

HOW TO FILE AN ANNUAL RETURN

Every Company must file an annual return with CIPA every year on its original month of incorporation. Filing an annual return confirms that the company is still in existence and that the details held on the Register are up to date. The annual return must be filed (including payment) by the due date. If the annual return is not filed on its due month, the company will be removed from the Register. Companies that are removed from the Register for non-compliance to annual returns will have to pay a restoration fee of P2000 as well as all outstanding annual return(s) fee(s) in order to be restored to the register.

1. Visit www.cipa.co.bw and logon to OBRS.
2. A message will appear on the Dashboard advising which companies are due for filing annual returns.
3. Click on FILE ANNUAL RETURN.
4. Read the BEFORE YOU BEGIN information and click continue.
5. Review the corporate information of the company for every section and tick the box to confirm that the information is up to date. (Only the phone number, email address of the company, and Omang (ID) verification can be updated on this service. To update any other information, please cancel and exit the annual return service, make the necessary corrections through Maintenance Services, and then return to the annual return service to complete the filing.
6. Tick the Declaration box to confirm that you are authorised to file the annual return on behalf of the company and that you have made all the necessary enquiries to ensure that the information is true and correct.
7. Click SUBMIT
8. Make a payment using your debit/credit card or deposit account.

The system will automatically approve your annual return filing. Please remember that your annual return is due every year on the month of incorporation.

Service	Online Fee	Office Fee
File Annual Return	P500	P1000
Penalty within 10 days after due date	P500 (total payable P1000)	P1000 (total payable P2000)
Restoration after removal	P2,000 + Outstanding annual return fee	P3,000 + outstanding annual return fee