

HOW TO MAKE A PAYMENT ON THE ONLINE BUSINESS REGISTRATION SYSTEM.

1. PAYING ONLINE USING A DEBIT/CREDIT CARD

This the preferred and fastest method as you can submit an application and complete the payment online in one easy step.

* Log onto [www.cipa.co.bw](http://www.cipa.co.bw).
* Click on the service you wish to apply for and complete the application as guided by the system.
* Select Debit/Credit Card as the payment method and enter your card details as follows:
* Card Number: enter the number on the front of your card (not your account number).
* Card Name: enter your name as it is written on the card.
* Email Address: provide the email address where the receipt should be sent.
* CVC number: enter the last three digits at the back of your card.
* Budget: please skip this section.

NB: Please note that only bank cards that have a security feature called 3D Security are able to pay on the Online Business Registration System. If you receive a 3D error, please contact your bank or use the alternative method below.

B: DEPOSITING DIRECTLY INTO THE CIPA BANK ACCOUNT

* Send your full name, phone number and OBRS username to deposits@cipa.co.bw requesting for a deposit account to be created for you.
* Wait for a reply email from CIPA which will give you a reference number.
* Deposit funds at any FNB branch or FNB ATM on the account below, using your OBRS Account number as the reference:

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

**Account Number:** 62813051365

**Branch Code :** 282267

**Branch Name:** First Place

**Swift Code:** FIRNBWGX

**OR**

From any other bank, please do an Electronic Funds Transfer (EFT) to the same account. Note that transfers from other banks may take up to 48hrs to be received by CIPA.

**NB: It is vital to use the number given to you by CIPA and use it as the Reference when depositing. Your funds will not be credited into your OBRS account should you not follow this instruction.**

* CIPA will credit your OBRS account with the amount deposited at FNB Branches or ATMS within 24 hrs while EFT’ s will be processed within 24hrs after receipt in our FNB account.
* You can now make payments on the OBRS, select **DEPOSIT** **ACCOUNT** as your payment method and continue to click on account number when highlighted and then click on pay now.

**NB: use the same reference number every time you deposit funds into the CIPA Bank account.**