

HOW TO MAINTAIN CLOSE COMPANY DETAILS

This service allows changes to be made to a registered close company. The following changes can be made using this service:

* Change of Company Name
* Upload/change constitution
* Change addresses
* Cease or add members
* Beneficial owner details
* Cease or add accounting officers

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.
3. Click on FILINGS AND MAINTENANCE.
4. Click on Maintain Close Company Details.

A screenshot of a cell phone

Description automatically generated

1. Navigate to the section where you wish to make changes.
2. Make changes as required.
3. Make a payment
4. 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)