

Company and business registration

How to Register a Company

A Company is a legal person who has the capacity and powers to act on its own (i.e. the law sees a company in the same light as a natural person).

It is created by the Companies Act No.1 of 2012 which provides the legal framework under which companies can be formed for legal purposes.

Registering a Local Company

To Register a Local Company limited by Shares, one needs to Reserve the name to be used and then file the following documents with the Registrar of Companies:

- Companies Registration Form (s.18)
- Memorandum and Articles of Association (if any)
- Other Company forms
- 1. A1 – Statement of Nominal Capital

To register a Local company limited by guarantee, one needs to reserve the name to be used and then file the following documents with the Registrar of Companies:

- Company Registration Form (s.18)
- Memorandum and Articles of Association;

When you have all the documents ready, pick-up assessment forms from our office or do a self-assessment and pay registration fees and stamp duty. Upon registration, the Registrar will issue a certificate of incorporation within two working days.

After the company has been registered, the following forms must be filed (Company Returns).

- Company Form 20 – Particulars of Directors and Secretaries (Within 14 days)
- Company Form 18 – Notice of Situation of Registered Office & Postal Address (within 14 days)
- Company Form 10 – Return of allotment (within 60 days)
- Form of Annual Return for a company limited by shares (to be filed once every year).

Business Name Registration

A business name is the name or style under which any business is carried out whether in partnership or otherwise. This is different from a company because whereas a company is a separate legal entity with its own identity in law, a business name is only a name that you are allowed to use to indemnify yourself or your service in trade. Registering a business name helps the proprietor to carry on business under the registered name thereby distinguishing the owner's business from that of others.

Registering a Business Name

- Conduct a Search (using the business Registration form) and establish if the name you register is available for use;
- Pay the Registration fees;
- You will receive a certificate of registration of a business name.

If any of these particulars change, the proprietor of the business name must file a notice of change in particulars.