**How to View the Certificate or Extract of A Company or Business Name on the OBRS**

Viewing a certificate or extract on the OBRS is easy. You do not have to be logged on, and you do not need to create a profile. An extract is a detailed view of all the details of the company or business names including directors and shareholders.

1. Visit [www.cipa.co.bw](http://www.cipa.co.bw) and click on the search menu for the OBRS.
2. Enter the Company Name/Business Name or the Unique Identification Number (UIN).
3. Click on the Company Name/Business Name.
4. Click Certificates and Extracts.
5. For the certificate Select download certificate and it will be downloaded and you can save it to your computer or print it.
6. For the extract Select view standard extract to view it or email it.

* Click on Generate Extract.
* Select Email PDF to send the extract by Email or Select Download PDF to view the extract .

Please note: All certificates and extracts are available on the OBRS 24 hours a day for anyone to view. CIPA no longer provides a certifying service for company documents.