

HOW TO CEASE A BUSINESS NAME / BUSINESS NAME CESSATION

This service allows a user to cease a business name where it ceases to carry on business or where the proprietor wishes to upgrade to a company.

1. Log onto [www.cipa.co.bw](http://www.cipa.co.bw) and select the business name from the dashboard.
2. Click on FILE FOR THIS BUSINESS NAME.
3. Click REQUEST CESSATION OF BUSINESS NAME.
4. Provide the applicants name.
5. Select the applicant type from the drop-down menu.
6. Provide the cease date.
7. Provide a reason for requesting the cessation.
8. Upload an affidavit/letter of cessation signed by all proprietors requesting the cessation.
9. Tick the declaration to confirm that you are authorised to submit this application.
10. Make a payment using your debit/credit card or deposit account.

The request for cessation of the business name will be reviewed by CIPA and a response issued within 24 hours. Once approved, the Business Name will have the status “Cancelled.” Should you wish to register as a company, please do so within three months.