

HOW TO FILE A SPECIAL RESOLUTION

This service allows you to submit a Special Resolution to the Registrar. You will need to complete, scan an upload Form 41 - Form of Special Resolution, which can be found on the website under Quick Links/Forms and Downloads.

1. Log onto [www.cipa.co.bw](http://www.cipa.co.bw) and select your company from the dashboard.
2. Click on FILINGS AND MAINTENANCE.
3. Click on LODGE GENERAL DOCUMENT.
4. Under Select Document Type, select SPECIAL RESOLUTION.
5. Upload the Form of Special Resolution and any supporting documents.
6. Input an effective date.
7. 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 filing will be sent to CIPA for Review and a response will be issued within 24 hours.