

HOW TO LODGE A TRANSFER OF SHARES

This service allows a user to submit a transfer of shares to the Registrar where shares are transferred between Shareholders.

You need to complete, scan and upload Form 14: Notice of Transfer of Shares of a Company, which can be found on the website under Quick Links/Forms and Downloads. In case of new shareholders, a Shareholder’s Consent Form for an Existing Company must also be completed.

1. Log onto [www.cipa.co.bw](http://www.cipa.co.bw) and select the company from the dashboard.
2. Click on FILING AND MAINTENANCE.
3. Click LODGE GENERAL DOCUMENT.
4. Under SELECT DOCUMENT TYPE, select Transfer of Shares.
5. Upload the Documents below as a single upload.
* Form 14: Notice of Transfer of Shares
* Copy of the extract from the share register
* Proof of ID of the newly appointed shareholder/s
* signed consent form of any newly appointed shareholders
1. Enter an effective Date.
2. Click SUBMIT.



The submission will be sent to CIPA for Review. Once you receive approval, your corporate information will be updated within 24 hours.