



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.

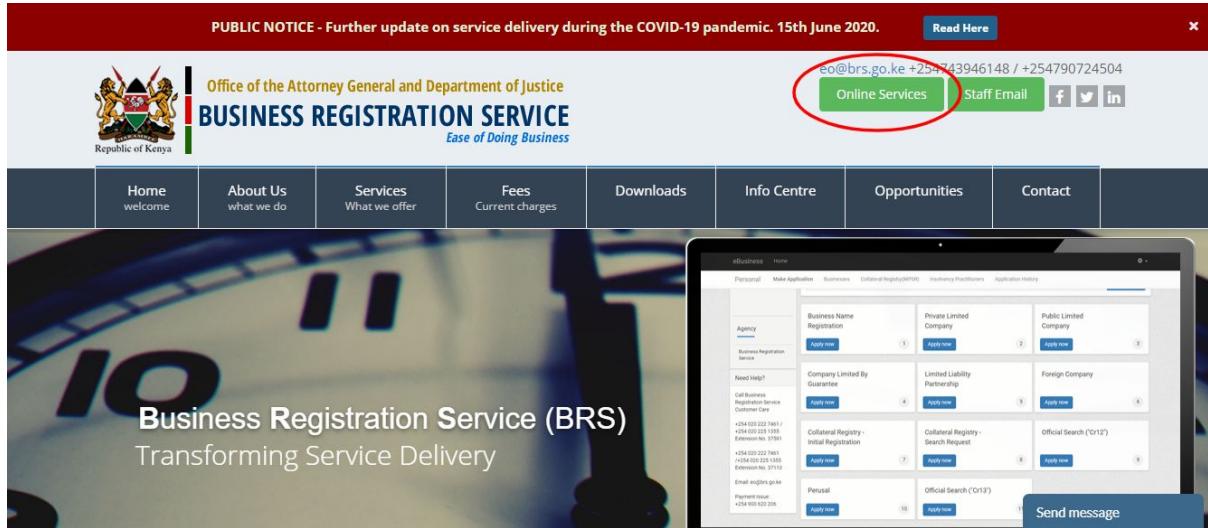
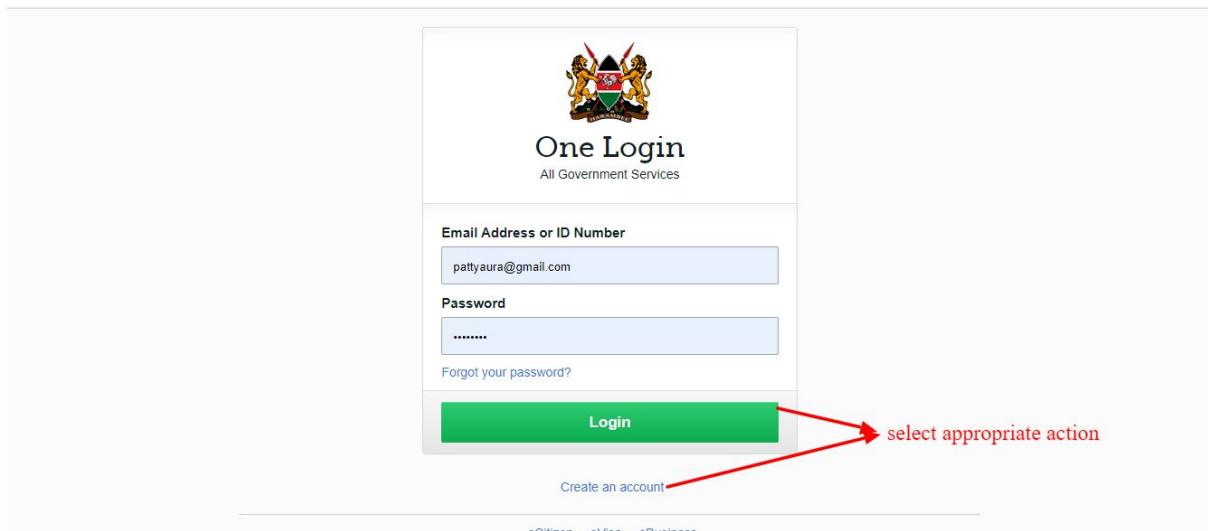


Fig 1

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 shows the eBusiness portal interface. At the top, there's a navigation bar with 'eBusiness' and 'Home' on the left, and 'Agoro Ochieng' with a gear icon on the right. Below the navigation bar, there's a horizontal menu with 'Personal', 'Make Application', 'Businesses', 'Collateral Registry(MPSR)', 'Insolvency Practitioners', and 'Application History'. On the left side, there's a sidebar titled 'Need Help?' containing contact information: 'Call Business Registration Service Customer Care +254 020 222 7461 / +254 020 225 1355 Extension No. 37591' and 'Email: eo@brs.go.ke'. The main content area has two sections: 'My Businesses' and 'My Applications'. The 'My Applications' section contains a table with one row: 'PRIVATE LIMITED COMPANY ONE-STEP COMPANY/BUSINESS REGISTRATION' (Ref no. PVT-Q7UX2B2, Status Draft, Payment Not Paid). A red arrow points from the text 'Click here to open service list' to the 'Show All' button in the 'My Applications' table header. Another red box highlights the blue 'Make Application' button in the same header.

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

The screenshot shows the eBusiness application interface. On the left, there's a sidebar with user information (Agoro Ochieng, agorovisa@gmail.com) and contact details (Call Business Registration Service Customer Care, +254 020 222 7461 / +254 020 225 1355 Extension No. 37591, Email: eo@brs.go.ke). The main area is titled 'Services' with a search bar. It lists various services in a grid:

Service Category	Service Name	Action
Business Name Registration	Private Limited Company	Apply now (button circled)
Company Limited By Guarantee	Limited Liability Partnership	Apply now
Collateral Registry - Initial Registration	Collateral Registry - Search Request	Apply now
Perusal	Official Search ("Cr12")	Apply now
	Official Search ("Cr13")	Apply now

A red arrow points to the 'Apply now' button for 'Private Limited Company' with the text 'Click here to open application form'.

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.

[Personal](#) [Make Application](#) [Businesses](#) [Collateral Registry\(MPSR\)](#) [Insolvency Practitioners](#) [Application History](#)

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

Special Instruction, if any

PREFERRED NAME 2 *

HARVARD LIMITED

Name * Abbreviate

Special Instruction, if any

PREFERRED NAME 3 *

OXFORM LIMITED

Name * Abbreviate

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 shows the 'eBusiness' platform interface for a 'PRIVATE LIMITED COMPANY' application. The main navigation bar includes links for Personal, Make Application, Businesses, Collateral Registry(MPSR), Insolvency Practitioners, and Application History. The user profile 'Agoro Ochieng' is visible at the top right.

Applicant Details:

- Preferred Name: Articles And Memorandum
- Capacity: Director Shareholder
- Address: 234
- Postal Code: 00500 - ENTERPRISE ROAD

Articles of association:

(Select the option that applies)

- The company will adopt the model articles of association applicable to the type of company selected.
[click here](#) to view the articles of association
- The company will adopt some of those model articles and has prepared its own articles of association to supplement or modify those model articles or
- The company has prepared its own articles of association

Objects (if any) for which the company is established:

- Non Regulated
- 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 *

NOTE: Include ONLY the number of employees expected to earn more and 0 if none, than KShs. 13,486 monthly.

1000

Estimated annual turnover (KES) *

NOTE: You will automatically be registered for Value Added Tax (VAT) if your annual turnover is more than KShs. 5,000,000.

1000

Is the Company you are registering a Subsidiary Company or a branch? *

Y N

Was your business formed as a result of amalgamation or acquisition? *

Y N

Click here to Continue

Save and Continue

Fig 6 Articles of association and statutory particulars

eBusiness Home

Agoro Ochieng

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

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

Click here to continue

Add

Back **Save And Continue >**

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

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	
2.	[REDACTED]	Kenyan Citizen	Director Shareholder	

[+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)

[Click here to Continue](#)

Back [Save and 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

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

Actions

Kenya national
n who are not Kenyan

Save and Continue >

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 shows the eBusiness platform interface for managing a PRIVATE LIMITED COMPANY. The top navigation bar includes links for Personal, Make Application, Businesses, Collateral Registry(MPSR), Insolvency Practitioners, Application History, and user Agoro Ochieng. The main content area displays tabs for Preferred Name, Articles And Memorandum, Registered Office Addresses, Share Information, Directors/Shareholders, **Beneficial Owners**, and Application Documents. The 'Beneficial Owners' tab is active. Below it, a table header for 'Beneficial Owners' lists columns for #, Name, ID Number/Type, Types of Control, and Actions. A prominent blue button labeled '+Add Beneficial Owner' is highlighted with a red box and a red arrow pointing to it from the left. At the bottom right of the table area are 'Back' and 'Save and Continue >' buttons.

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 eBusiness application interface. On the left, there's a sidebar with contact information for Agoro Ochieng. The main area is titled 'Edit' and contains fields for 'Designation' (set to 'Beneficial Owner'), 'ID Type' (radio buttons for 'Kenyan Citizen' (selected), 'Foreign Resident', and 'Foreigner'), 'ID Number' (input field with placeholder 'XXXXXX'), 'First Name' (input field), 'Date Of Birth' (date picker set to May 10), and 'KRA Pin Number' (input field with placeholder 'A0031'). A blue 'Verify' button is located between the ID Number and First Name fields. A red arrow points to this button with the text 'Click here to verify id number and first name'. On the right side, there are sections for 'Documents' and 'Actions'.

Fig 11.1 beneficial owners

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

This screenshot shows the continuation of the 'Edit' screen for a beneficial owner. It includes fields for 'KRA Pin Number' (A003118), 'Name' (input field), 'Gender' (set to 'M'), 'Former Name(if any)' (input field), 'Phone No.' (+254 700 0000), 'Email' (input field), 'Postal Address' (123), 'Postal Code' (00207 - NAMANGA), 'Service Address (if different from above address)' (e.g. 402 Nairobi), and 'Occupation' (lawyer). The right side of the screen shows the 'Actions' and 'Documents' panels.

Fig 11.2 Beneficial owner particulars

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

The screenshot shows the eBusiness application interface. At the top, there is a navigation bar with links for Personal, Make Application, Businesses, Collateral Registry(MPSR), Insolvency Practitioners, and Application History. The user's name, Agoro Ochieng, is displayed at the top right. On the left, there is a sidebar with contact information: agorovisa@gmail.com, agorovisa@gmail.com, Need Help?, Call Business Registration S..., Customer Ca..., +254 020 222..., +254 020 225..., and Extension No... . The main form area contains fields for Service Address (e.g. 402 Nairobi) and Occupation (lawyer). Below this, there is a section for Passport Photo, which shows a file named 9.png with a Remove link. The Residential Address section includes fields for County (BUSIA), District (SAMIA DISTRICT), Locality (FUNYULA), and Place of Residence (the resident). On the right side of the form, 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 the eBusiness application's 'Personal' tab selected. The main form is titled 'Beneficial Ownership'. It includes fields for 'Postal Address' (123, 00207 - NAMANGA), 'Service Address' (e.g. 402 Nairobi), 'Occupation' (lawyer), 'Passport Photo' (9.png), 'Residential Address' (County: BUSIA, District: SAMIA DISTRICT, Locality: FUNYULA, Place of Residence: the resident), and 'Beneficial Ownership' (Type of control/influence in the company: Indirect, Type of right to appoint/remove other directors: Indirect). Below this, there are sections for 'Indirect Shares' and 'Indirect Voting Rights', each with a '+Add' button highlighted with a red box. A red arrow points from the text 'Select to Add indirect shares' to the first '+Add' button, and another red arrow points from the text 'Select to Add indirect voting rights' to the second '+Add' button. A green 'Submit' button is visible 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

Indirect Shares

Shareholder	Value(%)
[Redacted]	Max: 25 25
[Redacted]	Max: 25 25

+Add

Indirect Voting Rights

Shareholder	Value(%)
[Redacted]	Max: 25 25
[Redacted]	Max: 25 25

+Add

Click to Submit → **Submit**

Documents Actions

Call Business Registration Services Customer Care +254 020 2222 /+254 020 2255 Extension No. Email: eo@br...

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 shows the eBusiness platform interface for managing a Private Limited Company. The top navigation bar includes links for Home, Personal, Make Application, Businesses, Collateral Registry(MPSR), Insolvency Practitioners, and Application History. The user is logged in as Agoro Ochieng. On the left, there's a sidebar with contact information for Agoro Ochieng and links for Need Help, Call Business Registration Service, Customer Care, and email support. The main content area displays the Beneficial Owners section, which is currently active. It shows a table with two entries:

#	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	<input checked="" type="checkbox"/> <input type="checkbox"/>

At the bottom right of the table, there are 'Back' and 'Save and Continue >' buttons. A red box surrounds the 'Save and Continue >' button, and a red arrow points to it from the text 'Click to Submit' located above the buttons.

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 shows the eBusiness application interface. At the top, there is a navigation bar with links for Home, Personal, Make Application, Businesses, Collateral Registry(MPSR), Insolvency Practitioners, and Application History. The user is currently logged in as Agoro Ochieng. On the left side, there is a sidebar with contact information for Agoro Ochieng, including an email address (agorovisa@gmail.com) and a phone number (+254 020 222 7461). Below this, there are sections for 'Need Help?' with contact details for business registration service, customer care, and extension numbers, and an email address (eo@brs.go.ke).

The main content area is titled 'PRIVATE LIMITED COMPANY' and shows the 'Application Documents' tab selected. It lists several forms:

- CR-1 Form**: Includes a download link and a file upload field labeled 'Choose file' with the message 'No file chosen'. A red arrow points from the text 'Click here to attach signed a scanned form' to this field.
- CR-2 Form**: Includes a download link and a file upload field labeled 'Choose file' with the message 'No file chosen'.
- CR-8 Form**: Includes a download link and a file upload field labeled 'Choose file' with the message 'No file chosen'.
- Statement of Nominal Capital**: Includes a download link and a file upload field labeled 'Choose file' with the message 'No file chosen'.
- BOF-1 Form**: This row is highlighted with a red box around the 'Download' button. A red arrow points from the text 'Click here to Download the BOF1' to this button.

At the bottom right of the document list, there are 'Back' and 'Submit And Review' buttons.

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. At the top, there are tabs for Preferred Names, Application Details, Addresses, Directors/Shareholders (which is selected), Shares Information, and Documents. Below these tabs, there's a section titled 'Directors/Shareholders Details' with two entries labeled 1. and 2. (DIRECTOR SHAREHOLDER). Underneath this, there's a section titled 'Beneficial Owners' with one entry labeled 1. (BENEFICIAL OWNER). A red box highlights the 'Beneficial Owners' section. At the bottom of the page, there's a checkbox that says 'I hereby confirm that I have provided all the information as required by the Registrar in regard to this application'. To the right of the checkbox are 'Back' and 'Finish' buttons.

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. At the top, there are tabs for Personal, Make Application, Businesses, Collateral Registry(MPSR), Insolvency Practitioners, and Application History. On the left, there's a sidebar with user information (Agoro Ochieng, agorovisa@gmail.com) and contact details. The main area displays a table with the following data:

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
 - o Registration number - PVT-ABC123
 - o Verified - yes
 - o B.O status - complete
 - o Status - Active
- Under my applications the application status shall read **registered**

The screenshot shows the eBusiness portal interface. On the left, there's a sidebar with user information (Agoro Ochieng, 9988776655, agorovisa@gmail.com) and contact details for business registration. The main area has two sections: 'My Businesses' and 'My Applications'. Both sections have tables with red boxes around them. In 'My Businesses', the table has columns: Business Name, Registration Number, Verified, Published, B.O. Status, Status, and Action. One row is shown: JULLARD LIMITED, PVT-27UDB6X, Verified, Published, Complete, Active, and a View button. In 'My Applications', the table has columns: Service, Ref no., Status, Payment, and Action. One row is shown: PRIVATE LIMITED COMPANY, JULLARD LIMITED, PVT-27UDB6X, Registered, Paid, and a View button.

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 23 Oct 2020 09:37 am	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's a navigation bar with 'eBusiness' and 'Home'. Below it, a secondary navigation bar includes 'Personal', 'Make Application', 'Businesses', 'Collateral Registry(MPSR)', 'Insolvency Practitioners', and 'Application History'. On the left, a sidebar titled 'Need Help?' lists contact information: 'Call Business Registration Service Customer Care', phone numbers '+254 020 222 7461 / +254 020 225 1355 Extension No. 37591', '+254 020 222 7461 /+254 020 225 1355 Extension No. 37110', and an email 'Email: eo@brs.go.ke'. The main content area has two sections: 'My Businesses' and 'My Applications'. The 'My Businesses' section displays a table with columns: Business Name, Registration Number, Verified, Published, B.O. Status, Status, and Action. One row for 'LO BUSINESS LIMITED' is highlighted with a red border; its status is listed as 'Pending' under 'B.O. Status' and 'Active' under 'Status'. The 'My Applications' section shows a table with columns: Service, Ref no., Status, Payment, and Action. It lists two entries: 'OFFICIAL SEARCH (THIRD PARTY APPLICATIONS)' with a ref number 'OS-VJFZPEV', marked as 'Complete' and 'Paid'; and 'LINK A BUSINESS' with a ref number 'AB-ESHXMGB', marked as 'Complete' and 'Not Billable'.

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 shows the eBusiness portal interface. At the top, there is a navigation bar with links for 'Business', 'Make Application', 'Application History', 'Collateral Registry(MPSR)', 'Maintain a Company' (which is highlighted with a red box and has a red arrow pointing to it), and 'Access Control'. Below the navigation bar is a sidebar with icons for a briefcase ('LO BUSINESS LIMITED'), 'Business Details', 'Statutory obligations', 'Need Help?', and contact information including phone numbers and email. The main content area is titled 'Business Details' and contains a table with company registration information. A red box highlights the company name 'LO BUSINESS LIMITED' in the sidebar, and another red box highlights the 'Beneficial Owners' link in the main content area, with a red arrow pointing to it.

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

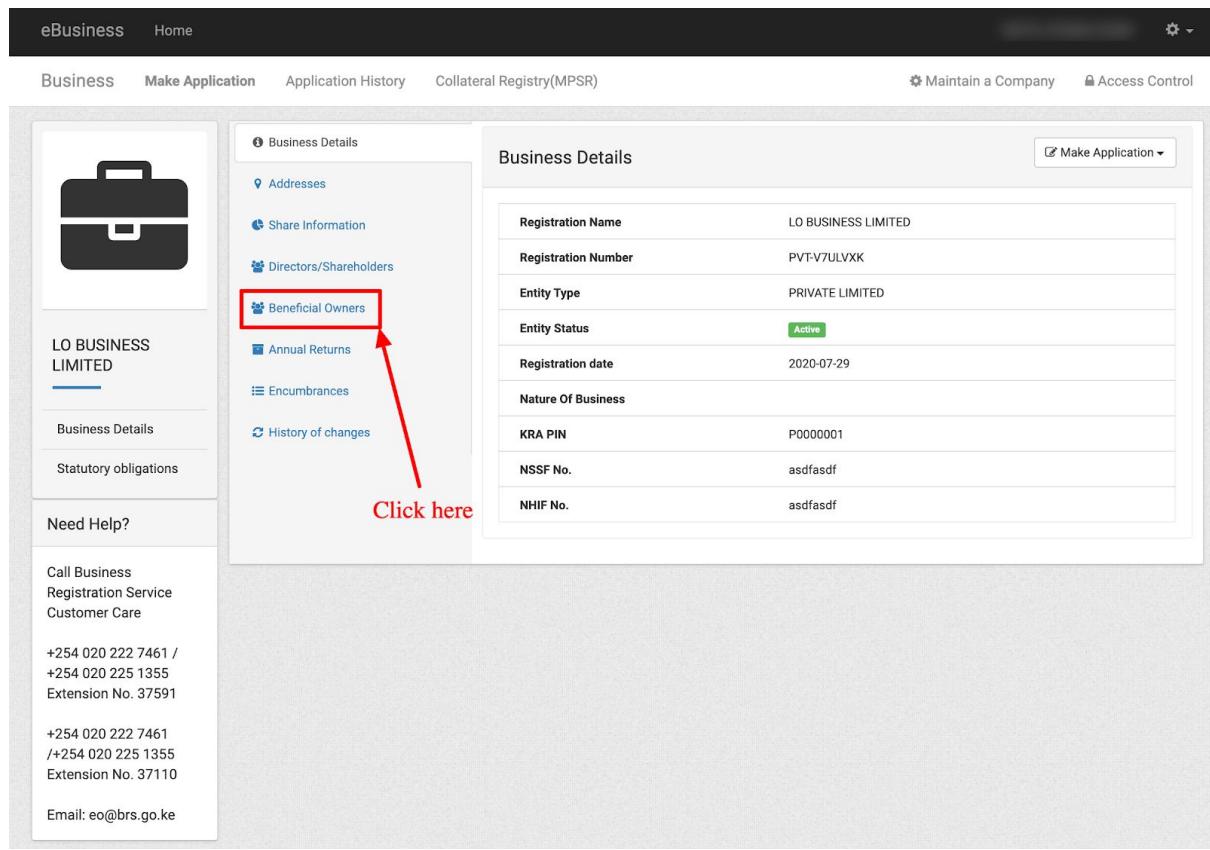


Fig 18 Maintain a company

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

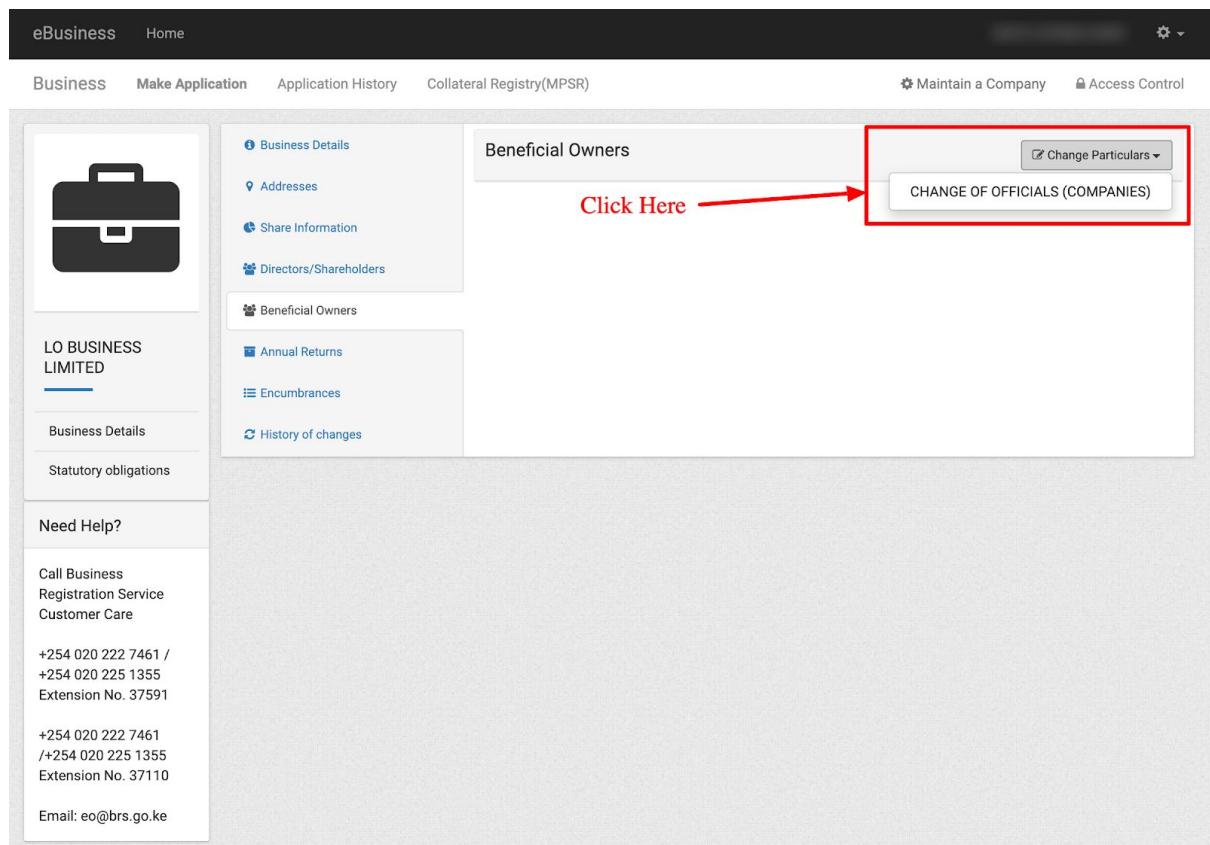


Fig 19 Change of officials

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 shows the eBusiness application's 'Change of Officials' page for company CR-YK1GGGE. The left sidebar includes links for LO BUSINESS LIMITED, Business Details, and Statutory obligations. The main content area displays the 'Current Officials' table with three entries:

#	Name	Designation	Actions
1.	[REDACTED]	DIRECTOR	<input checked="" type="button"/> Update B.O. <input type="button"/> Resignation
2.	[REDACTED]	DIRECTOR	<input checked="" type="button"/> Update B.O. <input type="button"/> Resignation
3.	[REDACTED]	DIRECTOR/SHAREHOLDER	<input type="button"/> Allot Shares <input type="button"/> Forfeit Share <input checked="" type="button"/> Update B.O. <input type="button"/> Resignation

Below the table are sections for 'Resignations' (empty), 'Share Transfer' (checkboxes for 'No' and 'Yes'), 'Share Forfeits' (empty), 'Beneficial Owner Changes' (empty), and 'Appointments' (empty). A 'Save and Continue' button is located at the bottom right.

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 a web-based application interface for managing company beneficial ownership. At the top, there's a navigation bar with links like 'eBusiness', 'Home', 'Business', 'Make Application', 'Application History', 'Collateral Registry(MPSR)', 'Maintain a Company', and 'Access Control'. On the left, a sidebar for 'LO BUSINESS LIMITED' lists 'Business Details' and 'Statutory obligations'. Below the sidebar, a section titled 'Need Help?' provides contact information: phone numbers (+254 020 222 7461 / +254 020 225 1355 Extension No. 37591 and +254 020 222 7461 / +254 020 225 1355 Extension No. 37110), and an email address (eo@brs.go.ke). The main content area is titled 'CR-YK1GGGE CHANGE OF OFFICIALS (COMPANIES)' and contains a modal window for 'Update Beneficial Ownership'. The modal has several input fields: 'Total Ownership (in percent)' set to 100.00, 'Direct Ownership (in percent)' set to 0, 'Total Voting Rights (in percent) - Max 100' set to 0, and 'Direct Voting Rights (in percent)' set to 0. There are two dropdown menus: 'Type of control/influence in the company' and 'Type of right to appoint/remove other directors'. Below these is a text area for 'If these changes will disqualify this person as a beneficial owner, provide a reason below'. At the bottom right of the modal is a blue '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

CR-YK1GGGE
CHANGE OF OFFICIALS (COMPANIES)

LO BUSINESS LIMITED

Current Officials

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

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

#	Name	Type	Designation	Actions
No data				

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 application interface. At the top, there's a navigation bar with 'eBusiness' and 'Home'. Below it, a sub-navigation bar includes 'Business', 'Make Application', 'Application History', and 'Collateral Registry(MPSR)'. On the right side of the top bar are 'Maintain a Company' and 'Access Control' icons. The main content area is titled 'Review your Application Details' and features a sidebar with a briefcase icon and sections for 'LO BUSINESS LIMITED', 'Business Details', 'Statutory obligations', and 'Need Help?'. The main panel displays tabs for 'Appointments', 'Resignations', 'Share Transfers', 'Allotments', 'Forfeits', 'B.O Changes', and 'Documents'. Under the 'Appointments' tab, it says '-NONE-'. Below this is a checkbox labeled 'I hereby confirm that I have provided all the information as required by the Registrar in regard to this application'. To the right of the checkbox are 'Back' and 'Finish' buttons, with 'Finish' being highlighted by a red box.

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

Republic of Kenya

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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