**How to View the Certificate or Extract of A Company or Business Name on the OBRS**

Viewing a certificate or extract on the OBRS is easy. You do not have to be logged on, and you do not need to create a profile. An extract is a detailed view of all the details of the company or business names including directors and shareholders.

1. Visit [www.cipa.co.bw](http://www.cipa.co.bw) and click on the search menu for the OBRS.
2. Enter the Company Name/Business Name or the Unique Identification Number (UIN).
3. Click on the Company Name/Business Name.
4. Click on Request Certificate or Extract.
5. Select whether you want a certificate or extract.
6. Select whether you want to view it or email it.
7. Click on Generate.
8. If you had selected email, it will be sent to the email you provided. If you had selected View, click on Download PDF. The certificate or extract will be downloaded and you can save it to your computer or print it.

Please note: You can only view certificates and extracts for companies and business names that are newly registered on the OBRS, or for those that have re-registered. Old companies and business names have to re-register first in order to have this service available. All certificates and extracts are available on the OBRS 24 hours a day for anyone to view. These documents no longer need to be certified.