

## Public Notice

# PUBLIC NOTICE: COMPANY ANNUAL RETURN FILING

The Companies and Intellectual Property Authority (CIPA) wishes to inform our valued customers that the company Annual Return Filing Season commences in February and ends in November 2021. All companies registered before 2021 will be required to file an annual return; please note that there is no exemption for companies that are not yet operating. Kindly take note of the following guidance:

**1. Which Companies are due to file their returns?**

All companies registered before 2021 must file their annual returns on their original month of registration. The exception is companies registered in January (they are due in February) and companies registered in December (they are due in November).

**2. I cannot remember when my company was registered, how do I know when my return is due?**

Search for your company online at [www.cipa.co.bw](http://www.cipa.co.bw). The incorporation date is the date of registration and month when your annual return is due. We also send email and sms reminders on the annual return due month.

**3. Where do I file the annual return?**

The annual return is filed on the Online Business Registration System at [www.cipa.co.bw](http://www.cipa.co.bw). When the return is due, upon logging in there will be a FILE ANNUAL RETURN button on the screen, click on it, and the system will guide you to complete the annual return.

**4. My return is due but I cannot find the file annual return button after logging in.**

Search for and click on the company, click on FILINGS AND MAINTENANCE, click on REQUEST AUTHORITY and proceed with the authority process as guided by the system until approved. Alternatively, you can request your company secretary or person who registered the company to grant you authority on the system.

**5. Who can file an annual return?**

The company director or company secretary can file the annual return.

**6. When should I file the return?**

The return can be filed from the first to the last day of the month in which it is due. We urge our clients to file as early as possible in order to avoid any challenges which may lead to their company being removed for non-compliance.

**7. How much is the annual return fee?**

The annual return fee for all companies is P500.

**8. How do I pay for the annual return?**

Pay online using your debit or credit card. If you do not have access to a bank card, please deposit money at FNB ATMs. If you are depositing for the first time, please request a reference number first by emailing [deposits@cipa.co.bw](mailto:deposits@cipa.co.bw). **Important:** after the funds have been received by CIPA (24 - 48 hours) you must log in and file the annual return, selecting deposit account as the payment method. Please make your deposits well before the last day of the month in order to avoid delays which may lead to the company being removed.

**Account Name:** Companies And Intellectual Property Authority

**Account Number:** 62813051365

**Branch Code:** 282267

**Branch Name:** First Place

**Swift Code:** FIRNBWGX

**9. What happens if I do not file the annual return?**

Between the 1st and the 10th day of the month following the due month, there will be a penalty fee of P500 in addition to the P500 annual return fee. On the 11th day of the month, all companies that have still not filed and paid will be removed from the register. Restoration for a removed company is P2,500.

**10. I have registered a business name and not a company, do I also need to file an annual return?**

Business Names file renewals every three years on the original month of registration. SMS and email reminders will be sent when renewals are due.

For more information or assistance in filing your annual return, please contact your company secretary or call 3673700.

You can also email [info@cipa.co.bw](mailto:info@cipa.co.bw).