

HOW TO LODGE AN ISSUE OF SHARES

This service allows a user to file an Issue of Shares where a company has issued new shares to new or existing shareholders.

In case of new shareholders, a Shareholder’s Consent Form for an Existing Company must also be completed. Consent forms are available at [www.cipa.co.bw](http://www.cipa.co.bw) under Quick Links/Forms and Downloads.

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 ISSUE OF SHARES.
4. Provide the number of new shares being issued as well as the date they were issued (penalty fees apply for late notifications).
5. If the new shares are being allocated to a new shareholder, click add a shareholder, provide the personal details of the shareholder and scroll down to share allocations to issue them the shares. You will need to upload a completed Shareholder’s Consent Form for an existing company.

If the new shares are being allocated to an existing shareholder scroll down to share allocations and edit the number of shares of the shareholders being issued with the new shares.

1. Tick the declaration to confirm that you are authorised to make changes to this company.

The Issue of Shares will automatically be approved if no new shareholders have been added. If there are new shareholders, the application will be sent to CIPA for review and a response given within 24 hours.