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

1. PAYING ONLINE USING A DEBIT/CREDIT CARD

This is 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.
* Read the terms and conditions and Tick the box to agree with the terms of service and select recipients of receipt.
* Enter your card details as follows:
* Card Name: enter your name as it is written on the card.
* Card Number: enter the number on the front of your card (not your account number).
* Expiry date: provide the expiry date of the card
* CVV Digits: enter the last three digits at the back of your card.
* Email Address: provide the email address where the receipt should be sent.

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

* Deposit funds at any FNB branch or FNB ATM on the account below, using your OBRS Pre-pay Account number as the reference:

**Bank: First National Bank**

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

**Account Number:** 62813051365

**Branch Code :** 282267

**Branch Name:** First Place

**Swift Code:** FIRNBWGX

**OR**

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

**NB: It is vital to use the Pre-pay account number 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 **PRE-PAY** **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.**