

HOW TO MAINTAIN AUDITOR DETAILS

This service allows the Auditor details of a private or public company to be updated.

STEPS:

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 Company whose details you wish to change.

* If the Company has no existing Auditors, click the **Filings and Maintenance** menu and select **Maintain Auditor Details for a Local Company**
* If the Company already has existing Auditors, click on the **Auditors** tab on the left, and then click on the **Edit Details** button. Next, select **Maintain Auditor Details** from the menu.

A screenshot of a social media post

Description automatically generated

A: To Cease an Auditor, click the **Cease** button and enter a **Ceased Date.**

B: To change details for an existing Auditor, select the **Edit** button to display editable fields and Edit the details as required in the slide-out panel.

C: To add a new Auditor who is a person click the **+ Individual** button.

D: To add a new Auditor who is a Registered Company Click the **+ Registered Company** button and start typing the Company name and select the correct company.

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

What happens next?

* The service is sent for review by CIPA.
* You will receive a submission confirmation email and a response will be received within 24 hours.

SHOULD YOU HAVE ANY QUERIES, PLEASE EMAIL [info@cipa.co.bw](mailto:info@cipa.co.bw)