

HOW TO CHANGE BUSINESS NAME DETAILS

This service allows you to change the details of an existing Business Name.

1. Visit [www.cipa.co.bw](http://www.cipa.co.bw) and log onto the OBRS.
2. On your Portfolio on your dashboard click on the Business Name whose details you wish to change.
3. Click on FILE FOR THIS BUSINESS NAME (to the left).
4. Click on CHANGE BUSINESS NAME DETAILS.

You will be able to change the following details of the Business Name:

* The name (approval within 24 hours)
* Business Activity (instant approval)
* Address/Phone Number/ Email Address (instant approval)
* Edit Proprietors’ information (instant approval)
* Cease/Remove existing Proprietors (instant approval)
* Add new Proprietors (approval within 24 hours)

1. Tick the declaration box to confirm that you are authorised to make the changes and submit.