

**How to 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.

Please visit [www.cipa.co.bw](http://www.cipa.co.bw) to find out the difference between a company and a business name, so that you make an informed choice.

Visit [www.cipa.co.bw](http://www.cipa.co.bw) and log on with your previously created profile. Click on Register a Business Name.

#### Step 1 of 4: General Details

* Enter the proposed name (please choose a unique name, not similar to existing entities). OR Choose a name that you have previously reserved.
* Is the name similar to an existing name or trademark? if it is select YES and upload permission to use it. If not, select NO.
* Provide the business activity to be undertaken by this business name, if yours is not on the list, select Other.

#### 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.

#### 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 be sent to CIPA for review. 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.**