

HOW TO LODGE AN ISSUE OF SHARES

This service allows a user to file an Issue of Shares where a company has issued new shares to new or existing shareholders.

You need to complete, scan and upload Form 12: Notice of Issue of Shares, 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 Issue of Shares.
5. Upload the Documents below as a single upload.

* Form 12: Notice of Issue 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.