

HOW TO FILE A CONSTITUTION

This service allows you to file an Adoption/Altercation/Revocation of your company’s constitution to the Registrar. You must complete Form 11 – Notice of Adoption/Alteration/ Revocation of Constitution of a Private or Public Company which can be found under Quick Links/Forms and Downloads on the website.

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 CONSTITUTION.
5. Upload the Constitution and the Form.
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. After approval, you Constitution will be uploaded onto the system within 24 hours.