**How to Reserve a Company Name on the OBRS**

Please note that this process is optional, one may register a company without first reserving the company name.

Visit [www.cipa.co.bw](http://www.cipa.co.bw) , click on Start a Business and click on Reserve a Name for a Company or Business.

#### Step 1: Name Reservation

* Select the purpose (Register a New Entity or Change of Name)
* Select the Entity type (the type of company you are reserving a name for).
* Enter the proposed name (please choose a unique name, not similar to existing entities).
* Is the name similar to an existing name or trademark? If it is, select YES and upload consent to use it. If not, select NO.

#### Step 2: Review your details

* Review all the details provided and edit any if you need to.
* Tick the box to confirm that all the details you provided are correct
* Click submit.

#### PAYMENT

Select whether you are paying by credit/debit card or pre-pay account.

* For a credit/debit: you can use any card issued by your bank.
* For a Pre-pay Account: you will need to visit First National Bank and deposit a sum into the pre-pay account or use internet banking to transfer funds into the CIPA bank account.
* Please read the terms and conditions for making a payment and tick to agree.
* Select recipients of receipt
* Click on Pay
* Enter your card details or select your pre-pay account and pay.

**Your application details are now with CIPA for review and will be approved within 24 hours.**

**You can view the progress on your dashboard. Immediately after approval, you will receive an sms and email informing you of the approval. You will need to register the name within 30 days.**