

HOW TO LODGE AN AMALGAMATION

This service allows a user to merge two or more companies. The application should be submitted on the company that remains after the amalgamation.

Amalgamation consent forms and certificates are essential for the application and can be downloaded at <https://www.cipa.co.bw/forms-downloads-2.html> .

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 LODGE DOCUMENT - AMALGAMATION.
4. Upload the Amalgamation Proposal together with Director and Secretary Consent Forms.
5. Provide the number of companies to be amalgamated.
6. Upload the certificate of Directors in Favour of Amalgamation, Letter from the Competition and Consumer Authority (CCA), and no objection letter from Botswana Unified Revenue Service (BURS).
7. Provide an effective date.
8. Tick the declaration to confirm that you are authorised to submit this application.

The application will be sent to CIPA for review, and once approved, a certificate of amalgamation will be issued, and the merged companies removed from the register.