

RESTORATION FOR FAILURE TO RE-REGISTER

This service allows user to apply for restoration for a company or business name that failed to re-register before the deadline. You will need to upload a supplementary form which can be found on the CIPA website here: <https://www.cipa.co.bw/forms-downloads-2>.

For Companies

1. Go to [www.cipa.co.bw](http://www.cipa.co.bw) and log onto the OBRS.
2. Search for and click on the company that you wish to restore.
3. Click on FILINGS AND MAINTENANCE.
4. Click on Request to Restore Company to the Register.
5. Input your name
6. Select whether you are requesting restoration as a director, creditor, shareholder or liquidator of the company.
7. Provide your address details.
8. Select the reason for restoration
9. Upload a supplementary form. This form can be found at [www.cipa.co.bw](http://www.cipa.co.bw) under Quick Links/Forms and Downloads.
10. Tick the declaration box to confirm that you are authorised to request Authority and click SUBMIT.
11. Make a payment using your bank card online or funds already deposited into the deposit account. The fee is P5000 plus P500 annual return.

For Business Names

1. Go to [www.cipa.co.bw](http://www.cipa.co.bw) and log onto the OBRS.
2. Search for and click on the business name that you wish to restore
3. Click on FILINGS FOR THIS BUSINESS NAME.
4. Click on Lodge Restoration Request.
5. Input your name
6. Provide your address details.
7. Provide the reason for restoration
8. Upload a supplementary form. This form can be found at [www.cipa.co.bw](http://www.cipa.co.bw) under Quick Links/Forms and Downloads.
9. Tick the declaration box to confirm that you are authorised to request Authority and click SUBMIT.
10. Make a payment using your bank card online or funds already deposited into the deposit account. The fee is P1,500 plus P500 renewal fee.