

**How to Change Principal Place of Business and Registered Office Address**

This service allows you to update the registered address for a company, which include physical address, postal address, principal place of business and email and phone number details. Please note that only authorised users can make changes.

1. Visit [www.cipa.co.bw](http://www.cipa.co.bw) and log onto the OBRS.
2. On your Portfolio on your dashboard click on the Company whose details you wish to change.
3. Click on Addresses (to the left).
4. Click on Edit Details (to the right) and select MAINTAIN REGISTERED OFFICE ADDRESS AND PRINCIPAL PLACE OF BUSINESS DETAILS.
5. Read the BEFORE YOU BEGIN information and click CONTINUE.
6. Click EDIT on the section you wish to change and make the required changes.



1. Tick the declaration box to confirm that you are authorised to make the changes and submit. Your changes will automatically update the Register.