HOW TO FILE A CONSTITUTION

The Companies Amendment Act of 2022 requires every company to have a constitution that complies with the Act. The constitution must be filed (including payment-P500) by 15 March 2026. If the constitution is not filed by the deadline, the company will be removed from the Register.

CIPA has provided templates for constitutions for all company types here: <https://www.cipa.co.bw/forms-downloads-2>

1. Log onto [www.cipa.co.bw](http://www.cipa.co.bw) and logon to OBRS
2. Select your company from the dashboard under My Portfolio.
3. A message will appear on the Dashboard advising the company to file a constitution.
4. Click on FILE CONSTITUTION.
5. Read the BEFORE YOU BEGIN information and click continue.
6. Click on Edit under General Details.
7. Upload the Constitution and a translation if the constitution is not in English.
8. Input an effective date.
9. Tick the box to confirm that you are authorised to complete this application
10. Click SUBMIT

#### PAYMENT (P500)

Select whether you are paying by credit/debit card or pre-pay account 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.
* Please read the terms and conditions for making a payment and tick to agree.
* Click on Pay
* Enter your card details or select your pre-pay account and pay.

After paying, your filing will be sent to CIPA for Review.