



Office of The Attorney General and Department of Justice
BUSINESS REGISTRATION SERVICE
Ease of Doing Business

Beneficial Ownership e-Register Manual

Version 1.0

October 23, 2020

Purpose

The purpose of this document is to provide a step-by-step guide on how to navigate Business Registration Service portal as well as to provide guidance on how to lodge Beneficial Ownership information with the Registrar of Companies.

Who is a beneficial Owner?

The Companies Act, 2015 defines a "*beneficial owner*" to mean the natural person who ultimately owns or controls a legal person or arrangements or the natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person or arrangement.

Further guidance has been provided in the Guide on Disclosure of Beneficial Ownership Information.

The user accesses the webpage <https://brs.go.ke/> and:

1. Creates an account on eCitizen for the first time or logs into an existing account.
2. Once logged in the beneficial ownership information can be lodged –:
 - a. During the initial registration of a company; or
 - b. As an update of the BO register for existing companies; or
 - c. As an amendment to the existing company's BO information.

Lodgment of BO information is free of charge.

1. During incorporation

The user will access their browser on a device of their choice, enter the web address *brs.go.ke* and Click on **Online Services** as highlighted on the screenshot in Fig 1.

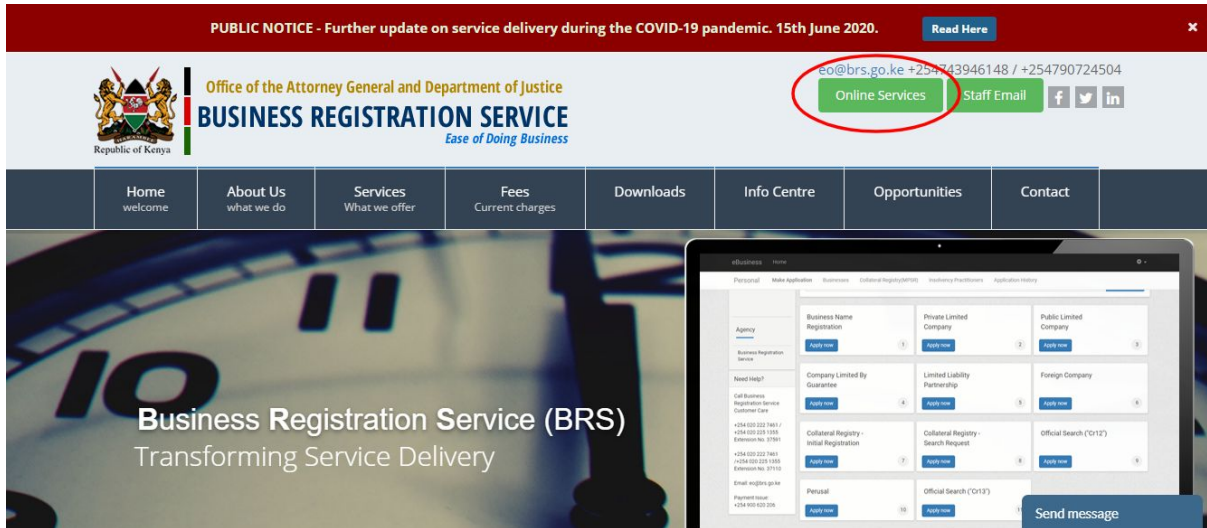
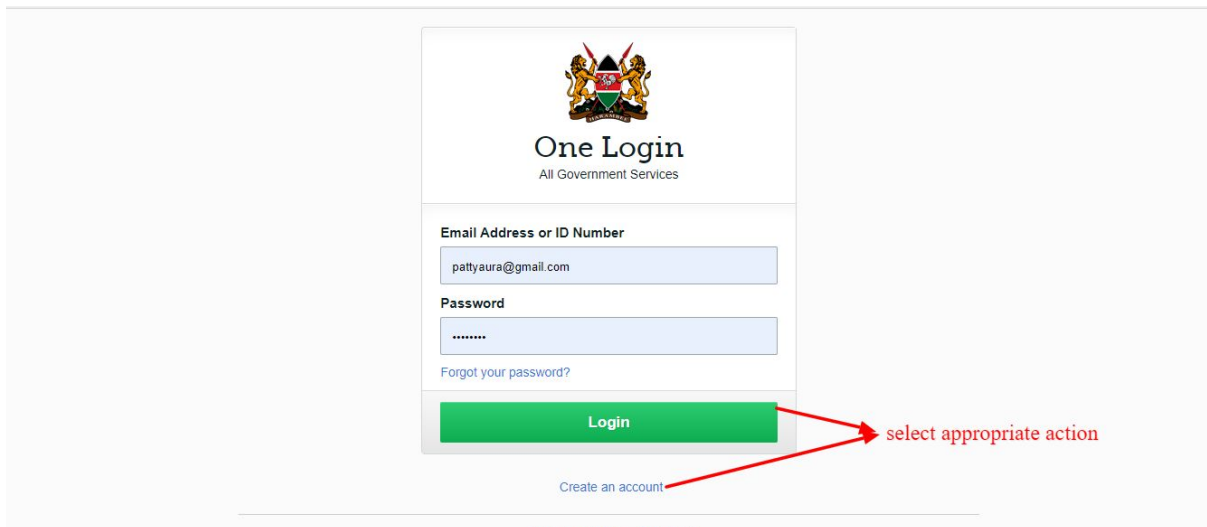


Fig 1

This will then redirect the user to the eCitizen landing page where they will either **Create an account** or **Login** in to an existing account as shown below

Fig 2



The prerequisites for creating an eCitizen account are:

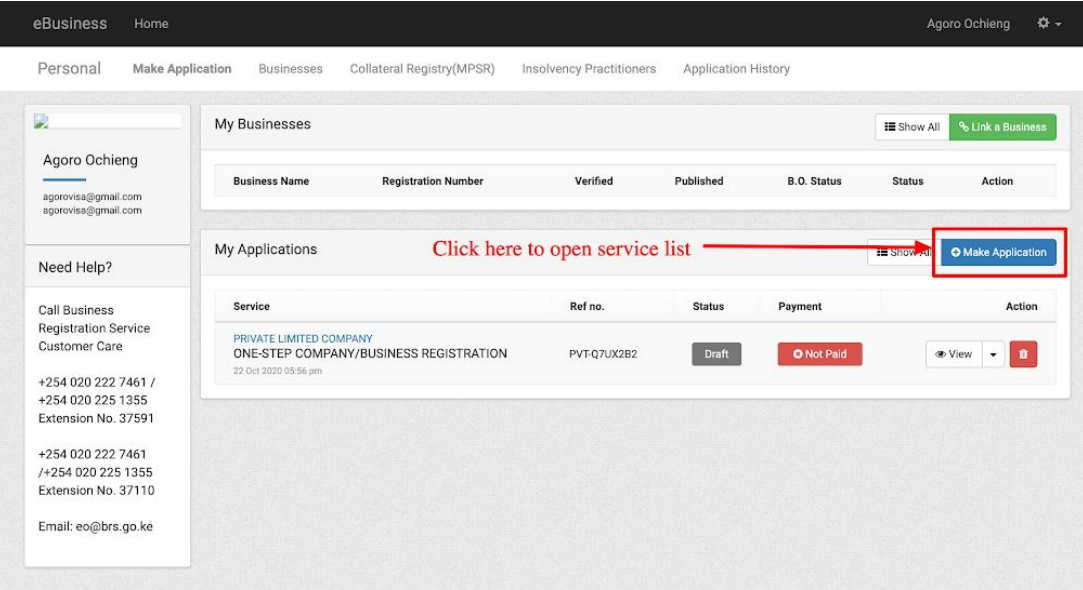
Kenyan Citizen: - National Id Number, valid email address and valid telephone number

Foreign Residents: - Foreigner Certificate Number (alien card), valid email address, valid telephone number

eVisa Visitors (Foreigners): - Passport Number, valid email Address

Upon successfully creating an account or logging in, the user will be directed to the page shown in **Fig. 3** below. Click on the **Make Application** button as shown

Fig.3



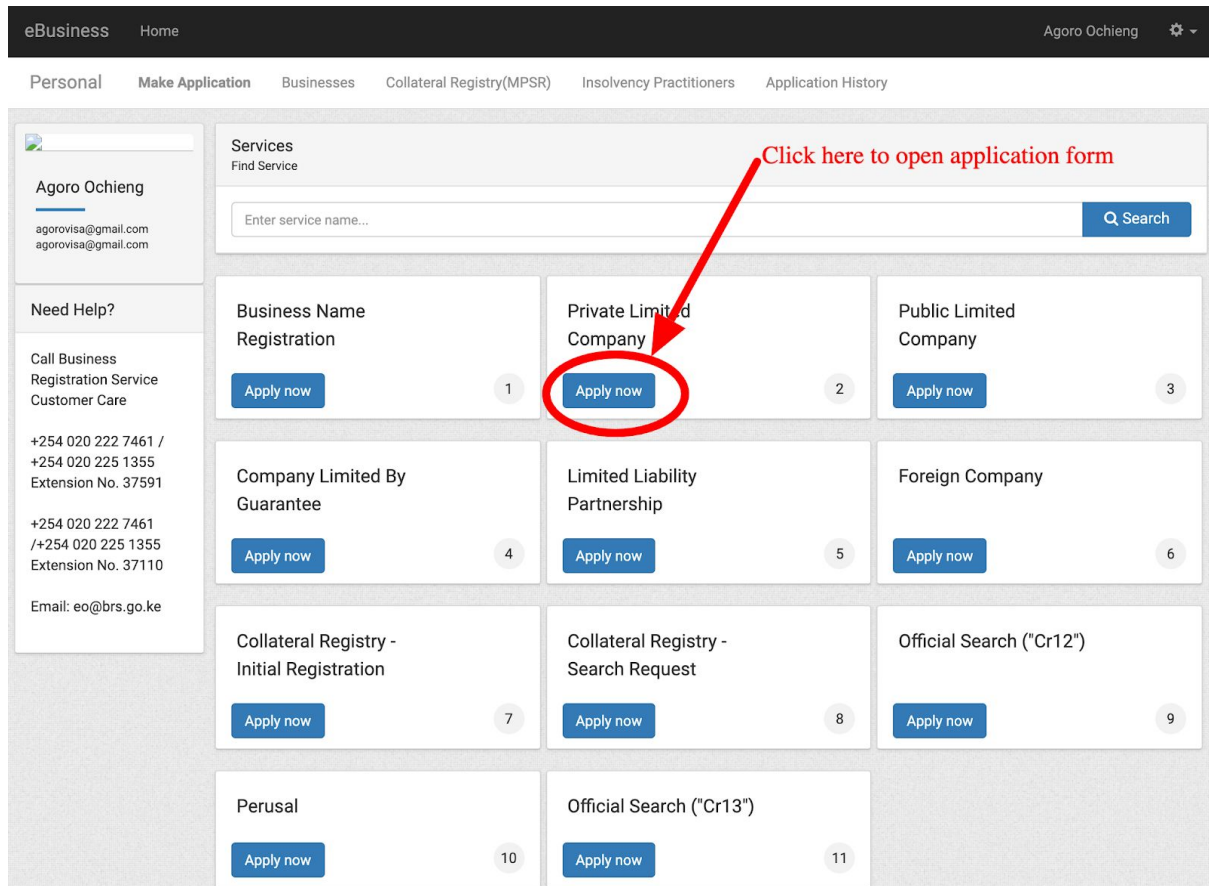
The screenshot displays the eBusiness portal interface. At the top, there is a navigation bar with 'eBusiness Home' on the left and 'Agoro Ochieng' on the right. Below this is a secondary navigation bar with links: 'Personal', 'Make Application', 'Businesses', 'Collateral Registry(MPSR)', 'Insolvency Practitioners', and 'Application History'. The main content area is divided into two sections: 'My Businesses' and 'My Applications'. The 'My Businesses' section has a 'Show All' button and a 'Link a Business' button. The 'My Applications' section features a red text prompt 'Click here to open service list' with an arrow pointing to a 'Make Application' button, which is highlighted with a red box. Below this, there is a table with columns: 'Service', 'Ref no.', 'Status', 'Payment', and 'Action'. The table contains one entry for 'PRIVATE LIMITED COMPANY ONE-STEP COMPANY/BUSINESS REGISTRATION' with a 'Draft' status and 'Not Paid' payment status. The left sidebar contains user information for 'Agoro Ochieng' and contact details for 'Call Business Registration Service Customer Care'.

Business Name	Registration Number	Verified	Published	B.O. Status	Status	Action
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Service	Ref no.	Status	Payment	Action
PRIVATE LIMITED COMPANY ONE-STEP COMPANY/BUSINESS REGISTRATION 22 Oct 2020 05:56 pm	PVT-Q7UX2B2	Draft	Not Paid	View

The user will be given a list of services to choose from as shown in **Fig 4** below. For the purposes of this manual we shall select **Private Limited Company**.

Fig 4



Upon clicking the **Apply now** button, the user is required to submit their application for name search and registration of the company. The illustrations below from **Fig 5** through to **Fig 9** show at a glance the registration process.

Agoro Ochieng
agorovisa@gmail.com
agorovisa@gmail.com

Need Help?

Call Business
Registration Service
Customer Care

+254 020 222 7461 /
+254 020 225 1355
Extension No. 37591

+254 020 222 7461
/+254 020 225 1355
Extension No. 37110

Email: eo@brs.go.ke

PRIVATE LIMITED COMPANY

Preferred Name | Articles And Memorandum | Registered Office Addresses | Share Information | Directors/Shareholders | Beneficial Owners | Application Documents

Provide names in order of **PRIORITY**. The first available name will automatically be assigned to your business/company

PREFERRED NAME 1 *

JILLARD LIMITED

Name * Abbreviate

Jillard

Special Instruction, if any

PREFERRED NAME 2 *

HARVARD LIMITED

Name * Abbreviate

Harvard

Special Instruction, if any

PREFERRED NAME 3 *

OXFORM LIMITED

Name * Abbreviate

Oxform

Special Instruction, if any

PREFERRED NAME 4

Name Abbreviate

Special Instruction, if any

PREFERRED NAME 5

Name Abbreviate

Special Instruction, if any

Click here to Move to the next page

Save and Continue

Fig 5 Name search application stage

The screenshot displays the 'PRIVATE LIMITED COMPANY' application stage in the eBusiness portal. The user is logged in as 'Agoro Ochieng'. The application details are as follows:

- Applicant Details:** Full Name: Agoro Ochieng; Capacity: Director Shareholder; Address: 234; Postal Code: 00500 - ENTERPRISE ROAD.
- Articles of association:** The user has selected the option: 'The company will adopt the model articles of association applicable to the type of company selected.' There are also options for adopting some model articles or preparing own articles.
- Objects (if any) for which the company is established:** The user has selected 'Non Regulated'.
- Nature of Business:** ict Company.
- Primary Business Activity:** Sector: D - Electricity, Gas, Steam And Air Conditioning Supply; Division: 35 - Electricity, gas, steam and air conditioning supply; Group: 352 - Manufacture of gas ; distribution of gaseous fuels through mains; Class: 3520 - Manufacture of gas ; distribution of gaseous fuels through mains.
- Target Business Start date:** 2020 / October / 22.
- Accounting Period End Month:** June.
- Number of Employees at Target Start Date:** 1000.
- Estimated annual turnover (KES):** 1000.
- Is the Company you are registering a Subsidiary Company or a branch?:** N.
- Was your business formed as a result of amalgamation or acquisition?:** N.

At the bottom right, there is a red arrow pointing to a 'Click here to Continue' text, which points to a 'Save and Continue' button.

Fig 6 Articles of association and statutory particulars

eBusiness Home Agoro Ochieng

Personal Make Application Businesses Collateral Registry(MPSR) Insolvency Practitioners Application History

Agoro Ochieng
agorovisa@gmail.com
agorovisa@gmail.com

Need Help?

Call Business Registration Service Customer Care
+254 020 222 7461 / +254 020 225 1355
Extension No. 37591
+254 020 222 7461 / +254 020 225 1355
Extension No. 37110
Email: eo@brs.go.ke

PRIVATE LIMITED COMPANY

Preferred Name Articles And Memorandum **Registered Office Addresses** Share Information Directors/Shareholders Beneficial Owners Application Documents

Registered Addresses

Primary Address

County * District * Locality *

KAKAMEGA KAKAMEGA EAST DISTRICT SHINYALU

Name of building/Plot No./Estate and House No. * Street/Road *

name of building street name

Floor Room/Door No.

e.g. 1st Floor e.g. Suite 2

Postal Address * Postal Code *

234 10202 - KANGEMA

Mobile Number * Company Email Address *

+254722000000 example@adming.com

Click to Continue

Back Save and Continue

Fig 7 Registered office address

eBusiness Home Agoro Ochieng ⚙

Personal Make Application Businesses Collateral Registry(MPSR) Insolvency Practitioners Application History

Success! Your changes have been saved. ✕

PRIVATE LIMITED COMPANY

Preferred Name Articles And Memorandum Registered Office Addresses **Share Information** Directors/Shareholders Beneficial Owners Application Documents

Total Shares Available For Distribution

Total number of shares: 200 **Nominal Capital (KES): 20,000**

Share Category	Number of Shares	Value of each share
ORDINARY	100	100
PREFERENCE	100	100

+ Add

Back Save And Continue >

Click here to continue

Fig 8 Share information

eBusiness Home Agoro Ochieng

Personal Make Application Businesses Collateral Registry(MPSR) Insolvency Practitioners Application History

Success! Your changes have been saved.

PRIVATE LIMITED COMPANY

Preferred Name Articles And Memorandum Registered Office Addresses Share Information **Directors/Shareholders** Beneficial Owners Application Documents

Ownership Information

#	Name	ID Type	Designation	Actions
1.	[Redacted]	Kenyan Citizen	Director Shareholder	[Edit] [Delete]
2.	[Redacted]	Kenyan Citizen	Director Shareholder	[Edit] [Delete]

+Add Director/Shareholder +Add Secretary

Use the "Add Member" button for each director, member or secretary (if applicable) and provide the following details for each: (a) Kenya national identification card or passport number (b) PIN certificate number issued by the Kenya Revenue Authority (not applicable to person who are not Kenyan residents.)

Back Save and Continue >

Click here to Continue

Fig 9 Director/shareholders

eBusiness Home

Personal Make Application Businesses Collateral Registry(MPSR) Insolvency Practitioners Application History

County * BUSIA District * BUSIA DISTRICT

Locality * AIR STRIP Place of Residence * asdfasd

9988776655
agorovisa@gmail.com

Need Help?

Call Business
Registration Service
Customer Care

+254 020 222 7461 /
+254 020 225 1355
Extension No. 37591

+254 020 222 7461
/+254 020 225 1355
Extension No. 37110

Email: eo@brs.go.ke

Share Information

Category	No. of shares allocated	No. of shares paid up
ORDINARY	50 Available for allocation: 50	50 Available as paid up: 0
PREFERENCE	50 Available for allocation: 50	50 Available as paid up: 0

Beneficial Ownership

Total Ownership (in percent) 50.00 Direct Ownership (in percent) 25

Total Voting Rights (in percent) - Max 100 50 Direct Voting Rights (in percent) 25

Type of control/influence in the company Direct Type of right to appoint/remove other directors Direct

Submit

Fig10. Beneficial Ownership details

NOTE: The user is required to enter a percentage that the shareholder holds directly, the percentage being held indirectly will then be captured under the Beneficial owner step described in Fig 11.4 below. Companies where the shareholder is a corporate body, all shares are held indirectly and the user will be required to provide the beneficial owners' particulars of that body corporate, using the set four criteria.

The Figure below shows where and how the Beneficial ownership information is lodged.

Click on **“Add Beneficial Owner”** button

The screenshot displays the eBusiness portal interface for a user named Agoro Ochieng. The main content area is titled 'PRIVATE LIMITED COMPANY' and features a navigation menu with tabs: Preferred Name, Articles And Memorandum, Registered Office Addresses, Share Information, Directors/Shareholders, Beneficial Owners (highlighted in red), and Application Documents. Below the navigation, there is a section for 'Beneficial Owners' with a table header containing columns for '#', 'Name', 'ID Number/Type', 'Types of Control', and 'Actions'. A blue button labeled '+Add Beneficial Owner' is positioned below the table header and is highlighted with a red rectangular box. A red arrow points from the text 'Click here to add Beneficial Owner' to this button. At the bottom right of the section, there are two buttons: 'Back' and 'Save and Continue »'.

Fig 11 Add Beneficial Owners

Enter the ID number and first name (as it appears on the said ID), of the beneficial owner and click the **Verify** button.

The screenshot shows the 'Edit' form for a beneficial owner. The form is titled 'Edit' and has a close button in the top right corner. The fields are as follows:

- Designation ***: A dropdown menu with 'Beneficial Owner' selected.
- ID Type ***: Radio buttons for 'Kenyan Citizen' (selected), 'Foreign Resident', and 'Foreigner'.
- ID Number ***: A text input field.
- First Name ***: A text input field.
- Verify**: A blue button with a white checkmark icon. A red arrow points to it from the text 'Click here to verify id number and first name'.
- Date Of Birth ***: Two dropdown menus for month and day. The month is 'May' and the day is '10'.
- KRA Pin Number. ***: A text input field with 'A0031' entered.

Fig 11.1 beneficial owners

Enter the phone number, email address postal address and occupation of the Beneficial owner.

The screenshot shows the 'Beneficial owner particulars' form. The form is titled 'Beneficial owner particulars' and has a close button in the top right corner. The fields are as follows:

- KRA Pin Number. ***: A text input field with 'A0031E' entered.
- Name ***: A text input field.
- Gender ***: A dropdown menu with 'M' selected.
- Former Name(if any)**: A text input field.
- Phone No. (e.g +2547000000) ***: A text input field with '+2547000000' entered.
- Email ***: A text input field.
- Postal Address (e.g 24) ***: A text input field with '123' entered.
- Postal Code ***: A dropdown menu with '00207 - NAMANGA' selected.
- Service Address (if different from above address)**: A text input field with 'e.g 402 Nairobi' entered.
- Occupation ***: A text input field with 'lawyer' entered.

Fig 11.2 Beneficial owner particulars

Enter the residential address of the Beneficial owner and attach a coloured **Passport Photo**.

The screenshot shows a web interface for an eBusiness portal. At the top, there is a navigation bar with 'eBusiness Home' on the left and 'Agoro Ochieng' with a settings icon on the right. Below this is a secondary navigation bar with links: 'Personal', 'Make Application', 'Businesses', 'Collateral Registry(MPSR)', 'Insolvency Practitioners', and 'Application History'. The main content area is a form with several sections:

- Service Address (if different from above address)**: A text input field containing 'e.g 402 Nairobi'.
- Occupation ***: A text input field containing 'lawyer'.
- Passport Photo (Max 2MB) ***: A section showing a file named '9.png' with a '(Remove)' link.
- Residential Address**: A section with four dropdown menus:
 - County ***: 'BUSIA'.
 - District ***: 'SAMIA DISTRICT'.
 - Locality ***: 'FUNYULA'.
 - Place of Residence ***: 'the resident'.

On the left side of the form, there is a sidebar with the user's name 'Agoro Ochieng', email 'agorovisa@gmail.com', and contact information: 'Need Help?', 'Call Business Registration S', 'Customer Ca', '+254 020 222', '+254 020 225', and 'Extension No'. On the right side, there are sections for 'Documents' and 'Actions'.

Fig 11.3 Beneficial Owner's occupation and passport photo

Select the type of control/influence in the company and type of right to appoint/remove a director that the beneficial owner has on the company

The screenshot shows a web form for 'Beneficial Ownership' registration. The form is divided into several sections:

- Postal Address (e.g 24) ***: Input field with '123' and a dropdown for 'Postal Code *' with '00207 - NAMANGA'.
- Service Address (if different from above address)**: Input field with 'e.g 402 Nairobi' and a dropdown for 'Occupation *' with 'lawyer'.
- Passport Photo (Max 2MB) ***: File upload area showing '9.png (Remove)'.
- Residential Address**:
 - County ***: Dropdown with 'BUSIA'.
 - District ***: Dropdown with 'SAMIA DISTRICT'.
 - Locality ***: Dropdown with 'FUNYULA'.
 - Place of Residence ***: Input field with 'the resident'.
- Beneficial Ownership**:
 - Type of control/influence in the company**: Dropdown menu with 'Indirect' selected, circled in red. A red arrow points to it with the text 'Select Type of Control / Influence'.
 - Type of right to appoint/remove other directors**: Dropdown menu with 'Indirect' selected, circled in red. A red arrow points to it with the text 'Select the rights to appoint and remove directors'.
- Indirect Shares**: Table with columns 'Shareholder' and 'Value(%)'. A blue '+Add' button is highlighted with a red box and a red arrow pointing to it with the text 'Select to Add indirect shares'.
- Indirect Voting Rights**: Table with columns 'Shareholder' and 'Value(%)'. A blue '+Add' button is highlighted with a red box and a red arrow pointing to it with the text 'Select to Add indirect voting rights'.
- Submit**: Button at the bottom right.

Fig 11.4 Beneficial owner type of control/influence and right to appoint/remove directors

eBusiness Home Agoro Ochieng

Personal Make Application Businesses Collateral Registry(MPSR) Insolvency Practitioners Application History

Residential Address

County * BUSIA District * SAMIA DISTRICT

Locality * FUNYULA Place of Residence * the resident

Beneficial Ownership

Type of control/influence in the company Indirect Type of right to appoint/remove other directors Indirect

Shareholder	Value(%)	
<input type="text"/>	Max: 25 25	<input type="button" value="Remove"/>
<input type="text"/>	Max: 25 25	<input type="button" value="Remove"/>

Indirect Voting Rights

Shareholder	Value(%)	
<input type="text"/>	Max: 25 25	<input type="button" value="Remove"/>
<input type="text"/>	Max: 25 25	<input type="button" value="Remove"/>

Click to Submit

Fig 11.5 Add the shareholding and voting rights information if applicable

Once the above steps have been completed you will be able to see the beneficial owner with his or her respective beneficial ownership information as shown in **Fig 11.6** below.

Click on the **Add beneficial owner** button to add additional beneficial owners.

The screenshot displays the eBusiness portal interface. At the top, there is a navigation bar with 'eBusiness Home' and 'Agoro Ochieng' with a settings icon. Below this is a secondary navigation menu with options: 'Personal', 'Make Application', 'Businesses', 'Collateral Registry(MPSR)', 'Insolvency Practitioners', and 'Application History'. On the left side, there is a sidebar for the user 'Agoro Ochieng' with contact information and a 'Need Help?' section. The main content area is titled 'PRIVATE LIMITED COMPANY' and has a breadcrumb trail: 'Preferred Name', 'Articles And Memorandum', 'Registered Office Addresses', 'Share Information', 'Directors/Shareholders', 'Beneficial Owners', and 'Application Documents'. The 'Beneficial Owners' section contains a table with the following data:

#	Name	ID Number/Type	Types of Control	Actions
1.	[Redacted]	2 [Redacted] 71/Kenyan Citizen	<ul style="list-style-type: none">Has indirect influenceHas indirect rights to appoint other directorsHas indirect voting rightsHas indirect share ownership	[Icon]

Below the table, there is a blue button labeled '+Add Beneficial Owner'. At the bottom right of the main content area, there are two buttons: a blue 'Back' button and a green 'Save and Continue' button. A red arrow points to the 'Save and Continue' button with the text 'Click to Submit' above it.

Fig 11.6 Beneficial owners list

Download the system generated forms for signing, scan the signed form and upload them back on to the system.

The screenshot displays the 'Application Documents' section of the eBusiness portal for a 'PRIVATE LIMITED COMPANY'. The page features a navigation menu with options like 'Preferred Name', 'Articles And Memorandum', 'Registered Office Addresses', 'Share Information', 'Directors/Shareholders', 'Beneficial Owners', and 'Application Documents'. The 'Application Documents' section lists several forms for upload, each with a 'Download' button and a 'Choose file' upload field. The forms listed are CR-1 Form, CR-2 Form, CR-8 Form, Statement of Nominal Capital, and BOF-1 Form. Red annotations highlight the 'Download' button for the BOF-1 Form and the 'Choose file' field for the BOF-1 Form, with arrows pointing to them from external text instructions.

Agoro Ochieng
agorovisa@gmail.com
agorovisa@gmail.com

Need Help?
Call Business
Registration Service
Customer Care
+254 020 222 7461 /
+254 020 225 1355
Extension No. 37591
+254 020 222 7461
/+254 020 225 1355
Extension No. 37110
Email: eo@brs.go.ke

PRIVATE LIMITED COMPANY

Preferred Name Articles And Memorandum Registered Office Addresses Share Information Directors/Shareholders Beneficial Owners Application Documents

Application Documents

CR-1 Form
Download
Upload dully filled and signed CR-1 Form
(Max 2MB)
Choose file No file chosen

CR-2 Form
Download
Upload dully filled and signed CR-2 Form
(Max 2MB)
Choose file No file chosen

CR-8 Form
Download
Upload dully filled and signed CR-8 Form
(Max 2MB)
Choose file No file chosen

Statement of Nominal Capital
Download
Upload dully filled and signed Statement of Nominal Capital
(Max 2MB)
Choose file No file chosen

BOF-1 Form
Download
Upload dully filled and signed BOF-1 Form
(Max 2MB)
Choose file No file chosen

Back Submit And Review

Click here to attach signed a scanned form

Click here to Download the BOF1

Fig 12 Application Documents

Click on the **Directors/Shareholders** tab to review beneficial ownership information.

You can view the beneficial owner as highlighted below.

Click to confirm that the information provided is as required by the Registrar then click on the **Finish** button to proceed to payment.

The screenshot shows the 'Review your Application Details' page in the eBusiness portal. The user is logged in as 'Agoro Ochieng'. The 'Directors/Shareholders' tab is active, and the 'Beneficial Owners' section is highlighted with a red box. The page includes a confirmation checkbox and 'Back' and 'Finish' buttons.

Service	Ref no.	Status	Payment	Action
PRIVATE LIMITED COMPANY ONE-STEP COMPANY/BUSINESS REGISTRATION 23 Oct 2020 09:37 am	PVT-27UDB6X	Review	Paid	View

Fig 13 Review your application

Once the application has been paid for successfully and submitted the application status on the client side will read **review** as shown below. This means the application has been submitted and is awaiting approval by the Registrar of Companies officers.

The screenshot shows the 'Application History' page in the eBusiness portal. The user is logged in as 'Agoro Ochieng'. The 'Status' column shows 'Review' and the 'Payment' column shows 'Paid', both highlighted with a red box.

Service	Ref no.	Status	Payment	Action
PRIVATE LIMITED COMPANY ONE-STEP COMPANY/BUSINESS REGISTRATION 23 Oct 2020 09:37 am	PVT-27UDB6X	Review	Paid	View

Fig 14 Application in review

Once the company has been incorporated , the user shall see the following.

- The company appearing under **My Businesses** section with following labels/status
 - Registration number - PVT-ABC123
 - Verified - yes
 - B.O status - complete
 - Status - Active
- Under my applications the application status shall read **registered**

The screenshot shows the eBusiness portal interface. At the top, there is a navigation bar with 'eBusiness Home' on the left and 'Agoro Ochieng' with a settings icon on the right. Below this is a secondary navigation bar with links: 'Personal', 'Make Application', 'Businesses', 'Collateral Registry(MPSR)', 'Insolvency Practitioners', and 'Application History'. The main content area is divided into two sections: 'My Businesses' and 'My Applications'. The 'My Businesses' section features a table with columns: Business Name, Registration Number, Verified, Published, B.O. Status, Status, and Action. A single row is visible for 'JULLARD LIMITED' with registration number 'PVT-27UDB6X', 'Verified' and 'Published' marked with checkmarks, 'B.O. Status' as 'Complete', and 'Status' as 'Active'. The 'My Applications' section features a table with columns: Service, Ref no., Status, Payment, and Action. A single row is visible for 'PRIVATE LIMITED COMPANY JULLARD LIMITED' with registration number 'PVT-27UDB6X', 'Status' as 'Registered', and 'Payment' as 'Paid'. A sidebar on the left contains user information for 'Agoro Ochieng' and contact details for 'Need Help?'.

Business Name	Registration Number	Verified	Published	B.O. Status	Status	Action
JULLARD LIMITED	PVT-27UDB6X	✓	✓	Complete	Active	View

Service	Ref no.	Status	Payment	Action
PRIVATE LIMITED COMPANY JULLARD LIMITED <small>23 Oct 2020 09:37 am</small>	PVT-27UDB6X	Registered	Paid	View

Fig15 Incorporated business

2. Updating Beneficial Ownership information for existing companies

Every company is required to lodge a copy of their register of beneficial owners with the Registrar of Companies .

This section will illustrate how an existing company can update its particulars to include beneficial owners' information.

Who can update this information?

- Director
- Director Shareholder
- Company Secretary
- Authorized Persons (Must be added under **Access Control**)

The Prerequisite for updating beneficial ownership details is that the company must have been linked and appear as active under “**My Businesses**” as shown below.

The screenshot shows the eBusiness portal interface. At the top, there is a navigation bar with 'eBusiness' and 'Home' on the left, and a settings icon on the right. Below this is a secondary navigation bar with links: 'Personal', 'Make Application', 'Businesses', 'Collateral Registry(MPSR)', 'Insolvency Practitioners', and 'Application History'. The main content area is divided into two sections: 'My Businesses' and 'My Applications'. The 'My Businesses' section has a 'Show All' button and a 'Link a Business' button. It contains a table with columns: Business Name, Registration Number, Verified, Published, B.O. Status, Status, and Action. The first row, 'LO BUSINESS LIMITED' with registration number 'PVT-V7ULVXK', is highlighted with a red border. Its 'B.O. Status' is 'Pending' (orange button) and its 'Status' is 'Active' (green button). The 'My Applications' section has a 'Show All' button and a 'Make Application' button. It contains a table with columns: Service, Ref no., Status, Payment, and Action. The first row is 'OFFICIAL SEARCH (THIRD PARTY APPLICATIONS)' with ref no. 'OS-VJFZPEV', status 'Complete', and payment 'Paid'. The second row is 'LINK A BUSINESS' with ref no. 'AB-E5HXMGB', status 'Complete', and payment 'Not Billable'. A sidebar on the left contains contact information for the Business Registration Service Customer Care, including phone numbers and an email address.

Business Name	Registration Number	Verified	Published	B.O. Status	Status	Action
LO BUSINESS LIMITED	PVT-V7ULVXK	✓	✓	Pending	Active	View
[REDACTED]	PVT-RXU839V	✓	✓	Pending	Active	View
[REDACTED]	CPR/2014/133462	✓	✓	Pending	Active	View

Service	Ref no.	Status	Payment	Action
OFFICIAL SEARCH (THIRD PARTY APPLICATIONS) 12 Nov 2019 01:15 pm	OS-VJFZPEV	Complete	Paid	View
LINK A BUSINESS 25 Apr 2018 01:03 pm	AB-E5HXMGB	Complete	Not Billable	View

Fig 16 Updating beneficial owners particulars

Note the status that is **Pending** under the B.O Status.

Click on the **view** button to access the linked company.

Once you have successfully accessed the linked company, the company's name will appear on the right-hand side of the screen as depicted below.

The screenshot displays the eBusiness portal interface. At the top, there is a navigation bar with 'eBusiness Home' and a settings icon. Below this, a secondary navigation bar contains 'Business', 'Make Application', 'Application History', 'Collateral Registry(MPSR)', 'Maintain a Company' (highlighted with a red box), and 'Access Control'. The main content area is titled 'Business Details' and features a 'click here' link (highlighted with a red box) and two buttons: 'Make Application' and 'Link a Business'. Below the title, there are tabs for 'Summary', 'Addresses', 'Directors/Shareholders', 'Share Information', and 'Beneficial Owners'. The 'Summary' tab is active, showing a table of company details for 'LO BUSINESS LIMITED'. The table includes fields for Registration Name, Registration Number, Entity Type, Entity Status (Active), Registration date, Nature Of Business, KRA PIN, NSSF No., and NHIF No. On the left-hand side, there is a sidebar with a briefcase icon, the company name 'LO BUSINESS LIMITED' (highlighted with a red box), and contact information under 'Need Help?'. The contact information includes phone numbers and an email address.


Field	Value
Registration Name	LO BUSINESS LIMITED
Registration Number	PVT-V7ULVXK
Entity Type	PRIVATE LIMITED
Entity Status	Active
Registration date	2020-07-29
Nature Of Business	
KRA PIN	P0000001
NSSF No.	asdfasdf
NHIF No.	asdfasdf

Fig17 Company's portal

Click on **Maintain a Company** on the left-hand side click on **Beneficial Owners** as shown below

eBusiness Home

Business Make Application Application History Collateral Registry(MPSR) Maintain a Company Access Control



LO BUSINESS LIMITED

Business Details

Statutory obligations

Need Help?

Call Business
Registration Service
Customer Care

+254 020 222 7461 /
+254 020 225 1355
Extension No. 37591

+254 020 222 7461
/+254 020 225 1355
Extension No. 37110

Email: eo@brs.go.ke

Business Details

- Addresses
- Share Information
- Directors/Shareholders
- Beneficial Owners**
- Annual Returns
- Encumbrances
- History of changes

Click here

Business Details Make Application

Registration Name	LO BUSINESS LIMITED
Registration Number	PVT-V7ULVXX
Entity Type	PRIVATE LIMITED
Entity Status	Active
Registration date	2020-07-29
Nature Of Business	
KRA PIN	P0000001
NSSF No.	asdfasdf
NHIF No.	asdfasdf

Fig 18 Maintain a company

Click on **Change Particulars** and select **Change of Officials (companies)**
A list of all the principals of the company will be displayed

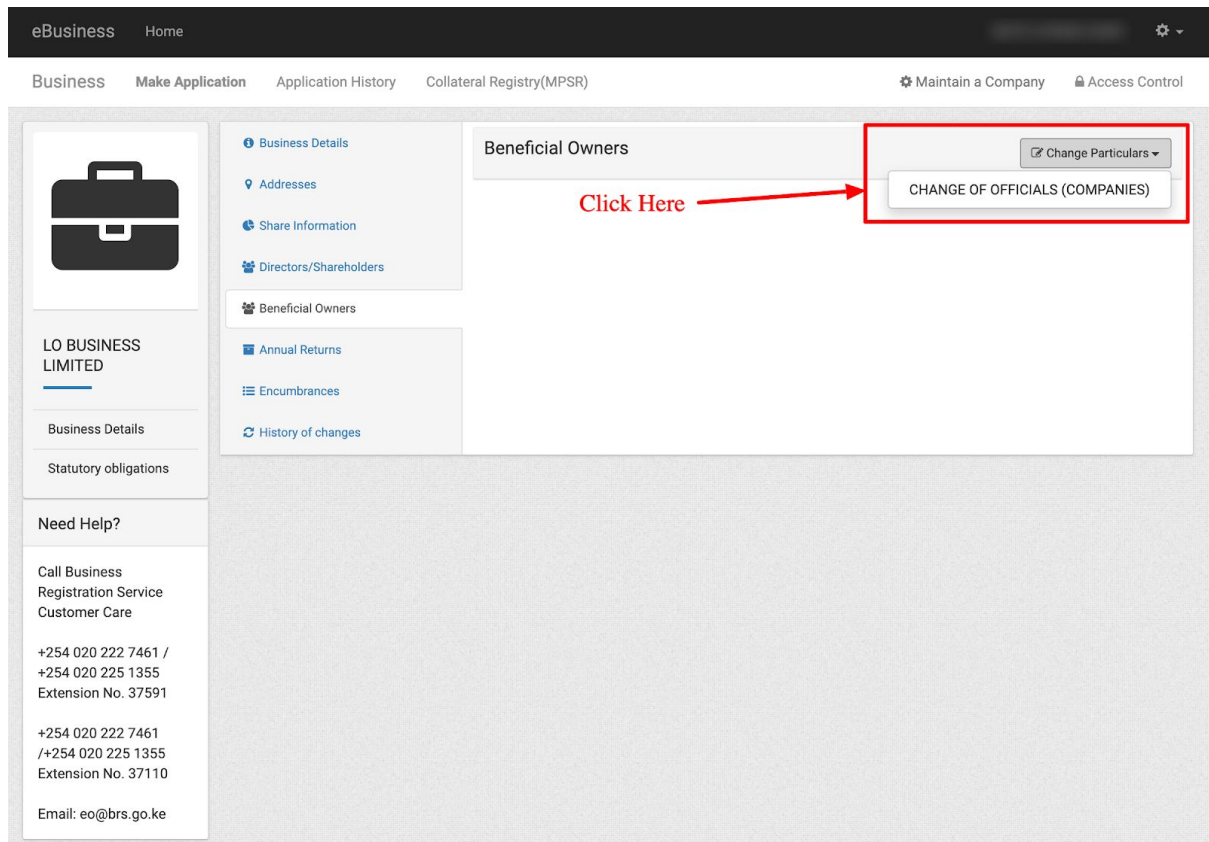


Fig 19 Change of officials

On the list appearing below, against each name is a blue button labelled **Update B.O.**. Clicking on this button will allow you to update the said official as a beneficial owner.

The screenshot displays the eBusiness portal interface for a company named 'LO BUSINESS LIMITED'. The main content area is titled 'CR-YK1GGGE CHANGE OF OFFICIALS (COMPANIES)'. It features several sections: 'Current Officials', 'Resignations', 'Share Transfer', 'Share Forfeits', 'Beneficial Owner Changes', and 'Appointments'. The 'Current Officials' section contains a table with three rows of officials. Each row has an 'Actions' column with a blue 'Update B.O.' button and a red 'Resignation' button. The 'Update B.O.' button for the third official (DIRECTOR/SHAREHOLDER) is highlighted with a red box. The 'Share Transfer' section has a question 'Do these changes involve any transfer of shares?' with radio buttons for 'No' (selected) and 'Yes'. The 'Appointments' section has a '+ Appointment' button. A 'Save and Continue' button is located at the bottom right of the main content area. The left sidebar contains navigation links and contact information for the Business Registration Service.

Business Registration Service
Customer Care
+254 020 222 7461 /
+254 020 225 1355
Extension No. 37591
+254 020 222 7461
/+254 020 225 1355
Extension No. 37110
Email: eo@brs.go.ke

#	Name	Designation	Actions
1.	[REDACTED]	DIRECTOR	Update B.O. Resignation
2.	[REDACTED]	DIRECTOR	Update B.O. Resignation
3.	[REDACTED]	DIRECTOR/SHAREHOLDER	Allot Shares Forfeit Share Update B.O. Resignation

#	Name	Designation	Actions
No data			

Do these changes involve any transfer of shares? *

No Yes

#	From	Shares	Actions
No data			

Name	Designation	Before	Current	Actions
No data				

#	Name	Type	Designation	Actions
No data				

[Save and Continue](#)

Fig 20 Update B.O.

The following form is displayed that will prompt the user to fill in the information as shown below

The screenshot shows the eBusiness interface for 'LO BUSINESS LIMITED'. A modal window titled 'Update Beneficial Ownership' is open. The form contains the following fields:

- Beneficial Ownership**
- Total Ownership (in percent): 100.00
- Direct Ownership (in percent): 0
- Total Voting Rights (in percent) - Max 100: 0
- Direct Voting Rights (in percent): 0
- Type of control/influence in the company: [Dropdown menu]
- Type of right to appoint/remove other directors: [Dropdown menu]
- If these changes will disqualify this person as a beneficial owner, provide a reason below: [Text area]
- Save button


Fig 21 Update beneficial owner

NB: As you update the information the beneficial owners list populates at the bottom of the page as shown in FIG 22

Please note that the system is configured to require you to allocate 100% of the issued shares and 100% of the voting rights before you proceed to the next step. Any shareholder who holds less than 10% of the issued shares and voting rights and does not have a right to appoint a Director or have significant influence/control over the Company shall be disregarded for beneficial ownership disclosure purposes.

eBusiness Home

Business Make Application Application History Collateral Registry(MPSR) Maintain a Company Access Control



LO BUSINESS LIMITED

Business Details

Statutory obligations

Need Help?

Call Business Registration Service Customer Care

+254 020 222 7461 / +254 020 225 1355 Extension No. 37591

+254 020 222 7461 / +254 020 225 1355 Extension No. 37110

Email: eo@brs.go.ke

CR-YK1GGGE
CHANGE OF OFFICIALS (COMPANIES)

Current Officials

#	Name	Designation	Actions
1.	[REDACTED]	DIRECTOR	
2.	[REDACTED]	DIRECTOR	
3.	[REDACTED]	DIRECTOR/SHAREHOLDER	Allot Shares Forfeit Shares

Resignations

#	Name	Designation	Actions
No data			

Share Transfer

Do these changes involve any transfer of shares? *

No Yes

Share Forfeits

#	From	Shares	Actions
No data			

Beneficial Owner Changes

Name	Designation	Before	Current	Actions
[REDACTED]	Director Shareholder	<ul style="list-style-type: none"> Type of influence: NONE Rights to appoint/remove other directors: NONE Total Ownership: 0% Direct Ownership: 0% Indirect Ownership: 0 Direct Voting Rights: 0% Indirect Voting Rights: 0 	<ul style="list-style-type: none"> Type of influence: DIRECT Rights to appoint/remove other directors: DIRECT Total Ownership: 100% Direct Ownership: 20% Indirect Ownership: 0 Direct Voting Rights: 20% Indirect Voting Rights: 0 	✖ ✔
[REDACTED]	Director	<ul style="list-style-type: none"> Type of influence: NONE Rights to appoint/remove other directors: NONE Total Ownership: 0% Direct Ownership: 0% Indirect Ownership: 0 Direct Voting Rights: 0% Indirect Voting Rights: 0 	<ul style="list-style-type: none"> Type of influence: DIRECT Rights to appoint/remove other directors: DIRECT Total Ownership: 0% Direct Ownership: 0% Indirect Ownership: 0 Direct Voting Rights: 0% Indirect Voting Rights: 0 	✖ ✔
[REDACTED]	Director	<ul style="list-style-type: none"> Type of influence: NONE Rights to appoint/remove other directors: NONE Total Ownership: 0% Direct Ownership: 0% Indirect Ownership: 0 Direct Voting Rights: 0% Indirect Voting Rights: 0 	<ul style="list-style-type: none"> Type of influence: DIRECT Rights to appoint/remove other directors: DIRECT Total Ownership: 0% Direct Ownership: 0% Indirect Ownership: 0 Direct Voting Rights: 0% Indirect Voting Rights: 0 	✖ ✔

Appointments [+ Appointment](#)

#	Name	Type	Designation	Actions
No data				


Save and Continue

Fig 22 Update Beneficial owner information

Once you have successfully updated the BO information for each official you will be prompted to download, sign, scan and upload the Register of Beneficial Owners, Form BOF1, as shown below.

eBusiness Home

Business Make Application Application History Collateral Registry(MPSR) Maintain a Company Access Control



CR-YK1GGGE
CHANGE OF OFFICIALS (COMPANIES)

BOF-1 - NOTICE OF APPOINTMENT OF BENEFICIAL OWNER
[Download](#)

Upload Duly Signed BOF-1 Form *
 No file chosen

[Back](#) [Save and Continue](#)

LO BUSINESS LIMITED

Business Details

Statutory obligations

Need Help?

Call Business Registration Service Customer Care

+254 020 222 7461 /
+254 020 225 1355
Extension No. 37591

+254 020 222 7461
/+254 020 225 1355
Extension No. 37110

Email: eo@brs.go.ke

Fig22 Register of Beneficial Owners

Confirm that the information provided is correct and click **Finish** as shown below

The screenshot shows the eBusiness portal interface. At the top, there is a navigation bar with 'eBusiness Home' and a settings icon. Below this is a secondary navigation bar with 'Business', 'Make Application', 'Application History', 'Collateral Registry(MPSR)', 'Maintain a Company', and 'Access Control'. The main content area is titled 'Review your Application Details' and features a sidebar on the left for 'LO BUSINESS LIMITED' with sections for 'Business Details', 'Statutory obligations', and 'Need Help?'. The main content area has tabs for 'Appointments', 'Resignations', 'Share Transfers', 'Allotments', 'Forfeits', 'B.O Changes', and 'Documents'. The 'Appointments' tab is active, showing a list with '-NONE-'. Below the list is a confirmation statement: ' hereby confirm that I have provided all the information as required by the Registrar in regard to this application'. To the right of this statement are two buttons: a blue 'Back' button and a green 'Finish' button. Both the checkbox and the 'Finish' button are highlighted with red boxes.

Fig 23 Submit the changes

The BO information update has now been submitted for review and approval by the Companies Registry Officers.



Office of The Attorney General and Department of Justice
BUSINESS REGISTRATION SERVICE

Ease of Doing Business

Business Registration Service,
Office of the Attorney-General &
Department of Justice,
P. O. Box 30031-00100,
NAIROBI.
Tel: +254 20 2227461

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