



## FREQUENTLY ASKED QUESTIONS ABOUT THE ONLINE BUSINESS REGISTRATION SYSTEM (OBRS)

These questions relate to the services provided by the Business Registration directorate. Most of the services are now provided through the Online Business Registration System (OBRS).

<b>HOW TO NAVIGATE THE ONLINE BUSINESS REGISTRATION SYSTEM</b>	
<b>How to perform a Name Check</b>	<ol style="list-style-type: none"> <li>1. Type <a href="https://obrs.ursb.go.ug">https://obrs.ursb.go.ug</a> in your browser search address bar</li> <li>2. Type the Name you would like to check in the “Name to Check” field</li> <li>3. Click “Check” button at the end of the “Name to Check” field</li> <li>4. Check the box in the recapture to confirm you are human</li> <li>5. View list of returned names</li> <li>6. Type the name to check in the “Name to Check” field above the displayed list to do a further name check</li> </ol>
<b>How to create an Account</b>	<ol style="list-style-type: none"> <li>1. Type <a href="https://obrs.ursb.go.ug">https://obrs.ursb.go.ug</a> in your browser search address bar</li> <li>2. Click the “Create Account” button at the top right corner</li> <li>3. Select your Nationality               <ol style="list-style-type: none"> <li>a. If nationality selected is “Ugandan”;                   <ol style="list-style-type: none"> <li>i. Enter your National Identification Number (NIN)</li> <li>ii. Enter your contact details (email and phone number)</li> </ol> </li> <li>b. If nationality selected is not “Ugandan”                   <ol style="list-style-type: none"> <li>i. Select ID Type (Passport or Alien ID)</li> <li>ii. Enter your “Passport No.” if selected ID type is “Passport ID” or “Alien ID No.” if selected ID type is “Alien ID”</li> <li>iii. Enter your “Name”</li> <li>iv. Select your “Gender”</li> </ol> </li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>v. Enter your contact details (email and phone number)</li> <li>vi. Attach a scanned copy of your “Identity Document”</li> </ul> <ol style="list-style-type: none"> <li>4. Check box to agree to “Terms and Conditions”</li> <li>5. Click the “Register” button</li> <li>6. An email with a link to verify your email and phone number is sent to the email address provided above</li> <li>7. Click the link to verify your email address</li> <li>8. Enter OTP code sent through SMS to your phone to verify the phone number</li> <li>9. Set password for the account</li> <li>10. Log in to your account</li> </ol>
<p><b>How to log into your Account</b></p>	<ol style="list-style-type: none"> <li>1. Type <a href="https://obrs.ursb.go.ug">https://obrs.ursb.go.ug</a> in your browser search address bar</li> <li>2. Click the “Login” button at the top right corner</li> <li>3. Enter phone number associated to your account</li> <li>4. Enter password set for the account</li> <li>5. Click “Sign in” to log in to your account</li> </ol>
<p><b>How to Reserve a Name</b></p>	<ol style="list-style-type: none"> <li>1. Log into your account</li> <li>2. Click “Start” from the left side menu</li> <li>3. Click “Reserve Name”</li> <li>4. Select “Entity Type” for entity under consideration for registration (Business Name, Company or Building Society)</li> <li>5. Select the “Entity Category” if applicable for the selected entity type above</li> <li>6. Enter preferred Entity Name under consideration for registration</li> <li>7. Add alternative name options for the entity under consideration for proposed to be registered</li> <li>8. Select “Nature of Business”</li> <li>9. Click “Save and Continue”</li> <li>10. Preview captured “Entity Type” and “Sub Type”</li> <li>11. Preview the “Name Options”</li> <li>12. Click “Generate PRN’ to generate PRN</li> </ol>

	<ol style="list-style-type: none"> <li>13. Click "Choose payment method" to select preferred mode of payment</li> <li>14. Make payment</li> </ol>
<p><b>How to register a Business Name</b></p>	<ol style="list-style-type: none"> <li>1. Log into your account</li> <li>2. Click "Start" from the left side menu</li> <li>3. Click "Register/Apply Business Name"</li> <li>4. Identify a reserved name to be registered from the pop-up window</li> <li>5. Click the "Register" button alongside the identified reserved name</li> <li>6. Enter the particulars of the business name (date of commencement, business address, official contacts, and partner details)</li> <li>7. Check box to agree to the statutory declaration</li> <li>8. Click the "Save and Continue" button to proceed to the next step</li> <li>9. For a Limited Liability Partnership, enter particulars of the Liability in form 6</li> <li>10. Preview the details captured in the forms included in the application</li> <li>11. Download, Sign and Upload forms included in the application</li> <li>12. Add other required attachments</li> <li>13. Click "Save and Continue" to submit the application</li> </ol>
<p><b>How to Incorporate a local Company</b></p>	<ol style="list-style-type: none"> <li>1. Log into your account</li> <li>2. Click "Start" from the left side menu</li> <li>3. Click "Incorporate Company"</li> <li>4. Identify a reserved name to be incorporated as a company from the pop-up window</li> <li>5. Click the "Register" button alongside the identified reserved name</li> <li>6. Check box against optional forms to be submitted together with the mandatory forms in the application</li> <li>7. Click the "Continue" button to proceed to the next page</li> </ol>

	<ol style="list-style-type: none"> <li>8. Enter particulars of Form S18 (company physical address, proposed share capital and subscribers of the company)</li> <li>9. Enter particulars of Form A1 (total number of shares, share classification and respective value)</li> <li>10. Enter particulars of the Memorandum and Articles of Association</li> <li>11. Enter particulars of any other selected option form</li> <li>12. Enter particulars of directors in Form 20</li> <li>13. Enter "Official Company Contact Details"</li> <li>14. Preview the details captured in the forms included in the application</li> <li>15. Download, Sign and Upload forms included in the application</li> <li>16. Add other required attachments</li> <li>17. Make "Payment" and "Submit" application for processing by URSB</li> </ol>
<p><b>How to Incorporate a Foreign Company</b></p>	<ol style="list-style-type: none"> <li>1. Click "Start" from the left side menu</li> <li>2. Click "Register/Apply Foreign Company"</li> <li>3. Enter particulars of Form 24 (Name of Company, Company Number, Date of Incorporation, Address in Country of Incorporation, Particulars of Directors and Particulars of Secretary)</li> <li>4. Enter particulars of Form 25 (Representatives)</li> <li>5. Enter particulars of Form 26 (Physical Address of the company and Country the company was incorporated in)</li> <li>6. Add particulars of Form 13 (charges of the company)</li> <li>7. Enter the "Official Company Contact Details" (email and phone number)</li> <li>8. Preview the details captured in the forms included in the application</li> <li>9. Download, Sign and Upload forms included in the application</li> <li>10. Add other required attachments</li> <li>11. Make "Payment" and "Submit" the application to register foreign company</li> </ol>

<p><b>How to incorporate a local building society</b></p>	<ol style="list-style-type: none"> <li>1. Click “Start” from the left side menu</li> <li>2. Click “Incorporate Building Society”</li> <li>3. Identify a reserved name to be incorporated as a building society from the pop-up window</li> <li>4. Click the “Register” button alongside the identified reserved name</li> <li>5. Enter particulars of BS 1 (Initial General Meeting Date and Meeting Place Address Details)</li> <li>6. Add “Members” of the building society (the minimum is seven)</li> <li>7. Enter the “Official Contact Details” of the building society</li> <li>8. Preview the details captured in the forms included in the application</li> <li>9. Download, Sign and Upload the forms included in the application</li> <li>10. Add other required attachments</li> <li>11. Make “Payment” and “Submit” the application to incorporate building society</li> </ol>
<p><b>How to search a Company Record</b></p>	<ol style="list-style-type: none"> <li>1. Login to your individual account</li> <li>2. Click on “Search and Certification” from the left side menu</li> <li>3. Enter BRN of the company whose record you intend to search</li> <li>4. Make payment (Summary Information about the company is displayed)</li> <li>5. Click “Download Search Report” to view a detailed report</li> <li>6. Click “Download” to have the report downloaded to your local storage</li> </ol>
<p><b>How to Certify Company Documents</b></p>	<ol style="list-style-type: none"> <li>1. Login to your individual account</li> <li>2. Search company record (A list of documents is returned)</li> <li>3. Identify a document you would want to certify</li> <li>4. Click the “View” button alongside the document of interest to view document details</li> </ol>

	<p>5. Select document(s) you would want to certify by checking box against the document(s)</p> <p>6. Click “Certify” to have selected documents certified</p> <p>7. Make payment and Submit</p> <p>*Document(s) will be processed and sent to your email</p>
<p><b>How to register Legal Documents</b></p>	<p><b>1. Agreements</b></p> <ul style="list-style-type: none"> <li>i. Login to your individual account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Register Legal Document”</li> <li>iv. Identify a legal document to register from a list of documents under “Agreements”</li> <li>v. Click “File” button against identified legal document to register</li> <li>vi. Enter subject matter</li> <li>vii. Select “Date of Execution”</li> <li>viii. Enter details of “Parties” to the agreement</li> <li>ix. Attach the “Agreement” to be registered</li> <li>x. Attach copy of company certificate for “Parties” to the agreement who are corporate entities</li> <li>xi. Attach copy of Identification document for “Parties” to the agreement” who are individuals</li> <li>xii. Make Payments</li> <li>xiii. Submit application for processing by URSB</li> </ul> <p><b>2. Guarantees</b></p> <ul style="list-style-type: none"> <li>i. Login to your individual account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Register Legal Document”</li> <li>iv. Identify a legal document to register from a list of documents under “Guarantees”</li> <li>v. Click “File” button against identified legal document to register</li> <li>vi. Enter subject matter</li> <li>vii. Select “Date of Agreement”</li> <li>viii. Enter details of “Guarantor”</li> <li>ix. Enter details of “Beneficiary”</li> <li>x. Enter details of the “Guaranteed”</li> <li>xi. Attach the legal document to be registered</li> </ul>

- xii. Attach certificate of registration for guarantor/beneficiary/guaranteed who is a corporate entity
- xiii. Attach identification document for guarantor/beneficiary/guaranteed who is an individual
- xiv. Make Payments
- xv. Submit application for processing by URSB team

**3. Powers of Attorney**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Powers of Attorney" from the list of legal documents
- v. Click "File" button against "Powers of Attorney" legal document
- vi. Enter subject matter
- vii. Select "Date of Execution"
- viii. Select "Type" of "Powers of Attorney": "Revocable" and "Irrevocable"
- ix. Enter details of Donor and Donee
- x. Attach the "Powers of Attorney" to be registered
- xi. Attach Identification document for Donor and Donee
- xii. Make Payments
- xiii. Submit application for processing by URSB

**4. Affidavits**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Affidavit" from the list of legal documents
- v. Click "File" button corresponding to the "Affidavit" legal document
- vi. Enter subject matter
- vii. Enter "Date of Swearing"
- viii. Enter details of Affiant
- ix. Attach copy of Affidavit

- x. Attach copy of Identification Document of Affiant
- xi. Make Payments
- xii. Submit document for processing by URSB

**5. Statutory Declaration**

- i. Login to your individual account
- ii. Click “Start” from the left side menu
- iii. Click “Register Legal Document”
- iv. Identify “Statutory Declaration” from the list of legal documents
- v. Click “File” button corresponding to “Statutory Declaration” legal document
- vi. Enter subject matter
- vii. Enter “Date of Swearing/Date of Declaration”
- viii. Enter details of Declarant
- ix. Attach copy of Statutory Declaration
- x. Attach copy of Identification Document of Declarant
- xi. Make Payments
- xii. Submit document for processing by URSB

**6. Debenture**

- i. Login to your individual account
- ii. Click “Start” from the left side menu
- iii. Click “Register Legal Document”
- iv. Identify “Debenture” from the list of legal documents
- v. Click “File” button against “Debenture” legal document
- vi. Enter subject matter
- vii. Select “Date of Execution”
- viii. Enter details of Borrower(s)
- ix. Enter details of Lender(s)
- x. Attach copy of the Debenture
- xi. Attach copy of certificates for Borrower and Lender
- xii. Make Payments
- xiii. Submit document for processing by URSB



## **7. Constitution**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Constitution" from the list of legal documents
- v. Click "File" button corresponding to "Constitution" legal document
- vi. Enter "Name of Association"
- vii. Enter "Main Objective" of the Constitution
- viii. Enter "Date of Execution"
- ix. Enter details of Member(s)
- x. Attach copy of the "Constitution"
- xi. Attach copy of Identification Document for members who are individuals. For corporate entities, attach a copy of certificate
- xii. Make Payments
- xiii. Submit application for processing by URSB

## **8. Mortgage Deed**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Mortgage Deed" from the list of legal documents
- v. Click "File" button corresponding to "Mortgage Deed" legal document
- vi. Enter subject matter, mortgage instrument number, date of execution, particulars of land and amount secured
- vii. Add Mortgagee(s) and their details
- viii. Add Mortgagor(s) and their details
- ix. Attach and upload mortgage deed
- x. Attach and upload copy of Identification documents of mortgagee and mortgagor who are individuals. For corporate entity attach copy of certificate
- xi. Make Payments
- xii. Submit application for processing by URSB

## **9. Chattels**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"

- iv. Identify "Chattel" from the list of legal documents
- v. Click "File" button corresponding to "Chattel" legal document
- vi. Enter "Subject Matter" and "Date of Agreement"
- vii. Add Mortgagee(s) and their details
- viii. Add Mortgagor(s) and their details
- ix. Attach and upload copy of the chattel
- x. Attach and upload copy of Identification documents of mortgagee and mortgagor who are individuals. For corporate entity attach copy of certificate
- xi. Make Payments
- xii. Submit application for processing by URSB

**10. Demand Promissory Note**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Demand Promissory Note" from the list of legal documents
- v. Click "File" button corresponding to "Demand Promissory Note" legal document
- vi. Enter "Subject Matter", "Date of Execution", "Amount" and "Realization Date"
- vii. Add Borrower and their details
- viii. Add Creditor and their details
- ix. Attach and upload the demand promissory note
- x. Attach and upload copy of Identification documents of borrower and creditor who are individuals. For corporate entity attach copy of certificate
- xi. Make Payments
- xii. Submit document for processing by URSB

**11. Report of Directors**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Report of Directors" from the list of legal documents

- v. Click "File" button corresponding to "Report of Directors" legal document
- vi. Enter "Subject Matter", "Date of Execution"
- vii. Enter details for the entity whose directors' report is to be registered
- viii. Add Executioners and their details
- ix. Attach and upload the Report
- x. Attach and upload copy of certificate of the entity
- xi. Attach copy of Identification documents of directors who are individuals. For corporate entity attach copy of certificate
- xii. Make Payments
- xiii. Submit document for processing by URSB

### **12. Resolution as a Document**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Resolution as a Document" from the list of legal documents
- v. Click "File" button corresponding to "Resolution as a Document" legal document
- vi. Enter "Subject Matter", "Date of Agreement"
- vii. Add Parties to the resolution
- viii. Attach and upload the Resolution to be registered
- ix. Attach and upload copy of certificate of the entity that are party to the Resolution
- x. Make Payments
- xi. Submit document for processing by URSB

### **13. Loan Facility Letter**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Loan Facility Letter" from the list of legal documents
- v. Click "File" button corresponding to "Loan Facility Letter" legal document

- vi. Enter "Subject Matter", "Amount Secured", "Date of Execution" and "Collateral Security" description
- vii. Add Borrower(s) and their details
- viii. Add Lender(s) and their details
- ix. Attach and upload the Loan Facility Letter to be registered
- x. Attach and upload copy of Identification document for Borrower(s) and Lender(s) who are individuals. For corporate entity attach copy of certificate
- xi. Make Payments
- xii. Submit document for processing by URSB

**14. Minutes**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Minutes" from the list of legal documents
- v. Click "File" button corresponding to "Minutes" legal document
- vi. Enter "Subject Matter" and "Date of Agreement"
- vii. Add meeting minutes Members and their details
- viii. Attach and upload the Minutes to be registered
- ix. Attach and upload Members' copy of Identification documents
- x. Make Payments
- xi. Submit document for processing by URSB

**15. Spousal Consent**

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Spousal Consent" from the list of legal documents
- v. Click "File" button corresponding to "Spousal Consent" legal document

	<ul style="list-style-type: none"> <li>vi. Enter "Subject Matter" and "Date of Consent" and "Description"</li> <li>vii. Add "Consenting Person" details</li> <li>viii. Add "Mortgagee/Seller" details</li> <li>ix. Add "Mortgagor/Buyer" details</li> <li>x. Attach and upload the "Spousal Consent" to be registered</li> <li>xi. Attach and upload copy of Identification document for Consenting Person</li> <li>xii. Attach and upload copy of Identification documents for Mortgagee/Seller and Mortgagor/Buyer who are individuals and a certificate for corporate entities</li> <li>xiii. Make Payments</li> <li>xiv. Submit document for processing by URSB</li> </ul>
	<p><b>16. Deed of Trust</b></p> <ul style="list-style-type: none"> <li>i. Login to your individual account</li> <li>ii. Click "Start" from the left side menu</li> <li>iii. Click "Register Legal Document"</li> <li>iv. Identify "Deed of Trust" from the list of legal documents</li> <li>v. Click "File" button corresponding to "Deed of Trust" legal document</li> <li>vi. Enter "Subject Matter" and "Date of Agreement"</li> <li>vii. Add Assigner(s) and their details</li> <li>viii. Add Assignee(s) and their details</li> <li>ix. Attach and upload the "Deed of Trust" to be registered</li> <li>x. Attach and upload copy of Identification documents for Assigner(s) and Assignee(s) who are individuals and a certificate for corporate entities</li> <li>xi. Make Payments</li> <li>xii. Submit document for processing by URSB</li> </ul>
<p><b>Continuous Filing</b></p>	<p><b>1. How to file a general Resolution</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click "Start" from the left side menu</li> <li>iii. Click "Resolutions"</li> </ul>

- iv. Click "Resolution (Generic)" under the "General" label
- v. Click the "Continue" button
- vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
- vii. Enter summary of the resolution
- viii. Save the summary of resolution
- ix. Add "Signatories" to the resolution
- x. Attach signed copy of resolution
- xi. Make payment to have resolution filing submitted for processing

## **2. How to file Charges**

- i. Form 13 (Single Charge)
  - a. Login to Company Business Account
  - b. Click "Start" from the left side menu
  - c. Click "Charges"
  - d. Click "Form 13 (Single Charge)"
  - e. Click the "Continue" button
  - f. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
  - g. Fill for 13
    - Select Name of Charge (Mortgage, Debenture, Further Charges, Others – specify it)
    - Enter details of the charge specified above
    - Add details of Entity entitled to the charge
  - h. Add "Signatories" to the filing of the charge
  - i. Preview the details captured in Company Form 13
  - j. Download, Sign and Upload signed copy of Company Form 13
  - k. Attach and upload signed copy of resolution to file charge
  - l. Attach and upload deed evidencing instrument of the charge
  - m. Make payments to have filing of charge submitted to URSB for processing
- ii. Form 14 (Multiple Charges)

Use the form to file multiple charges

- iii. Form 15 (Company Property Charges)
  - a. Login to Company Business Account
  - b. Click "Start" from the left side menu
  - c. Click "Charges"
  - d. Click "Form 15 (Company Property Charges)"
  - e. Click the "Continue" button
  - f. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
  - g. Fill for 15
    - Select Name of Charge (Mortgage, Debenture, Further Charges, Others – specify it)
    - Enter details of the charge specified above
    - Add details of Entity entitled to the charge
  - h. Add "Signatories" to the filing of the charge
  - i. Preview the details captured in Company Form 15
  - j. Download, Sign and Upload signed copy of Company Form 15
  - k. Attach and upload signed copy of resolution to file charge
  - l. Attach and upload deed evidencing instrument of the charge
  - m. Make payments to have filing of charge submitted to URSB for processing

### **3. How to file Form 18**

- i. Login to Company Business Account
- ii. Click "Start" from the left side menu
- iii. Click "Company Structural Changes"
- iv. Click on "Form 18 (Company Address)"
- v. Click the "Continue" button
- vi. Enter "Physical Address" details of the company
- vii. Preview the details captured for Form 18
- viii. Download, Sign and Upload signed copy of Form 18
- ix. Make payments to have Form 18 filing submitted to URSB for processing

	<p style="text-align: center;"><b>4. How to file Form 20</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Company Structural Changes”</li> <li>iv. Click on “Form 20 (Directors and Secretary)”</li> <li>v. Click the “Continue” button</li> <li>vi. Enter “Resolution Information” (company organ, resolution type, resolution subject, date of meeting, venue of meeting)</li> <li>vii. Select the “Effective Date of Appointment”</li> <li>iii. Add Directors and their details</li> <li>ix. Add Secretary and their details</li> <li>x. Add “Signatories” to the filing of Form 20</li> <li>xi. Preview the details captured for Form 20</li> <li>xii. Download, Sign and Upload signed copy of Form 20</li> <li>iii. Attach signed copy for resolution to file Form 20</li> <li>iv. Attach copy of Identification Documents of Directors and Secretary</li> <li>xv. Make payments to have Form 20 filing submitted to URSB for processing</li> </ul>
	<p style="text-align: center;"><b>5. How to file Form 10 (share allotments)</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Company Structural Changes”</li> <li>iv. Click on “Form 10 (Share Allotments)”</li> <li>v. Click the “Continue” button</li> <li>vi. Enter “Resolution Information” (company organ, resolution type, resolution subject, date and venue of meeting)</li> <li>vii. Fill the shares allotment form (return period, allotment particulars)</li> <li>iii. Add signatories to the resolution to allot shares</li> <li>ix. Preview details captured on Form 10 (share allotments)</li> <li>x. Download, Sign and Upload signed copy of Form 10</li> <li>xi. Attach signed copy for resolution to file Form 10</li> <li>xii. Make payments to have Form 10 filing submitted to URSB for processing</li> </ul>
	<p style="text-align: center;"><b>6. How to file Form 10 (Payment for Shares)</b></p>



	<ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Company Structural Changes”</li> <li>iv. Click on “Form 10 (Share Allotments)”</li> <li>v. Click the “Continue” button</li> <li>vi. Enter “Resolution Information” (company organ, resolution type, resolution subject, date and venue of meeting)</li> <li>vii. Fill the shares payment form (shareholders and amount paid for shares)</li> <li>viii. Add signatories to the resolution for share payments</li> <li>ix. Preview details captured on Form 10 (payment for shares)</li> <li>x. Download, Sign and Upload signed copy of Form 10</li> <li>xi. Attach signed copy for resolution to file Form 10</li> <li>xii. Make payments to have Form 10 filing submitted to URSB for processing</li> </ul>
	<p style="text-align: center;"><b>7. How to file for Change of Address</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Company Structural Changes”</li> <li>iv. Click on “Change of Address”</li> <li>v. Click the “Continue” button</li> <li>vi. Enter “Resolution Information” (company organ, resolution type, resolution subject, date of meeting, venue of meeting)</li> <li>vii. Edit “Physical Address” details of the company</li> <li>viii. Click “Save Address” button</li> <li>ix. Continue to next form (signatories)</li> <li>x. Select “Signatories” to the resolution to change address of company</li> <li>xi. Preview the details captured for Form 18</li> <li>xii. Download, Sign and Upload signed copy of Form 18</li> <li>xiii. Attach the resolution to change address</li> <li>xiv. Make payments to have a “Change of Address” filing submitted to URSB for processing</li> </ul>
	<p style="text-align: center;"><b>8. How to file for Change of Directors</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> </ul>

	<ul style="list-style-type: none"> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Company Structural Changes”</li> <li>iv. Click on “Change of Directors”</li> <li>v. Click the “Continue” button</li> <li>vi. Enter “Resolution Information” (company organ, resolution type, resolution subject, date of meeting, venue of meeting)</li> <li>vii. Select the “Effective Date of Appointment”</li> <li>iii. To add a director, click “Add Director” and enter their details</li> <li>ix. To delete a director, click “Delete Director”</li> <li>x. Select “Signatories” to the resolution to change directors</li> <li>xi. Preview the details captured for Form 20</li> <li>xii. Download, Sign and Upload signed copy of Form 20</li> <li>iii. Attach copy of Identification Document of added directors</li> <li>iv. Make payments to have a “Change of Directors” filing submitted to URSB for processing</li> </ul>
	<p style="text-align: center;"><b>9. How to file for Change of a Company Secretary</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Company Structural Changes”</li> <li>iv. Click on “Change a Company Secretary”</li> <li>v. Click the “Continue” button</li> <li>vi. Enter “Resolution Information” (company organ, resolution type, resolution subject, date of meeting, venue of meeting)</li> <li>vii. Enter the “Effective Date of Appointment”</li> <li>viii. Add details of the new Secretary</li> <li>ix. Add “Signatories” to the resolution to change a company secretary</li> <li>x. Preview the details captured for Form 20</li> </ul>

	<ul style="list-style-type: none"> <li>xi. Download, Sign and Upload signed copy of Form 20</li> <li>xii. Attach copy of Identification Document of the added Secretary. Attach a copy of a certificate for corporate entities</li> <li>xiii. Make payments to have a “Change of a Company Secretary” filing submitted to URSB for processing</li> </ul>
	<p><b>10. How to file for Change of Share Capital</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Company Structural Changes”</li> <li>iv. Click on “Change of Share Capital”</li> <li>v. Click the “Continue” button</li> <li>vi. Enter “Resolution Information” (company organ, resolution type, resolution subject, date of meeting, venue of meeting)</li> <li>vii. Enter new share capital</li> <li>viii. Add “Signatories” to the resolution to change share capital</li> <li>ix. Preview the details captured in company Form 12</li> <li>x. Download, Sign and Upload signed copy of company Form 12</li> <li>xi. Attach signed copy of resolution to change share capital</li> <li>xii. Make payments to have a “Change Share Capital” filing submitted to URSB for processing</li> </ul>
	<p><b>11. How to file Change in Shareholding</b></p> <p><b>a. Change in Shareholding by Transfer</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Company Structural Changes”</li> <li>iv. Click on “Change in Shareholding”</li> <li>v. Click the “Continue” button</li> </ul>

	<ul style="list-style-type: none"> <li>vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)</li> <li>vii. Select "Transfer"</li> <li>viii. Enter particulars of share transfer (transferring shareholder, shareholder being transferred to and the amount of shares transferred)</li> <li>ix. Add "Signatories" to the resolution to transfer shares</li> <li>x. Preview the details returned in "Share transfer form 1" and "Share valuation report"</li> <li>xi. Download, Sign and Upload signed copy of share transfer form and the share valuation report <ul style="list-style-type: none"> <li>i. Attach signed copy of resolution to transfer shares</li> </ul> </li> <li>xii. Make payments to have a change in shareholding by transfer filing submitted to URSB for processing</li> </ul>
	<p><b>b. Change in Shareholding Surrender</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click "Start" from the left side menu</li> <li>iii. Click "Company Structural Changes"</li> <li>iv. Click on "Change in Shareholding"</li> <li>v. Click the "Continue" button</li> <li>vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)</li> <li>vii. Select "Surrender"</li> <li>viii. Select Shareholder(s) whose shares are to be surrendered</li> <li>ix. Enter and Save amount of Shares to surrender</li> <li>x. Add "Signatories" to the resolution to surrender shares</li> <li>xi. Attach and upload Resolution for surrender of shares</li> <li>xii. Make payments</li> </ul>

	<p>xiii. Change in shareholding by Surrender filing is submitted to URSB for processing</p>
	<p><b>c. Change in shareholding by Forfeiture</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Company Structural Changes”</li> <li>iv. Click on “Change in Shareholding”</li> <li>v. Click the “Continue” button</li> <li>vi. Enter “Resolution Information” (company organ, resolution type, resolution subject, date of meeting, venue of meeting)</li> <li>vii. Select “Forfeit”</li> <li>viii. Select Shareholder(s) who are forfeiting their shares</li> <li>ix. Enter and Save amount of Shares to surrender</li> <li>x. Enter “Tracking Number” of a resolution to call on shares</li> <li>xi. Add “Signatories” to the resolution to forfeit shares</li> <li>xii. Attach and upload a Statutory Declaration of Particulars of forfeiture</li> <li>xiii. Attach and upload signed copy of Call on Shares Notice</li> <li>xiv. Attach and upload signed copy of Resolution to forfeit shares</li> <li>xv. Make payments</li> <li>xvi. Change in shareholding by Forfeiture filing is submitted to URSB for processing</li> </ul>
	<p><b>d. Change in Shareholding by Transmission</b></p> <ul style="list-style-type: none"> <li>i. Login to Company Business Account</li> <li>ii. Click “Start” from the left side menu</li> <li>iii. Click “Company Structural Changes”</li> <li>iv. Click on “Change in Shareholding”</li> <li>v. Click the “Continue” button</li> <li>vi. Enter “Resolution Information” (company organ, resolution type, resolution subject, date of meeting, venue of meeting)</li> </ul>

	<ul style="list-style-type: none"><li>vii. Select "Transmission"</li><li>viii. Enter particulars of the share transmission (shareholder to transmit, administrator/executor/shareholder being transmitted to)</li><li>ix. Add "Signatories" to the resolution to transmit shares</li><li>x. Attach and upload resolution to transmit shares</li><li>xi. Make payments</li><li>xii. A change in shareholding by transmission filing will be submitted to URSB for processing</li></ul>
--	---