

**How to Reserve a Company Name on the OBRS**

Please note that this process is optional, one may register a company without first reserving the company name, however this is the recommended route, as it will enable CIPA to approve the proposed name, before you proceed to registering it.

Visit [www.cipa.co.bw](http://www.cipa.co.bw) and click on Reserve A Company Name.

#### Step 1: Name Reservation

* Select the Entity type (the type of company you are reserving a name for).
* Select the purpose (Incorporation or Change of Name)
* Enter the proposed name (please choose a unique name, not similar to existing entities).
* 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.

#### Step 2: 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.

**Your application details are now with CIPA for review and will be approved within 24 hours.**

**You can view the progress on your dashboard. Immediately after approval, you will receive an sms and email informing you of the approval. You will need to register the name within 30 days.**