

**HOW TO LODGE AN ACQUISITION/REDEMPTION OF SHARES**

Acquisition of Shares: An acquisition of shares is issued when the company takes over the shares from an existing shareholder(s) for later re-distribution.

Redemption of Shares: A company has issued preference shares to an investor with the understanding that the investor will cash in on their investment after an agreed period. The redemption of shares is lodged at the end of the period and the shares that had been issued to the investor are cancelled.

1. Log onto [www.cipa.co.bw](http://www.cipa.co.bw) and select the company from the dashboard.
2. Click on FILING AND MAINTENANCE.
3. Click ACQUISITION OR REDEMPTION OF SHARES.
4. Select whether the shares are being Acquired or Redeemed.

**Acquisition**

* Provide the total number of shares being acquired.
* Provide the date of acquisition.
* Select whether the shares are being cancelled.
* Cease any shareholder who ceases to be a shareholder.
* Change the total number of shares if any are to be changed as part of the acquisition.
* Tick the declaration to confirm that you are authorised to submit this application.

**Redemption**

* Provide the total number of shares being redeemed.
* Provide the date of redemption.
* Cease any shareholder who ceases to be a shareholder.
* Change the total number of shares if any are to be changed as part of the redemption.
* Tick the declaration to confirm that you are authorised to submit this application.

The services are automatically approved upon successful filing.