

Town/County

Postal Address

Postcode

33

A company must file an Annual Return at least once every year. This form cannot be used to give notice of changes to the company, officers, registered office address, company type or information relating to company records. Please complete this form by typing in all responses. Handwritten forms shall not be accepted.

34

This part must be completed by all companies.

35

If the company has recently changed its name, please provide the company name as at the date of this return.

36

This field applies if the company trades in a name other than its registered name.

*Companies*

[Subsidiary]

- 37 The return date is the anniversary of company's incorporation date or the anniversary of the date of the last annual return filed at the Companies Registry.
- 38 This is the date to which this return is made up and should not be later than the return date. The annual return must be delivered within 28 days of the date given.
- 39 If unsure of the company type please check the certificate of incorporation of the company.
- 40 The address should be the same as that stated in the records submitted to the Registrar on or before the date of this annual return specified at section A2. If the registered office address has changed, the change should be notified by completing Form CR16 which may be downloaded at [www.attorney-general.go.ke](http://www.attorney-general.go.ke)

PART 2 – DIRECTORS AND SECRETARIES<sup>41</sup>B1: Particulars of individual Directors and Alternate Directors<sup>42</sup>

Name of Director <sup>43</sup>	Service address	Nationality	Country, State or area of residence in Kenya <sup>44</sup>	Business or Occupation	Date of Birth
--------------------------------	-----------------	-------------	--	------------------------	---------------

B1A: Particulars of Corporate Directors and Alternate Corporate Directors<sup>45</sup>

Corporate name Registered or principal address	Legal form <sup>46</sup>	Governing law <sup>47</sup>	Country of registration	Register and registration number <sup>48</sup>
---	--------------------------	-----------------------------	-------------------------	--

B2: PARTICULARS OF SECRETARY (if any)<sup>49</sup>

Name of secretary <sup>50</sup>	Address <sup>51</sup>	Legal form and governing law <sup>52</sup>	Register and Registration number <sup>53</sup>
---------------------------------	-----------------------	--	--



- 41 Part 2 must be completed by all companies and should include all details of the directors and secretaries as at the date of this annual return specified at section A2. All details should be the same as those stated in the records submitted to the Registrar on or before the date of this annual return specified at section A2. You cannot use this form to appoint new officers to the company. To do this, please complete the appropriate form and submit it together with this return (that is Form CR6 if appointing new directors or Form CR10 if appointing new secretaries)
- 42 Section B1 applies only to directors who are natural persons. If a director is a company or other body corporate, please complete section B1A below.
- 43 Please include directors' former names if any in brackets preceded by the words "formerly called". If a person is an alternate director, please include the words "Alternate to" followed by the name of the director in respect to whom the person acts as an alternate.
- 44 Do not indicate the residential address of the director. Indicate only the country or state in which the director resides, and if the director resides in Kenya, please also indicate the part of Kenya in which the

*Companies*

[Subsidiary]

- 45 director usually resides  
e.g. "Nairobi"  
Section B1A applies  
to directors who are  
companies or other bodies  
corporate. If a director is  
a natural person, please  
complete section B1  
above.
- 46 Please give details of the  
legal form of the corporate  
body or firm which is a  
director e.g. Company  
limited by shares, Limited  
Liability Partnership or  
other applicable legal  
form.
- 47 Please give the law by  
which the corporate  
director is governed  
e.g. the Limited Liability  
Partnership Act or other  
applicable law.
- 48 Please give details of  
the register in which the  
body corporate which is a  
director is registered and  
its registration number in  
that register.
- 49 All public companies and  
private companies with  
a share capital of KES.5  
Million or more must have  
a company secretary.
- 50 If the Secretary is a  
natural person, please  
include former names if  
any in brackets preceded  
by the words "formerly  
called". If the Secretary  
is a company or firm of  
secretaries, please give  
the corporate name or  
partnership name.
- 51 If the secretary is a natural  
person, please indicate  
their address. In the case  
of a company or firm  
of secretaries, please  
indicate the registered

52

or principal office of the company or of the firm. This field only applies only in respect of corporate secretaries. If secretary is a natural person, please indicate "N/A". For corporate secretaries please indicate the legal form and the law by which the corporate secretary is governed.

53

This field only applies in respect of corporate secretaries. If secretary is a natural person, please indicate "N/A". For corporate secretaries please indicate the register in which the corporate secretary is registered including the place where the register is kept and its registration number in the register.

PART 3 – STATEMENT OF CAPITAL<sup>54</sup>

C1: Does your company have share capital? If yes complete the sections below. If no go to Part 5 (*Particulars of Indebtedness*)

Class of shares (e.g. Ordinary/ Preference etc.)	Nominal Value of each share (KES)	Amount paid up on each share <sup>55</sup> (if any) (KES)	Amount (if any) unpaid on each share <sup>56</sup> (KES)	Total number of shares	Aggregate nominal value <sup>57</sup>
				Totals	

C2: Rights attached to each class of shares<sup>58</sup>

(Complete the section below to show the prescribed particulars of rights attached to the shares, if any)

--

54

This should reflect the company's capital status at the made up date of this annual return indicated at section A2.

55

This is the amount paid up on each share whether

*Companies*

[Subsidiary]

	on account of the nominal value of the share or in the form of a premium.
56	This is the amount unpaid on each share whether on account of the nominal value of the share or in the form of a premium.
57	This is the number of shares issued multiplied by nominal value.
58	The particulars include: (i) Particulars of any voting rights, including rights that arise only in certain circumstances; (ii) particulars of any rights, as respects dividends, to participate in a distribution; (iii) particulars of any rights, as respects capital, to participate in a distribution; (iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder.

## PART 4 – SHAREHOLDERS

Does your company have share capital? If yes go to Section F1 (*Companies with share capital*), if no go to part 5 (*Particulars of Indebtedness*)

F1<sup>59</sup> Companies with share capital  
Statement 1

We certify that the company has not  
# since the date of the last annual return; or  
# In the case of a first return, since the date of incorporation issued any invitation to the public to subscribe for any shares or debentures of the companies

Statement 2 (where applicable)<sup>60</sup>

# We certify that the excess of the number of members of the company over fifty consists wholly of persons who, under subsection (2) of Section 9 of the Companies Act are employees or former employees of the company and are thus excluded in the calculation of the number of members of the company.

F2: List of past and present shareholders<sup>61</sup>

*Companies*

[Subsidiary]

Please tick the appropriate box below<sup>62</sup>:

# There were no shareholder changes in this period.

# A full list of shareholders is enclosed<sup>63</sup>

How is the list of shareholders enclosed? Please tick the appropriate box below:

# The list of shareholders is provided at section F3; or

# The list of shareholders is enclosed in electronic format

F3: List of past and present shareholders

Shareholder's Name and Address	Class of share	Shares currently Held	Shares transferred (if appropriate)	Date of registration of transfer
		Number of shares	Number of shares	

F4: Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return

Shares or stock currently held

Shareholder's name	Shareholder's address	Class of share	Number of shares
--------------------	--------------------------	----------------	------------------

59

This section only applies in respect of private companies.

60

Applicable if the annual return discloses the fact that the number of members of the company exceeds 50.

61

In the case of a listed company, for the particulars relating to members are limited to those relating to members who held 5 per cent or more of the issued shares in any class of the company's shares as the date of this return, go to Section F4.

62

The company is required to provide a full list of past and present shareholders if one was not included with either of the last two returns.

63

You must provide a 'full list' of all company shareholders on: the company's first annual return following

*Companies*

[Subsidiary]

incorporation and on every  
third annual return after a  
full list has been provided.

**PART 5 – PARTICULARS OF INDEBTEDNESS**

D1: Total amount of indebtedness of the company in respect of all mortgages and charges which are required to be registered with the registrar of companies under the Companies Act (Cap. 486)<sup>64</sup>

KES.....

64 Please indicate the aggregate principal amount secured by such mortgages or charges

**PART 6 – NUMBER OF MEMBERS<sup>65</sup>**

In the case of a Company not having a share capital (except for a company registered with an unlimited number of members) - the number of members of the company at the date of this return are<sup>66</sup>

65 This part is only applies to private unlimited companies.

66 Here give the number of members (in words) and not the names.

**PART 7 – LIST OF MEMBERS OF A COMPANY LIMITED BY GUARANTEE<sup>67</sup>**

<b>Member's name</b>	<b>Member's address</b>
----------------------	-------------------------

67 This part applies only to Companies limited by guarantee that do not have share capital.

**PART 8 – ATTACHMENTS<sup>68</sup>**

An annual return for a public company or a company limited by guarantee is required to be accompanied by-

- (a) Copies of the documents required to be sent to every member of the company under section 666 of the Act (Duty of company to send financial statements and reports to persons entitled) - Certified by a director or company secretary of the company to be true copies; and
- (b) If any of the documents mentioned in paragraph (a) is in a language other than English, a certified translation (to be annexed to that document) in English of the document.

68 This part only applies to public companies and companies limited by guarantee.

**PART 9 – SIGNATURE<sup>69</sup>**

Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity <sup>70</sup>: .....

Date: .....

## ADDITIONAL GUIDANCE NOTES

1. A fee of Ksh. 1000 is payable to Companies Registry in respect of each Annual Return

2. A penalty of Ksh. 500 will be charged for any return filed out of time.

Please remember the following

3. The company name and number match the information held by the Registrar.

4. You have completed your principal business activity. You have not used this form to make changes to the registered office address.

5. You have not used this form to make changes to secretary and director details.

6. You have fully completed the Statement of capital (if applicable).

7. You have signed the form.

8. You have paid the correct fee.

9. You have attached relevant documents as required

10. Handwritten forms shall not be accepted.

11. This form is available at website [www.attorney-general.go.ke](http://www.attorney-general.go.ke). For further information, please see the guidance notes on this website.

12. Parts 1, 2, 5, 8 and 9 should be filled by all companies.

13. Parts 3 and 4 should be filled by private companies limited by shares, public companies and companies limited by guarantee which have share capital. <sup>71</sup>

14. Part 6 and 7 should be filled only by companies limited by guarantee.

15. Part 8 applies only to public companies and companies limited by guarantee.

69

This must be completed by all companies.

70

This form must be signed by a Director of the company, or by a Secretary where applicable.

71

A company limited by guarantee may have share capital only if it was formed and registered before 6th November 2015. A company limited by guarantee that was formed and registered after this date may not have share capital.

*Companies*

[Subsidiary]

NOTICE OF APPLICATION TO THE HIGH COURT FOR CANCELLATION OF  
A SPECIAL RESOLUTION BY A PUBLIC COMPANY TO CONVERT TO A  
PRIVATE COMPANY<sup>xli</sup>  
[Section 79 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

I/We hereby give notice that an application has been made to the court under Section 78 of the Companies Act (Cap. 486) for the cancellation of the special resolution which stated that the company be converted to a private limited company under section 77 of the Companies Act (Cap. 486).

Signed by or on behalf of the applicants:

Name of applicant or person making      Signature  
application on behalf of all the  
applicants

Lodged on behalf of the company by:

Name:.....

Address:.....

Signature:.....

Capacity<sup>xlii</sup>.....

Date:.....

**FORM CR 31**

(r. 2)

RETURN OF ALLOTMENT BY AN UNLIMITED COMPANY ALLOTING A NEW  
CLASS OF SHARES<sup>xliii</sup>  
[Section 334(1) of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

Date of Allotment:.....[dd/mm/yyyy]

Names, description and addresses of the allottees

<i>Full name of allottee</i>	<i>Postal or physical address of allottee</i>	<i>Class of share allotted (whether preference, ordinary, redeemable, etc)</i>	<i>Number of shares allotted</i>
----------------------------------	---	--	--------------------------------------

Rights attached to each class of shares<sup>xliiv</sup>

(Complete the section below to show the prescribed particulars of rights attached to the shares, if any)

--

Lodged on behalf of the company by:



*Companies*

[Subsidiary]

Name:.....

Address:.....

Signature:.....

Capacity<sup>xiv</sup>:.....

Date:.....

**FORM CR 32**

(r. 2)

**NOTICE OF NAME OR OTHER DESIGNATION OF CLASS OF SHARES<sup>xlvi</sup>**

[Section 399 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 399 (1) of the Companies Act (Cap. 486) that it has assigned new names/designations to shares as detailed below:

Class or description of shares	Name (or new name) or other designation assigned to the class of shares	Date of assignment of name
--------------------------------	---	----------------------------

Lodged on behalf of the company by:

Name:.....

Address:.....

Signature:.....

Capacity<sup>xlvi</sup>:.....

Date:.....

**FORM CR 33**

(r. 2)

**NOTICE OF PARTICULARS OF VARIATION OF RIGHTS ATTACHED TO SHARES**

[Section 400 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 400 (1) of the Companies Act (Cap. 486) the company varied the rights attached to shares as detailed below:

Class or description of shares (e.g. ordinary/preference etc.)	Particulars of variation of rights	Date of variation
--	------------------------------------	-------------------

Lodged on behalf of the company by:

Name:.....

Address:.....

## Companies

[Subsidiary]

Signature:.....

Capacity<sup>72</sup>:.....

Date:.....

72 Please indicate whether director, secretary or agent of the company.

**FORM CR 34**

(r. 2)

**NOTICE OF SUB-DIVISION, CONSOLIDATION OR REDEMPTION OF SHARES**

[Section 406 and 525 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

**PART I - SUBDIVISION***(Please complete this part to notify a sub-division of shares)*

The above company hereby gives notice in accordance with section 406(1) of the Companies Act (Cap. 486), that pursuant to a resolution<sup>xlviii</sup> dated ....., the company has subdivided its shares as specified below:

Class of shares (E.g. Ordinary/ Preference etc.)	Previous share structure	Nominal value of each share	New share structure	Nominal value of each share
	Number of issued shares		Number of issued shares	

**PART II— CONSOLIDATION***(Please complete this part to notify a consolidation of shares)*

The above company hereby gives notice in accordance with section 406(1) of the Companies Act (Cap. 486), that pursuant to a resolution<sup>xlix</sup> dated ....., the company has consolidated its shares as specified below:

Class of shares (E.g. Ordinary/ Preference etc.)	Previous share structure	Nominal value of each share	New share structure	Nominal value of each share
	Number of issued shares		Number of issued shares	

**PART III - REDEMPTION***(Please complete this part to notify redemption of shares)*

The above company hereby gives notice in accordance with section 525(1) of the Companies Act (Cap. 486), that pursuant to a resolution dated ....., the company has redeemed its shares as specified below:

Class of shares (e.g. ordinary/preference etc.)	Number of issued shares	Nominal value of each share
--	-------------------------	--------------------------------

**PART IV - STATEMENT OF CAPITAL**

Complete the table(s) below to show the issued share capital. It should reflect the company's issued capital following the changes made in this form.

## Companies

[Subsidiary]

Class of shares (e.g Ordinary/ Preference etc)	Nominal Value of each share (KES)	Amount paid up on each share held <sup>li</sup> (if any) (KES)	Amount (if any) unpaid on each share <sup>lii</sup> (KES)	Total number of shares	Aggregate nominal value <sup>liii</sup>
--	-----------------------------------	--	---	------------------------	---

## Totals

Rights attached to each class of shares<sup>liv</sup>

(Complete the section below to show the prescribed particulars of rights attached to the shares, if any)

Lodged on behalf of the company by:

Name: .....

Address: .....

Signature: .....

Capacity<sup>lv</sup>: .....

Date: .....

**FORM CR 35**

(r. 2)

STATEMENT OF CAPITAL WITH RESPECT TO REDUCTION OF SHARE CAPITAL<sup>lvi</sup>

[Section 421 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company: .....

## Statement of Capital

By a resolution dated .....<sup>lvii</sup>, the above company resolved to reduce its share capital as detailed below:

(Please complete the table below to show the issued share capital of the company following the reduction of the share capital)

Class of shares (e.g Ordinary/ Preference etc)	Nominal Value of each share (KES)	Amount paid up on each share held <sup>lviii</sup> (if any) (KES)	Amount (if any) unpaid on each share <sup>lix</sup> (KES)	Total number of shares	Aggregate nominal value <sup>lx</sup>
--	-----------------------------------	---	---	------------------------	---------------------------------------

## Totals

Particulars of rights attached to share<sup>lxi</sup>

Lodged on behalf of the company by:

*Companies*

[Subsidiary]

Name:.....

Address:.....

Signature:.....

Capacity<sup>lxii</sup>.....

Date:.....

**FORM CR 36**

(r. 2)

**NOTICE OF CANCELLATION OF SHARES BY A COMPANY<sup>lxiii</sup>****[Section 428 of the Companies Act (Cap. 486)]**

Name of company: .....

Number of the company:.....

To the Registrar of Companies

The above company hereby gives notice in accordance with section 428 (1) of the Companies Mt (Cap. 486) that on ..... the company cancelled the following shares:

Class of shares (e.g. ordinary/preference etc.)	Number of shares cancelled	Nominal value of each share
---	----------------------------	-----------------------------

**STATEMENT OF CAPITAL**

Complete the table(s) below to show the share capital of the company following the changes made in this form.

Class of shares (e.g. Ordinary/ Preference etc)	Nominal Value of each share (KES)	Amount paid up on each share held <sup>lxiv</sup> (if any) (KES)	Amount (if any) unpaid on each share <sup>lxv</sup> (KES)	Total number of shares	Aggregate nominal value <sup>lxvi</sup>

**Totals**Rights attached to each class of shares<sup>lxvii</sup>

[Complete the table(s) below to show the prescribed particulars of rights attached to the shares, if any]

Lodged on behalf of the company by:

Name:.....

Address:.....

Signature:.....

Capacity<sup>lxviii</sup>.....

Date:.....

**FORM CR 37**

(r. 2)

**RETURN OF PURCHASE OF OWN SHARES<sup>lxix</sup>****[Section 464 of the Companies Act (Cap. 486)]**

Name of company: .....

Number of the company:.....

To the Registrar of Companies

[Subsidiary]

Shares purchased for cancellation

Class of shares	Number of shares purchased for cancellation	Nominal value of each share purchased for cancellation	Date that the shares were delivered to the company	Maximum price paid for shares <sup>lxx</sup>	Minimum price paid for shares <sup>lxxi</sup>
-----------------	---	--	--	--	---

Shares purchased into treasury

Class of shares	Number of shares purchased into treasury	Nominal value of each share purchased into treasury	Date that the shares were delivered to the company	Maximum price paid for shares <sup>lxxi</sup>	Minimum price paid for shares <sup>lxxii</sup>
-----------------	--	---	--	---	--

STATEMENT OF CAPITAL

Class of shares (e.g Ordinary/ Preference etc.)	Nominal Value of each share (KES)	Amount paid up on each share held <sup>lxxiv</sup> (if any) (KES)	Amount (if any) unpaid on each share <sup>lxxv</sup> (KES)	Total number of shares	Aggregate nominal value <sup>lxxvi</sup>
				Totals	

### 3. Rights attached to each class of shares<sup>lxxvii</sup>

■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Signature:.....

## Companies

[Subsidiary]

Capacity<sup>lxxviii</sup> .....

Date: .....

**FORM CR 38**

(r.2)

**NOTICE OF CANCELLATION OF SHARES ON PURCHASE OF OWN SHARES  
BY A COMPANY<sup>lxxix</sup>**

[Section 465 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company: .....

To the Registrar of Companies

The above company hereby gives notice in accordance with section 465 (1) of the Companies Act (Cap. 486) that on ..... the company cancelled the following shares as specified below

Class of shares (e.g. ordinary/preference etc.)	Number of shares cancelled	Nominal value of each share
---	----------------------------	-----------------------------

**STATEMENT OF CAPITAL**

Complete the table(s) below to show the share capital of the company following the changes made in this form.

Class of shares (e.g. Ordinary/Preference etc)	Nominal Value of each share (KES)	Amount paid up on each share held <sup>lxxx</sup> (if any) (KES)	Amount (if any) unpaid on each share <sup>lxxxi</sup> (KES)	Total number of shares	Aggregate nominal value <sup>lxxxii</sup>
					<b>Totals</b>

Rights attached to each class, of shares<sup>lxxxiii</sup>

Complete the table below to show the prescribed particulars of rights attached to the shares, if any

--

Lodged on behalf of the company by:

Name: .....

Address: .....

Signature: .....

Capacity<sup>lxxxiv</sup>: .....

Date: .....

**FORM CR 39**

(r. 2)

**NOTICE BY APPLICANTS OF APPLICATION TO COURT FOR  
CANCELLATION OF THE SPECIAL RESOLUTION APPROVING A  
REDEMPTION OR PURCHASE OF SHARES OUT OF CAPITAL  
[Section 480 of the Companies Act (Cap. 486)]**

*Companies*

[Subsidiary]

Name of company: .....

Number of the company:.....

To the Registrar of Companies

I/We ..... give notice that an application has been made to the court for the cancellation of the special resolution dated ..... approving the payment of capital for the redemption or purchase of some of the company's shares.

Lodged on behalf of the company by:

Name:.....

Address:.....

Signature:.....

Capacity<sup>73</sup>. .....

Date:.....

73 Please indicate whether director, secretary or agent of the company.

**FORM CR 40**

(r. 2)

**NOTICE OF SALE OR TRANSFER OF TREASURY SHARES**

[Section 530 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 530 of the Companies Act (Cap. 486) the company has sold or transferred<sup>lxxxv</sup> the treasury shares specified below:

Class of shares (e.g.ordinary/ preference etc.)	Number of shares sold or transferred	Nominal value of each share	Dates(s) shares were sold or transferred
---	---	--------------------------------	--

Lodged on behalf of the company by:

Name:.....

Address:.....

Signature:.....

Capacity<sup>lxxxvi</sup>. .....

Date:.....

**FORM CR 41**

(r. 2)

**NOTICE OF CANCELLATION OF TREASURY SHARES**

[Section 532 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

## Companies

[Subsidiary]

The above company hereby gives notice in accordance with section 52 of the Companies Act (Cap. 486) the company has cancelled the treasury shares specified below

Class of shares (e.g. ordinary/ preference etc.)	Number of shares cancelled	Nominal value of each share	Dates(s) shares were sold or transferred
--	-------------------------------	--------------------------------	--

## STATEMENT OF CAPITAL

Complete the table(s) below to show the issued share capital of the company following cancellation of the treasury shares

Class of shares (e.g. Ordinary/ Preference etc)	Nominal Value of each share (KES)	Amount paid up on each share held <sup>xxxvii</sup> (if any) (KES)	Amount (if any) unpaid on each share <sup>xxxviii</sup> (KES)	Total number of shares	Aggregate nominal value <sup>xxxix</sup>
---	---	--	---	---------------------------	--

Totals

Rights attached to each class of shares<sup>xc</sup>

Complete the table(s) below to show the prescribed particulars of rights attached to the shares, if any

.  
.  
.  
.  
.  
.  
.  
..

Lodged on behalf of the company by:

Name:.....

Address:.....

Signature:.....

Capacity<sup>xcj</sup>:.....

Date:.....

## FORM CR 42

(r. 2)

## NOTICE OF CHANGE OF ACCOUNTING REFERENCE DATE

[Section 634 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 634 of the Companies Act, 2015 the company has changed its accounting reference date from the period ending ..... and has .....

(Select the applicable statement below)

# shortened the accounting reference date so as to end on:.....

# extended, the accounting reference date so as to end  
on: <sup>xcii</sup> .....



## Companies

[Subsidiary]

Lodged on behalf of the company by:

Name:.....

Address:.....

Signature:.....

Capacity<sup>xciii</sup>:.....

Date:.....

**FORM CR 43**

(r. 2)

**NOTICE OF RESIGNATION OF AUDITOR**

[Section 746 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 746 of the Companies Act (Cap. 486) that the auditor of the company; as specified in column 1 of the table below, ceased to hold office on the date specified opposite that name in column 2 of that table.

Column 1

Name and address of the auditor concerned

Column 2

Date on which the auditor ceased to hold office

...../...../.....

[dd/mm/yyyy]

...../...../.....

[dd/mm/yyyy]

...../...../.....

[dd/mm/yyyy]

Lodged on behalf of the company by:

Name:.....

Address:.....

Signature:.....

Capacity<sup>74</sup>:.....

Date:.....

---

74 Please indicate whether director, secretary or agent of the company

**FORM CR 44**

(r. 2)

**APPLICATION FOR COPY OF REGISTER OR COPY OF RECORDS KEPT BY REGISTRAR**

[Section 856 of the Companies Act (Cap. 486)]

To the Registrar of Companies:

*(Select the applicable statement)*

# Please allow menus to inspect the Register in respect of the following company(ies):

Name of Company

Registration Number of Company

*Companies*

[Subsidiary]

1. ....
2. ....
3. ....

OR

# Please furnish me/us<sup>75</sup> with a copy of the following records forming part of the Register/  
Foreign Companies Register

Name of the Company

Registration number:

Records requested:

Signed by the applicant:

Name: .....

Address : .....

Signature: .....

Date: .....

75 Delete whichever words that do not apply.

**FORM CR 45**

(r. 2)

**NOTICE OF APPOINTMENT OF ADMINISTRATOR<sup>xciv</sup>**

[Section 886(1) of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies

I/We hereby give notice in accordance with section 886 of the Companies Act (Cap. 486) that the person(s) set out at Part I below was/were appointed to act as administrator/  
administrators of the company pursuant to:<sup>xcv</sup>

# an order of the court dated.....; OR

# Under powers contained in the instrument described at Part II below

PART I - Particulars of person that has ceased to act as administrator(s)

*Name of the person that has ceased to act as administrator*      *Address*

*Date on which  
the administrator  
ceased to hold  
office*

...../...../.....  
[dd/mm/yyyy]

PART II- Particulars of the instrument (if any) under which the person was appointed  
as administrator

Description of instrument (if any)  
by which the charge is created or  
evidenced

Date on which the charge was created

Short particulars of the property charged

Signed by the person who appointed or obtained an order to appoint the Administrator:

## Companies

[Subsidiary]

Name: .....

Address : .....

Signature: .....

Date: .....

**FORM CR 46**

(r. 2)

NOTICE OF CESSATION OF APPOINTMENT OF ADMINISTRATOR<sup>xcvi</sup>

[Section 886(1) of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies

I/We hereby give notice in accordance with section 886 of the Companies Act (Cap. 486) that pursuant to the powers contained in the charge set out in Part II below, the person(s) set out at Part I below has/have ceased to act as administrator/administrators of the company.<sup>xcvii</sup>

PART I - Particulars of person that has ceased to act as administrator(s)

*Name of the person that has ceased to act as administrator*

Address

*Date on which the administrator ceased to hold office*

...../...../.....  
[dd/mm/yyyy]

PART II- Particulars of the charge under which the person was appointed as administrator

Description of instrument (if any)  
by which the charge is created or evidenced

Date on which the charge was created

Short particulars of the property charged

Signed by the holder or the charge

Name: .....

Address : .....

Signature: .....

Date: .....

**FORM CR 47**

(r. 2)

NOTICE OF WITHDRAWAL OF A STRIKING OFF APPLICATION BY A COMPANY<sup>76</sup>

[Section 904 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company:.....

To the Registrar of Companies

The directors hereby withdraw the application in which it was requested that that the company be struck off the register.

*Companies*

[Subsidiary]

Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity <sup>77</sup> : .....

Date: .....

---

76 This form is used to withdraw a company's striking off application.

77 Please indicate whether director, secretary or agent of the company

**FORM CR 48**

(r. 2)

**APPLICATION FOR ADMINISTRATIVE RESTORATION OF A COMPANY TO  
THE REGISTER<sup>xcviii</sup>**

[Section 912 of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company: .....

I, ....., being a former director/member\* of the above company dissolved under section 894/897\*, apply for the company to be restored to the register of the Companies under section 912 of the Companies Act (Cap. 486). The following conditions required for restoration have been met:

(a) .....the company was carrying on business or was in operation at the time of striking off

(b) .....if applicable, where the property of the company was vested in or held in trust by the company has vested in the State under section 905, the Attorney General has signified to the Registrar in writing consent to the company's restoration to the register; and

(c) ..... documents relating to the company to bring up to date the company record have been properly delivered to the Registrar.

Lodged on behalf of the company by:

Name: .....

Address : .....

Signature: .....

Capacity <sup>xcix</sup> : .....

Date: .....

**SECOND SCHEDULE**

[r. 2]

**FORMS****FORM FC 1**

(r. 2)

**APPLICATION FOR REGISTRATION AS A FOREIGN COMPANY  
[Sections 975 of the Companies Act (Cap. 486)]**

*Companies*

[Subsidiary]

To the Registrar of Companies:

In accordance with section 975 of the Companies Act (Cap. 486), the following company hereby applies to be registered as a foreign company under Part XXXVII of the Companies Act (Cap. 486).

Particulars of foreign company

Name of foreign

company

Name of country

or territory in which

the company is

incorporated:

Date of company's ...../...../.....[dd/mm/yyyy]

incorporation:

Address of

the company's

registered office in

the place of origin

or principal place

of business in its

country or territory

of origin:

Postal address

of the company's

propose registered

office in Kenya:

Hours at which the

foreign company's

registered office

in Kenya is kept

open for business

on business days

List and particulars of directors of the foreign company

Name

Nationality

Postal Address

Memorandum on resident directors<sup>ci</sup>

The powers of resident directors who reside in Kenya and are members of a local board of directors are as follows:

Director

Powers

Statement of use of alternative name

The above company intends to carry on business in Kenya under the following alternative name:<sup>cii</sup>

Particulars of local representative of foreign company

The following information is provided in respect of the person(s) resident in Kenya whom the company has appointed or proposes to appoint as its local representative in Kenya.

Full name(s) of local or proposed local

representative(s)

Postal address(es) of local or proposed local

representative(s)<sup>ciii</sup>

## Companies

[Subsidiary]

Nationality of local or proposed local representative(s)

Details of identity card(s) or passport(s) of local or proposed local representative(s) or in the case of a body corporate or partnership, any particulars of registration<sup>civ</sup>

Telephone number(s) of local or proposed local representative(s)<sup>cv</sup>

E-mail address(es) of local or proposed local representative(s)

*(In case the company wishes to appoint more than one local representative, please replicate the form of this table and fill in the additional local representative's details)*

Statement of charges created by the foreign company in Kenya<sup>cvi</sup>

# the company has not created any charges over any property in Kenya; OR

# the company has created the following registrable charges created over property in Kenya and the documents that would be required to be lodged for registration with the Registrar with regard to the charges under Part XXXII of the Companies Act (Cap. 486) are attached<sup>cvi</sup>

Particulars of charges

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.
   
.
   
.
   
.
   
.
   
.

As required by section 975(3) of the Companies Act (Cap. 486), the following documents are attached to this application:

**(a)** A certified copy of a current certificate of the foreign company's incorporation or registration in its place of origin, or a document of similar effect;<sup>cvi</sup>

**(b)** A certified copy of its constitution;<sup>cix</sup>

**(c)** A notice, under section 982 of the Companies Act (Cap. 486), giving the addresses of each place at which the company proposes to carry on business in Kenya;

**(d)** A notice under section 983 of the Companies Act (Cap. 486), giving the address of the company's proposed registered office in Kenya to which all communications and notices may be addressed.

Lodged on behalf of the company by:<sup>cx</sup>

Name: .....

Address: .....

Signature: .....

Capacity<sup>cx</sup>: .....

Date: .....

NOTES:

§ Specify whether the details relate to the person's identity card or passport. Specify the number of the identity card or passport and the date and place of its issue.

§§ Specify the country and area codes as well as the number.

**FORM FC 2**

(r. 2)

STATEMENT BY REGISTERED FOREIGN COMPANY FOR USE OF  
ALTERNATIVE OR NAME FOR THE COMPANY

[Sections 977 (1) and (2) of the Companies Act (Cap. 486)]

Name of the foreign company: .....

Number of foreign company: .....

Place of incorporation of the

foreign company: .....

To the Registrar of Companies:

In accordance with section 977 (1) and (2) of the Companies Act (Cap. 486), the above company which:<sup>78</sup> previously registered an alternative name for its use in Kenya submits the following alternative name under which it proposes to carry on business in Kenya:

Lodged on behalf of the company by:<sup>79</sup>

Name: .....

Address: .....

Signature: .....

Capacity<sup>80</sup>: .....

Date: .....

---

<sup>78</sup> Please select one option

<sup>79</sup> This form may be lodged by the local representative or some other person in Kenya duly authorized by the company.

<sup>80</sup> State here the capacity in which the signatory is signing this application on behalf of the company

**FORM FC 3**

(r. 2)

NOTICE OF RESIDENTIAL ADDRESS/CHANGE OF RESIDENTIAL ADDRESS  
OF A LOCAL REPRESENTATIVE OF A FOREIGN COMPANY<sup>cxii</sup>

[Section 980 (1) of the Companies Act (Cap. 486)]

Name of company: .....

Number of the company: .....

To the Registrar of Companies

The above company hereby gives notice, in accordance with section 980 (1) of the Companies Act (Cap. 486), that, in relation to a local representative of the company listed in column I of the following table, the local representative's residential address is/has changed to<sup>cxiii</sup> the address specified opposite the local representative's name in column 2 of that table.

*Column 1**Name of local representative**Column 2**Residential address/new residential  
address of the local representative*

Lodged on behalf of the company by:

Name: .....

*Companies*

[Subsidiary]

Address: .....

Signature: .....

Capacity<sup>cxiv</sup>: .....

Date: .....

**FORM FC 4**

(r. 2)

**NOTICE OF HOURS OF OPENING OF FOREIGN COMPANY'S REGISTERED OFFICE IN KENYA**

[Sections 983(3) of the Companies Act (Cap. 486)]

Name of the foreign company: .....

Number of foreign company: .....

Place of incorporation of the

foreign company: .....

To the Registrar of Companies:

The above company hereby gives notice to in accordance with section 983(3) of the Companies Act (Cap. 486) that the hours at which its registered office in Kenya is kept open for business on business days are:<sup>81</sup>

Lodged on behalf of the company by:

Name: .....

Address: .....

Signature: .....

Capacity<sup>82</sup>:

Date: .....

<sup>81</sup> The hours may range anytime between 9 am, and 5 p.m. each business day but must include the times ranging between 10 a.m. to 12 noon and from at least 2 p.m. to 4p.m.

<sup>82</sup> This form may be lodged by the local representative or some other person in Kenya duly authorized by the company.

**FORM FC 5**

(r. 2)

**NOTICE OF CHANGE OF PARTICULARS OF REGISTERED FOREIGN COMPANY**

[Sections 986 of the Companies Act (Cap. 486)]

Name of the foreign company: .....

Number of the foreign company: .....

Place of incorporation of the foreign company: .....

To the Registrar of Companies

The above company hereby gives notice in accordance with section 986 of Companies Act (Cap. 486) of the following changes in respect of the company:

Registered matter	Particulars of amendment or change
-------------------	------------------------------------

Amendment of the

company's constitution<sup>cxvi</sup>



Appointment of director of  
the company<sup>cxvi</sup>  
Cessation of appointment  
of director of the  
company<sup>cxvii</sup>  
Appointment of local  
representative<sup>cxviii</sup>  
Cessation of appointment  
of local representative<sup>cxix</sup>

From

To

Change in the registered  
particulars of directors of  
the company  
Changes in the powers of  
any directors who reside  
in Kenya or of members  
of a Kenyan board of  
directors of the company  
Change of address of  
local representative  
Change of address of  
the company's registered  
office, or its principal place  
of business, in its place of  
origin  
Change of address/  
location of place of  
business of the foreign  
company in Kenya  
Change in the hours  
at which the foreign  
company's registered  
office in Kenya is kept  
open for business<sup>cxx</sup>

Lodged by:<sup>cxxi</sup>

Name: .....

Address: .....

Signature: .....

Capacity<sup>cxxii</sup>: .....

Date: .....

**FORM FC 6**

(r. 2)

**NOTICE OF CLOSURE OF PLACE OF BUSINESS OF A FOREIGN COMPANY  
IN KENYA**

[Sections 982(3) of the Companies Act (Cap. 486)]

Name of the foreign company: .....

*Companies*

[Subsidiary]

Number of foreign company: .....

Place of incorporation of the

foreign company: .....

To Registrar of Companies:

The above company hereby gives notice in accordance with section 982(3) of the Companies Act (Cap. 486), that on or from ..... [dd/mm/yyyy] the company closed the following place of business in Kenya:<sup>83</sup>

This notice is lodged by:<sup>84</sup>

Name: .....

Address: .....

Signature: .....

Capacity<sup>85</sup>: .....

Date: .....

---

83 Specify the address of the physical location of the place of business

84 This form may be lodged by the local representative or some other person in Kenya duly authorized by the company.

85 State here the capacity in which the signatory is signing this application on behalf of the company

**FORM FC 7**

(r. 2)

**NOTICE OF CESSATION OF BUSINESS IN KENYA OF REGISTERED  
FOREIGN COMPANY<sup>86</sup>**

[Sections 991(1) of the Companies Act (Cap. 486)]

Name of the foreign company: .....

Number of foreign company: .....

Place of incorporation of the

foreign company: .....

To Registrar of Companies:

I ....., being the local representative of the above company hereby give notice that the company ceased to carry on business in Kenya with effect from ..... [dd/mm/yyyy].

Signed; .....

*Local representative*


---

86 This form must be lodged by the Local representative.

**FORM FC 8**

(r. 2)

**NOTICE OF DISSOLUTION OR DEREGISTRATION OF REGISTERED  
FOREIGN COMPANY IN PLACE OF INCORPORATION<sup>87</sup>**

[Sections 991(2) of the Companies Act (Cap. 486)]

Name of the foreign company: .....

*Companies*

[Subsidiary]

Number of foreign company: .....

Place of incorporation of the

foreign company: .....

To Registrar of Companies:

87 This form must be lodged by the local representative

i

This form is used to  
appoint directors

ii

This form is used to notify  
the registry of a director's  
residential address or  
changes in a director's  
residential address.

iii

The address specified  
must be sufficient to  
identify the physical  
location of the director's  
place of residence.

iv

Please indicate whether  
director, secretary or agent  
of the company

v

This form is used to  
notify the registry of the  
appointment of a company  
secretary.

vi

If a secretary of a  
company is a body  
corporate, state the  
body's corporate name,  
its registered or principal  
office, the legal form of  
the body and the law by  
which it is governed and  
(if applicable) the register  
in which it is entered  
(including the details of  
the country or territory)  
and its registration  
number in that register.

If joint secretaries are  
all partners of a firm, the  
name and principal office  
of the firm may be stated  
instead of the names of  
the partners

vii

Former name means a  
name by which a natural  
person was formerly

*Companies*

[Subsidiary]

	known for business purposes. If a person is or was formerly known by two or more such names, each of the names has to be stated.
viii	This may be the registered or principal office of the company
x	Specify the country and area codes as well as the number.
xi	Please indicate whether director, secretary or agent of the company
xii	Attach the following documents to this form: (a) a copy of the special resolution approving the conversion of the private company to a public company (b) copy of the company's amended articles of association (c) copy of the balance sheet and other documents referred to in Section 72(1) (d) a copy of the valuation report referred to in Section 72(2) (e) An approved name reservation
xiii	Attach the following documents to this form: (a) Copy of the resolution approving the conversion of the public company to a private company (b) Copy of the company's amended articles of association
xiv	Attach the following documents to this form (a) Copy of the resolution approving the conversion of the public company to a private company

	(b) Copy of the company's amended articles of association (c) Form CR5
xv	Attach the following documents to this form (a) Copy of the resolution approving the conversion of the public company to a private company (b) Copy of the company's amended articles of association
xvi	Attach the following documents to this form (a) Copy of the resolution approving the conversion of the public company to a private company (b) Copy of the company's amended articles of association (c) Form CR5 (d) Attach the assent to the company's conversion authenticated by or on behalf of all the members.
xvii	Attach the following documents to this form (a) Copy of the court order (b) Notice of the company's new name (c) Copy of the company's amended articles of association bearing the new name
xviii	Indicate whether private, public or a company limited by guarantee
xix	Attach Forms CR 10 and 12
xx	For a public company do not include former name if it was used or changed before the age of 18 or for the past 20yrs or more.
xxi	Legal form of the company or firm and law governing it.
xxii	Complete this section if undertaking a conversion

*Companies*

[Subsidiary]

	under D (from an unlimited private company to a private limited company)
xxiii	Please indicate whether director, secretary or agent of the company
xxiv	Subject to section 368, 372 and 377 of the Companies Act (Cap. 486), a public company is required to lodge copy of the resolution and a copy of the relevant valuer's report.
xxv	Please indicate whether director, secretary or agent of the company.
xxvi	This is the amount paid up on each share whether on account of the nominal value of the share or in the form of a premium.
xxvii	This is the amount unpaid on each share whether on account of the nominal value of the share or in the form of a premium.
xxviii	This is the number of shares issued multiplied by nominal value.
xxix	The particulars may include: (i) Particulars of any voting rights, including rights that arise only in certain circumstances; (ii) particulars of any rights, as respects dividends, to participate in a distribution; (iii) particulars of any rights, as respects capital, to participate in a distribution; (iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder
xxx	Please indicate whether director, secretary or agent of the company
xxxi	This form is for registering particulars of a charge over the property or undertaking of a company registered in Kenya
xxxii	Please attach the document by which the charge is created or evidenced.
xxxiii	Please indicate whether director, secretary or agent of the company
xxxiv	This form is for registering particulars of a charge subject to which property or the undertaking of the company has been acquired (when the charge was created or evidenced by a document
xxxv	Please attach a certified copy of document by which the charge is created or evidenced
xxxvi	Please indicate whether director, secretary or agent of the company.
xxxvii	This form is used for registering particulars of a charge to secure a series of debentures created or evidenced by a document
xxxviii	Please attach the deed containing the charge, (if any) arose of the debentures of the series.
xxxix	Delete whichever word doe, not apply

- 
- xl Please indicate whether director, secretary or agent of the company
- xli This form is to be used to notify the Registrar of Companies of an application made to the court in accordance with section 78 of the Companies Act 2015 for the cancellation of a special resolution made by a public company to convert the company into a private company. The notice should be made by the applicants or a person making the application on behalf of the applicants.
- xliv Please indicate whether an applicant or agent of the applicants
- xlvii You may use this form to give notice of an allotment of a new share class by an unlimited company.
- xlvi The particulars may include:  
 (i) Particulars of any voting rights, including rights that arise only in certain circumstances;  
 (ii) particulars of any rights, as respects dividends, to participate in a distribution; (iii) particulars of any rights, as respects capital, to participate in a distribution;  
 (iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder
- xliv Please indicate whether director, secretary or agent of the company.
- xlvi This form is to be used to notify the Registrar of Companies of any assignment of a name or other designation to any class of shares and any assignment of a new name or designation to a class of shares.
- xlvi Please indicate whether director, secretary or agent of the company.
- xlvi Attach a copy of this resolution
- xlvi Attach a copy of this resolution
- l Attach a copy of this resolution
- li This is the amount paid up on each share whether on account of the nominal value of the share or in the form of a premium.
- lii This is the amount unpaid on each share whether on account of the nominal value of the share or in the form of a premium.
- liii This is the number of shares issued multiplied by nominal value.
- lvi The particulars may include:  
 (i) Particulars of any voting rights, including rights that arise only in certain circumstances;  
 (ii) particulars of any rights, as respects dividends, to participate in a distribution;  
 (iii) particulars of any rights, as respects capital, to participate in a distribution;

*Companies*

[Subsidiary]

- (iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder
- lv Please indicate whether director, secretary or agent of the company.
- lvi Please attach a copy of the solvency statement to this form.
- lvii A copy of the resolution should be filed using Form CR19 for registration.
- lviii This is the amount paid up on each share whether on account of the nominal value of the share or in the form of a premium.
- lix This is the amount unpaid on each share whether on account of the nominal value of the share or in the form of a premium.
- lx This is the number of shares issued multiplied by nominal value.
- lxi The particulars may include:  
 (i) Particulars of any voting rights, including rights that arise only in certain circumstances;  
 (ii) particulars of any rights, as respects dividends, to participate in a distribution;  
 (iii) particulars of any rights, as respects capital, to participate in a distribution;  
 (iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder.
- lxii Please indicate whether director, secretary or agent of the company.
- lxiii This form is used to notify the companies' registry of a cancellation of shares by a public company.
- lxiv This is the amount paid up on each share whether on account of the nominal value of the share or in the form of a premium.
- lxv This is the amount unpaid on each share whether on account of the nominal value of the share or in the form of a premium.
- lxvi This is the number of shares issued multiplied by nominal value.
- lxvii The particulars include:  
 (i) Particulars of any voting rights, including rights that arise only in certain circumstances;  
 (ii) particulars of any rights, as respects dividends, to participate in a distribution;  
 (iii) particulars of any rights, as respects capital, to participate in a distribution;  
 (iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder
- lxviii Please indicate whether director, secretary or agent of the company.



*Companies*

[Subsidiary]

lxix	This form is used to give notice of a purchase by a limited company of its own shares.
lxx	This field is applicable only to public limited companies.
lxxi	This field is applicable only to public limited companies.
lxxii	This field is applicable only to public limited companies.
lxiii	This field is applicable only to public limited companies.
lxxiv	This is the amount paid up on each share whether on account of the nominal value of the share or in the form of a premium.
lxxv	This is the amount unpaid on each share whether on account of the nominal value of the share or in the form of a premium.
lxxvi	This is the number of shares issued multiplied by nominal value.
lxxvii	The particulars include: (i) Particulars of any voting rights, including rights that arise only in certain circumstances; (ii) particulars of any rights, as respects dividends, to participate in a distribution; (iii) particulars of any rights, as respects capital, to participate in a distribution; (iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder
lxxviii	Please indicate whether director, secretary or agent of the company
lxxix	This form is used to notify the companies' registry of a cancellation of shares by a company.
lxxx	This is the amount paid up on each share whether on account of the nominal value of the share or in the form of a premium.
lxxxi	This is the amount unpaid on each share whether on account of the nominal value of the share or in the form of a premium
lxxxii	This is the number of shares issued multiplied by nominal value.
lxxxiii	The particulars include: (i) Particulars of any voting rights, including rights that arise only in certain circumstances; (ii) particulars of any rights, as respects dividends, to participate in a distribution; (iii) particulars of any rights, as respects capital, to participate in a distribution; (iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder
lxxxiv	Please indicate whether director, secretary or agent of the company.

*Companies*

[Subsidiary]

lxxxv	Treasury shares may only be transferred (as opposed to sell) from the treasury for the purposes of, or in accordance with, an employee's share scheme.
lxxxvi	Please indicate whether director, secretary or agent of the company.
lxxxvii	This is the amount paid up on each share whether on account of the nominal value of the share or in the form of a premium.
lxxxviii	This is the amount unpaid on each share whether on account of the nominal value of the share or in the form of a premium.
lxxxix	This is the number of shares issued multiplied by nominal value.
xc	The particulars include: (i) Particulars of any voting rights, including rights that arise only in certain circumstances; (ii) particulars of any rights, as respects dividends, to participate in a distribution; (iii) particulars of any rights, as respects capital, to participate in a distribution; (iv) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder
xc i	Please indicate whether director, secretary or agent of the company.
xc ii	An accounting reference period may not be extended so as to exceed 18 months and should not be extended more than once in five years unless there is specific approval from the cabinet secretary.
xc iii	Please indicate whether director, secretary or agent of the company.
xc iv	This form is used to notify the Registrar of companies of the appointment of an Administrator of a company. Please fill in the relevant section (i.e. appointment only or cessation only)
xc v	Delete whichever words do not apply.
xc vi	This form is used to notify the Registrar of Companies of the cessation of the appointment of an Administrator of a company.
xc vii	Delete whichever words do not apply.
xc viii	This form is used to apply for administrative restoration to the register.
xc ix	This application may be made by a former director or member of the company
*	strike off whichever words do not apply