



LEGAL NOTICE NO.....

THE COMPANIES ACT
(No. 17 of 2015)

IN EXERCISE of the powers conferred by section 839 and 876 of the Companies Act, 2015, the Registrar of Companies makes the following Rules—

THE REGISTRAR OF COMPANIES (FORMS) RULES, 2017

Citation

1. These Rules may be cited as the Registrar of Companies (Forms) Rules, 2017.
2. The forms prescribed in the First Schedule, Second Schedule and Third Schedule shall be used under the provisions of the Act specified in the forms.

L.N. 254/ 2015.

3. The Registrar of Companies (Companies Forms) Rules, 2015 are revoked.

FIRST SCHEDULE

FORMS FOR BENEFICIAL OWNERSHIP

FORM BOF 1
NOTICE OF BENEFICIAL OWNER PARTICULARS*
[Section 93 of the Companies Act, 2015]

r.2

Name of company:

Number of company:

To the Registrar of companies:

The above companies hereby gives a notice in according with section 93 of the Companies Act, 2015 that the following person is a beneficial owner of the company

Date that the beneficial owner became a registrable person: ____/____/____ [dd/mm/yyyy]

BENEFICIAL OWNER 1



Full Name of the beneficial owner	
Postal address of the beneficial owner	
ID card/ Passport details of the beneficial owner	
Nationality of the beneficial owner	
Date of birth of the beneficial owner	
Telephone number of the beneficial owner	
Email address of the beneficial owner	

NATURE OF CONTROL

Nature of control	
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BENEFICIAL OWNER 2

Full Name of the beneficial owner	
Postal address of the beneficial owner	
ID card/ Passport details of the beneficial owner	
Nationality of the beneficial	

owner	
Date of birth of the beneficial owner	
Telephone number of the beneficial owner	
Email address of the beneficial owner	

NATURE OF CONTROL

Nature of control	
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BENEFICIAL OWNER 3

Full Name of the beneficial owner	
Postal address of the beneficial owner	
ID card/ Passport details of the beneficial owner	
Nationality of the beneficial owner	
Date of birth of the beneficial owner	

Telephone number of the beneficial owner	
Email address of the beneficial owner	

NATURE OF CONTROL

Nature of control	
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[Note: If more than three beneficial owners, please enter their particulars in another form]

Lodged on behalf of the company by:

Name: _____
 Address: _____
 Signature: _____
 Capacity**: _____
 Date: _____

NOTES

- * This form is used to notify the Registry of the particulars of company Beneficial Owners.
- ** Please indicate whether director, secretary or agent of the company

FORM BOF 2 **r.2**
NOTICE OF CHANGE OF BENEFICIAL OWNERS' PARTICULARS*
 [Section 93 of the Companies Act, 2015]

Name of company: _____
 Number of the company: _____

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 93 of the Companies Act, 2015, that the registered particulars** of the Beneficial Owners 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 Name of the Beneficial Owner concerned</i>	<i>Column 2 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 Beneficial Owners.
- ** The particulars to be notified are of changes occurring in the company's register of Beneficial Owners.
- *** Please indicate whether director, secretary or agent of the company

r.2

FORM BOF3
NOTICE OF CESSATION OF OFFICE OF BENEFICIAL OWNERS*
[Section 93 of the Companies Act, 2015]

Name of company: _____
Number of the company: _____

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 93 of the Companies Act, 2015 that the Beneficial Owners of the company, as specified in column 1 of the table below, ceased to be Beneficial Owners of the company on the date(s) specified opposite that/those name(s) in column 2 of that table.

<i>Column 1 Name of the Beneficial Owner concerned</i>	<i>Column 2 Date on which a person ceased to be a Beneficial Owner ceased</i>
	/ / [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**: _____
Date: _____

NOTES

- * This form is used to notify the Registry when a person ceases to be a beneficial owner
- ** Please indicate whether director, secretary or agent of the company

SECOND SCHEDULE

FORMS FOR KENYAN COMPANIES

r.2

FORM CR6

NOTICE OF APPOINTMENT OF DIRECTORS AND THEIR PARTICULARSⁱ

[Section 138 of the Companies Act, 2015]

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, 2015, 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)	