

# COMPANY PROFILE



*Company Secretarial,  
Statutory & Regulatory Compliance  
and Wealth Management Services  
“Results. Period.”*

## About Us

**Index Registrars Limited** is a Kenyan-based professional services firm delivering Company Secretarial, Statutory & Regulatory Compliance and Wealth Management Services.

Registered under the Companies Act, 2015, we serve local and international clients looking to thrive in Kenya's dynamic business environment.

With a team of experienced professionals including Certified Company Secretaries (CPS(K)), Certified Public Accountants (CPA(K)), Advocates, Financial Advisors and Tax Consultants, we are positioned to help our clients achieve full regulatory compliance and long-term financial growth.





## Company Secretarial Services

At **Index Registrars**, we provide professional Company Secretarial Services designed to ensure businesses remain compliant with the legal and regulatory requirements of operating in Kenya. Our role is to support companies in upholding corporate governance standards while minimizing risk and administrative burden.

We serve both local and foreign-owned businesses, from start-ups to large corporations, helping them navigate the complexities of corporate administration and governance under the Companies Act, 2015 and other statutory requirements.

### Our Key Company Secretarial Services Include:

#### ***Company Registration & Incorporation:***

- ✓ Registration of private and public limited companies, branches of foreign companies, companies limited by guarantee, limited liability partnerships, societies and trusts.

#### ***Annual Compliance & Statutory Filings:***

- ✓ Preparation and filing of Annual Returns with the Registrar of Companies.
- ✓ Maintenance and updating of statutory registers.
- ✓ Drafting and filing of resolutions, notices, and statutory forms (e.g., Form CR6, CR8, CR9, CR10, CR19, CR20, etc).

#### ***Board and Shareholder Support:***

- ✓ Organizing and attending board and general meetings.
- ✓ Preparing minutes, board packs and resolutions.
- ✓ Advising directors on their statutory duties and obligations.





## Company Secretarial Services *(continued)*

### **Corporate Governance Advisory:**

- ✓ Advisory on compliance with the Code of Corporate Governance Practices for Issuers of Securities (CMA Guidelines).
- ✓ Structuring and managing Board Committees.
- ✓ Supporting ESG and stakeholder governance initiatives.

### **Changes to Company Structure:**

- ✓ Appointment or resignation of directors and company secretaries.
- ✓ Share allotment, transfers and restructuring.
- ✓ Change of company name, registered office or objects.

### **Company Secretarial Retainer Packages:**

- ✓ Ongoing secretarial support for clients who prefer a professional external company secretary.
- ✓ Timely compliance alerts, filing schedules, and proactive document management.

### **Advisory for Foreign Companies:**

- ✓ Setting up Kenyan subsidiaries or branches.
- ✓ Compliance with local content requirements and immigration support (e.g. work permits).
- ✓ Representation before regulatory bodies such as KenInvest, Business Registration Service (BRS) and KRA.





## Company Secretarial Services *(continued)*

### Why Outsource Your Company Secretarial Function?

#### *Outsourcing to Index Registrars guarantees:*

- ✓ Compliance with evolving legal and regulatory frameworks.
- ✓ Access to a qualified team with deep legal and governance expertise.
- ✓ Improved board and stakeholder communication.
- ✓ Reduced administrative overhead and risk exposure.



## Statutory & Regulatory Compliance Services

In Kenya's increasingly regulated business environment, staying compliant is not only a legal obligation—it's a critical component of good governance and long-term sustainability. At Index Registrars, we provide expert Statutory and Regulatory Compliance Services to ensure that your business meets all its legal, tax, and sector-specific obligations efficiently and accurately.

Our solutions are designed to minimize regulatory risk, prevent costly penalties, and uphold your reputation with regulators, investors and stakeholders.

### Our Compliance Services Cover:

#### 1. Tax Compliance & Advisory

- ✓ Registration and updates for KRA PINs and eTIMS (individuals, companies, partnerships).
- ✓ Preparation and filing of Monthly VAT, PAYE, Rental Income Tax, Withholding Tax and Annual Income Tax returns.
- ✓ Advisory on tax obligations and deductions under the Income Tax Act and other relevant statutes.
- ✓ Resolution of tax disputes and liaising with Kenya Revenue Authority (KRA) on behalf of clients.

#### 2. Statutory Registrations & Reporting

- ✓ NSSF, SHIF and Housing Levy registration and filing.
- ✓ Business permits and trading licenses from county governments.
- ✓ Filing of mandatory reports with the Registrar of Companies (e.g. Annual Returns).
- ✓ Registration and compliance with Data Protection Act, 2019 for data controllers and processors.



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## **Statutory & Regulatory Compliance Services** *(continued)*

### **3. Regulatory Filings & Approvals**

Liaison with industry regulators such as:

- ✓ Capital Markets Authority (CMA)
- ✓ Central Bank of Kenya (CBK)
- ✓ Business Registration Service (BRS)
- ✓ Insurance Regulatory Authority (IRA)
- ✓ Registrar of Societies
- ✓ Submission of license renewals and compliance reports.

### **4. Compliance Audits & Risk Reviews**

- ✓ Periodic compliance health checks and gap analyses.
- ✓ Risk assessments and development of corrective action plans.
- ✓ Drafting of compliance manuals and staff training programs.

### **5. Anti-Money Laundering (AML) & Corporate Ethics**

- ✓ Advisory on compliance with The Proceeds of Crime and Anti-Money Laundering Act (POCAMLA).
- ✓ Development and implementation of internal Anti-Money Laundering (AML)/Combating the Financing of Terrorism (CFT) policies and procedures.
- ✓ Support with beneficial ownership disclosure requirements.

### **Why Our Compliance Services Matter**

- ✓ Avoid fines, audits and reputational damage.
- ✓ Build investor, regulatory and stakeholder confidence.
- ✓ Improve operational transparency and efficiency.
- ✓ Stay ahead of evolving Kenyan and East African regulations.

### **Who We Serve**

- ✓ Individuals, SMEs and large corporations
- ✓ Financial institutions and fintech firms
- ✓ Societies, trusts and charitable foundations
- ✓ Professional service providers and legal firms
- ✓ Foreign investors and cross-border businesses



## Wealth Management Services

At **Index Registrars**, we offer tailored Wealth Management Solutions designed to help individuals, families and business owners in Kenya grow, protect and transfer their wealth with confidence. Our services are grounded in financial expertise, discretion and a deep understanding of the Kenyan economic environment and global market dynamics.

Whether you are building wealth, preparing for retirement, or planning your legacy, our goal is to create strategies that align with your long-term financial objectives and values.

### **Our Wealth Management Solutions Include:**

#### ***Investment Advisory & Portfolio Management:***

- ✓ Personalized investment strategies based on your risk appetite and financial goals.
- ✓ Access to local and international investment opportunities (e.g. stocks, bonds, mutual funds, real estate, etc).
- ✓ Ongoing portfolio monitoring and re-balancing.

#### ***Retirement Planning:***

- ✓ Structured plans for financial independence in retirement.
- ✓ Guidance on pension schemes (e.g. NSSF, provident funds and private retirement plans) and Health Insurance.
- ✓ Income planning for post-retirement life.

#### ***Estate Planning & Succession:***

- ✓ Will writing and trust formation to ensure orderly wealth transfer.
- ✓ Family governance advisory and inheritance planning.
- ✓ Business succession strategies for SMEs and family enterprises.





## **Wealth Management Services** *(continued)*

### ***Tax Planning & Optimization:***

- ✓ Tax-efficient investment strategies and wealth structuring.
- ✓ Guidance on compliance with Kenya Revenue Authority (KRA) tax regulations.
- ✓ Advisory on cross-border taxation for Kenyan diaspora or international clients.

### ***Risk Management & Insurance Advisory:***

- ✓ Assessment of financial risks and asset protection needs.
- ✓ Advisory on life, property and business insurance.
- ✓ Coverage optimization to avoid over- or under-insurance.

### ***Real Estate & Asset Advisory:***

- ✓ Support with acquisition, management, and disposal of property assets.
- ✓ Guidance on land due diligence, titling, and valuation.
- ✓ Linking clients to vetted property investment opportunities.





## **Wealth Management Services** *(continued)*

### ***Our Clients Include:***

- ✓ High-Net-Worth Individuals (HNWIs)
- ✓ Entrepreneurs and business owners
- ✓ Professionals and executives
- ✓ Expatriates and the Kenyan diaspora
- ✓ Family trusts

### ***Why Choose Us?***

- ✓ **Personalized Approach:** Every client receives a bespoke strategy tailored to their unique goals.
- ✓ **Trusted Expertise:** Our team includes licensed financial advisors, lawyers and tax specialists.
- ✓ **Confidentiality:** We operate with utmost discretion and data security.
- ✓ **Long-Term Focus:** We prioritize sustainable wealth growth, not short-term gains.





Electronic Government Services Portal



Company Secretarial Services including  
Business & Company Registrations,  
Company Returns, Changes, etc.



KRA PIN Registration, Tax Returns, Tax Planning,  
Financial Advisory Services, etc.



Good Conduct / Police Clearance Certificate



Passports, Work Permits,  
eTA (Electronic Travel Authorization),  
Passes, etc.



Licensing and Renewals



Smart DLs, Logbook Transfers,  
New Generation Number Plates, etc.



Civil Registration Services: Birth Certificates



Reports, De-Listing & Clearance Certificates



Re-unification with Unclaimed Financial Assets  
e.g Shares & Dividends



Kenya Industrial Property Institute (K.I.P.I):  
Registration of Trade Marks & Patents



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