**How to Re-register a Business Name on the OBRS**

**Before you begin please ensure that you have:**

* Proof of Botswana Citizenship – OMANG for all parties (the system will verify the Omang details, however if verification fails you will have to upload a copy of the Omang).
* Proof of Non-Botswana Citizen – e.g. passport. A copy has to be uploaded.
* The mobile numbers and email addresses of all proprietors.
* The appointment dates of all proprietors.

Please note that you should provide only the latest information of the Business Name. Do not provide any historical information.

Visit [www.cipa.co.bw](http://www.cipa.co.bw) and log on with your previously created profile and click on the search menu. Search for and click on the Business Name you wish to re-register.

Click on Re-register Now.

#### Step 1 of 4: General Details

* Confirm that the name and business name number are correct, as per your old certificate. If they are different, please cancel and search again for your correct business name. If correct, please proceed.
* Provide the business activity of the business name.
* Provide the date of commencement of the business activity.

#### Step 2 of 4: Address and Contact Details

* Provide the Registered office Address of the business name.
* Provide the postal address of the business name.
* Provide the Principal Place of Business of the business name.
* Provide the phone number and email address of the business name.

#### Step 3 of 4: Proprietors

* Provide the details of all the proprietors of the business name, including their appointment dates.

#### Step 4 of 4: Review your details

* Review all the details provided and edit any if you need to.
* Tick the box to confirm that all the details you provided are true, and that all parties have provided their consent.
* Click submit.

#### PAYMENT

Select whether you are paying by credit/debit card or deposit account.

* For a credit/debit: you can use any card issued by your bank as well as the VISA cards issued by Orange Money or Mascom My Zaka.
* For a deposit account: you will need to visit CIPA offices or First National Bank and deposit a sum into the deposit account.
* Please read the terms and conditions for making a payment and tick to agree.
* Click on Pay Now
* Enter your card details or select your deposit account and pay.

**After paying, your business name will automatically be re-registered if all parties are citizens of Botswana. The application will be sent to CIPA for review if the business name has non-citizens. This will take 24 hours. Once the application is approved, you will get an sms notifying you of this, as well as an email with your certificate of registration attached. You can go to your dashboard at any time, click on the business name on My Portfolio and request a PDF of the certificate. You do not need to certify the certificate as it is available online for anyone to view.**