

Foreign Company Branch Registration Checklist – Kenya (2026)

This checklist is designed for companies incorporated outside Kenya that intend to register a **branch (foreign company)** with the Business Registration Service (BRS).

1. Confirm the Correct Structure

- ✓ The entity is incorporated outside Kenya
- ✓ You intend to operate as a **branch**, not a Kenyan subsidiary
- ✓ You understand the branch is an extension of the parent company

2. Parent Company Documents (Certified / Notarised)

- ✓ Certificate of Incorporation (certified or notarised copy)
- ✓ Constitution / Memorandum & Articles (or equivalent) – certified/notarised
- ✓ Directors' particulars (names, addresses, nationalities)

3. Local Representative in Kenya

- ✓ Appoint at least one local representative resident in Kenya
- ✓ Signed appointment letter
- ✓ Signed acceptance letter from the local representative
- ✓ Valid contact details (email & phone)

4. Kenyan Registered Office Address

- ✓ Physical business address in Kenya
- ✓ Postal address for service of notices

5. Language & Authentication

- ✓ Certified English translations for any non-English documents
- ✓ Apostille or authentication if required by country of origin

6. BRS / eCitizen Filing

- ✓ Name search and reservation completed
- ✓ Foreign company application completed on BRS/eCitizen
- ✓ All documents uploaded clearly and consistently
- ✓ Government fee paid (commonly listed as KES 7,550 – invoice is final)

7. After Approval

- ✓ Download Certificate of Compliance
- ✓ Register for tax obligations if applicable
- ✓ Obtain county licences and sector permits if required
- ✓ Open a bank account (subject to bank onboarding requirements)

Common Causes of Delay or Rejection

- ✗ Missing or unclear notarisation/certification

- **X** No local representative acceptance letter
- **X** Inconsistent company name or addresses across documents
- **X** Non-English documents without certified translations

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