**How to Register a Close Company 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.
* Completed Consent forms for Members/Accounting Officer

Visit [www.cipa.co.bw](http://www.cipa.co.bw) and click on Register a Close Company.

#### Step 1 of 6: 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.
* If you have a constitution select YES and upload it. If not, select NO.

#### Step 2 of 6: Address and Contact Details

* Enter the Registered office Address of the company.
* Enter the postal address of the company.
* Enter the Principal Place of Business of the company.
* Enter the phone number and email address of the company.

#### Step 3 of 6: Members

* Provide the details of all the members of the company.
* Provide each member’s percentage interest in the company as well as beneficial ownership details. (refer to [www.cipa.co.bw](http://www.cipa.co.bw) for beneficial ownership definition)
* Upload their and consent forms.

#### Step 4 of 6: Accounting officers

* Provide the details of the accounting officer if you have one, uploading their consent form. If you do not have one at this stage, please click continue. You must however appoint an accounting officer within 3 months.

#### Step 5 of 6: Tax Agent

* Provide the details of your tax agent if you have one, if not continue.

#### Step 6 of 6: Review your details

* Review all the details provided and edit any if you need to.
* Tick the box to confirm that you are not carrying on the business of banking or insurance.
* 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 application 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 incorporation attached. You can go to your dashboard at any time, click on the company 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.**