

HOW TO REMOVE A COMPANY FROM THE REGISTER/DEREGISTRATION

This service allows a user to remove a company from the register where it ceases to carry on business. A no objection letter from BURS is required for approval.

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 REQUEST REMOVAL FROM THE REGISTER.
4. Provide the applicants name.
5. Select the applicant type from the drop-down menu.
6. Select the grounds on which the request is made (Reason).
7. Upload the no objection letter from Botswana Unified Revenue Service (BURS).
8. Tick the declaration to confirm that you are authorised to submit this application.
9. Make a payment using your debit/credit card or deposit account.

The request to remove the company from the register will be published for 20 working days, following which the company will be removed and a removal certificate issued.