



*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.

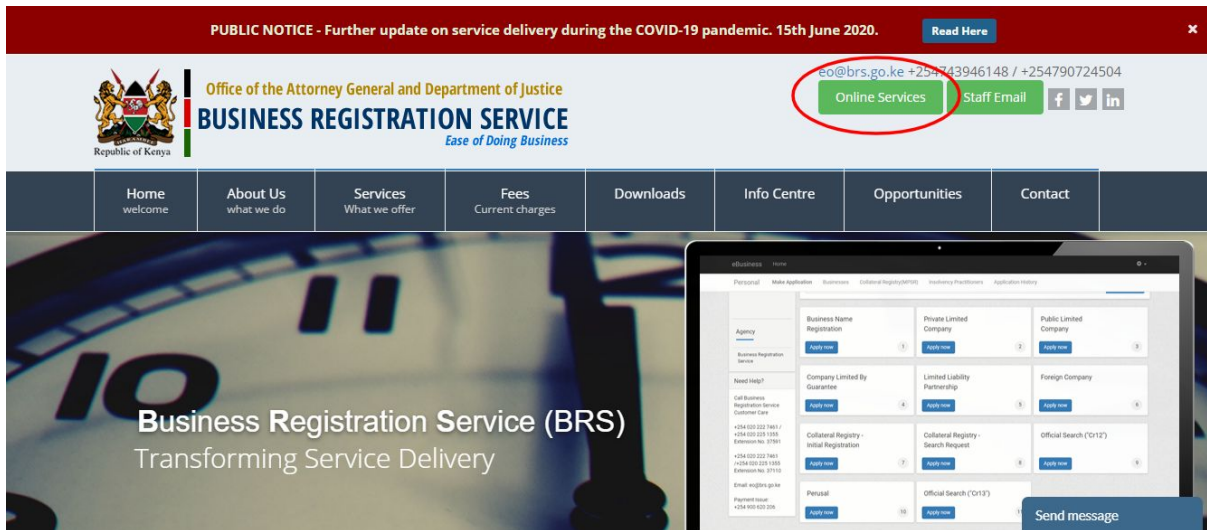
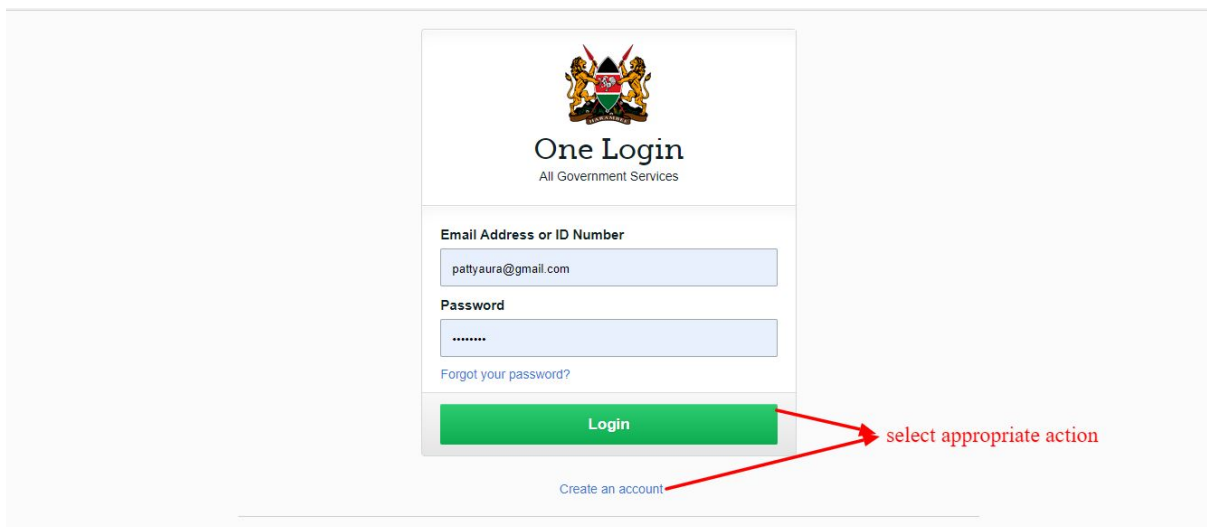


Fig 1

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 for user Agoro Ochieng. The top navigation bar includes '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 Applications' section contains a table with one application entry. A red arrow points to a 'Make Application' button in the 'Action' column of this entry.

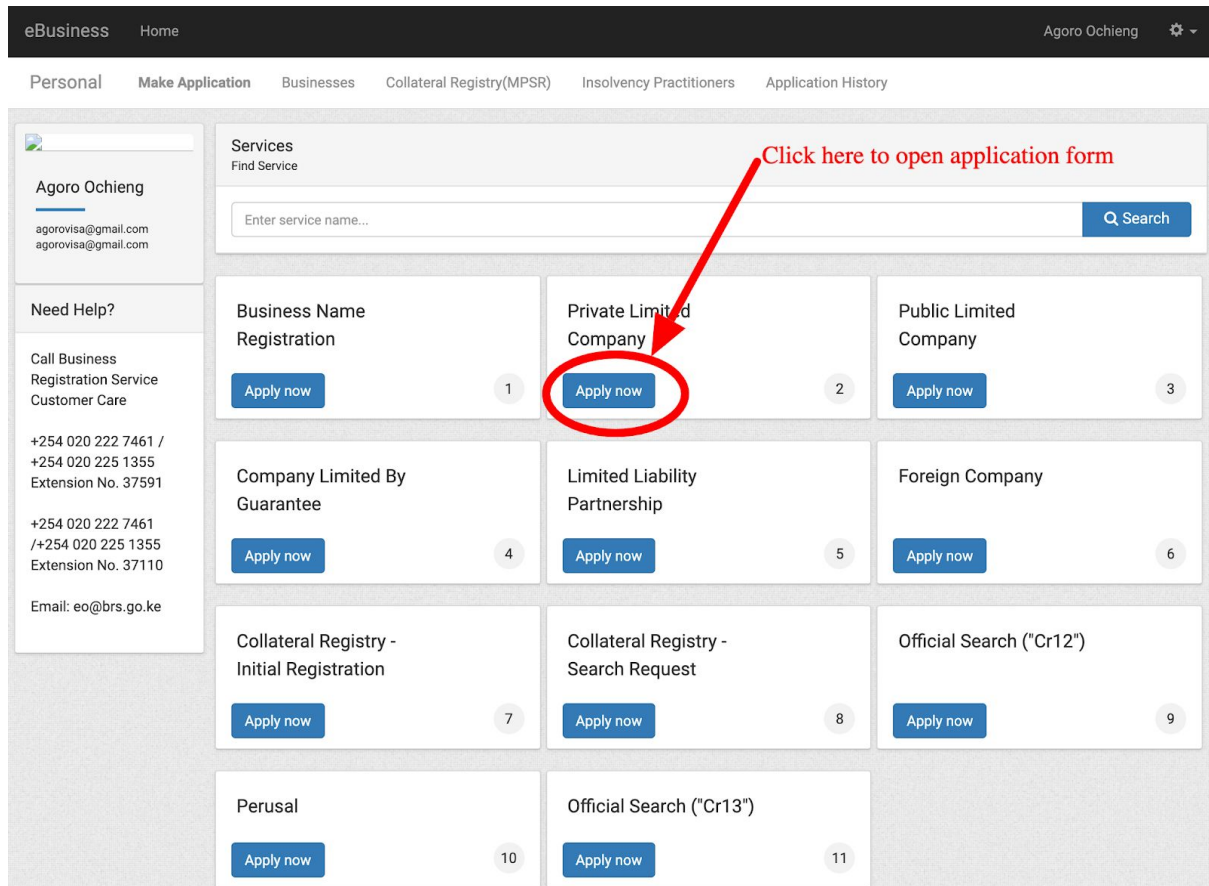
Business Name	Registration Number	Verified	Published	B.O. Status	Status	Action
						<a href="#">Show All</a> <a href="#">Link a Business</a>

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	<a href="#">View</a> <a href="#">Delete</a>

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 system. The user is logged in as 'Agoro Ochieng'. The interface is divided into two main sections: 'Applicant Details' and 'Application Details'.

**Applicant Details:**

- Full Name: Agoro Ochieng
- Capacity: Director Shareholder
- Address: 234
- Postal Code: 00500 - ENTERPRISE ROAD

**Application Details:**

- 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:** 1000 (NOTE: Include ONLY the number of employees expected to earn more and 0 if none, than KShs. 13,486 monthly.)
- Estimated annual turnover (KES):** 1000 (NOTE: You will automatically be registered for Value Added Tax (VAT) if your annual turnover is more than KShs. 5,000,000.)
- 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

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

Click here to continue

Save And 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 shows 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 this, 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 (X) in the top right corner. The form fields are as follows:

- Designation \***: A dropdown menu with 'Beneficial Owner' selected.
- ID Type \***: Three radio buttons: '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 (X) in the top right corner. The form 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 registering a beneficial owner. The form is titled 'Beneficial Ownership' and contains 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 **Occupation \*** with 'lawyer'.
- Passport Photo (Max 2MB) \***: File upload area showing '9.png (Remove)'.
- Residential Address**:
  - County \***: 'BUSIA' (dropdown)
  - District \***: 'SAMIA DISTRICT' (dropdown)
  - Locality \***: 'FUNYULA' (dropdown)
  - Place of Residence \***: 'the resident' (dropdown)
- Beneficial Ownership**:
  - Type of control/influence in the company**: 'Indirect' (dropdown, circled in red with an arrow pointing to it from the text 'Select Type of Control / Influence')
  - Type of right to appoint/remove other directors**: 'Indirect' (dropdown, circled in red with an arrow pointing to it from the text 'Select the rights to appoint and remove directors')
- Indirect Shares**: Table with columns 'Shareholder' and 'Value(%)'. A '+Add' button is highlighted with a red box and an arrow pointing to it from the text 'Select to Add indirect shares'.
- Indirect Voting Rights**: Table with columns 'Shareholder' and 'Value(%)'. A '+Add' button is highlighted with a red box and an arrow pointing to it from 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 for a 'PRIVATE LIMITED COMPANY'. The top navigation bar includes 'eBusiness', 'Home', and the user name 'Agoro Ochieng'. Below this, a secondary navigation bar lists 'Personal', 'Make Application', 'Businesses', 'Collateral Registry(MPSR)', 'Insolvency Practitioners', and 'Application History'. The main content area is divided into a sidebar and a main panel. The sidebar contains user details for 'Agoro Ochieng' (agorovisa@gmail.com) and contact information for 'Call Business', 'Registration Service', and 'Customer Care'. The main panel shows the 'Beneficial Owners' section for a 'PRIVATE LIMITED COMPANY'. It features a table with columns for '#', 'Name', 'ID Number/Type', 'Types of Control', and 'Actions'. A single entry is visible with ID '2' and type '71/Kenyan Citizen'. The 'Types of Control' list includes: 'Has indirect influence', 'Has indirect rights to appoint other directors', 'Has indirect voting rights', and 'Has indirect share ownership'. A blue '+Add Beneficial Owner' button is located below the table. At the bottom right, a blue 'Back' button and a green 'Save and Continue' button are visible. A red box highlights the 'Save and Continue' button, with a red arrow pointing to it and the text 'Click to Submit'.

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 displays 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 entry for 'JULLARD LIMITED' is shown with registration number 'PVT-27UDB6X', 'Verified' and 'Published' status checked, '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 entry for 'PRIVATE LIMITED COMPANY JULLARD LIMITED' is shown 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' (in an orange box) and its 'Status' is 'Active' (in a green box). 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'. On the left side of the portal, there is a 'Need Help?' section with 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 includes 'Business', 'Make Application', 'Application History', 'Collateral Registry(MPSR)', 'Maintain a Company' (highlighted with a red box and an arrow), and 'Access Control'. The main content area is titled 'Business Details' and features a 'click here' link with a red arrow pointing to the 'Maintain a Company' button. There are two buttons: 'Make Application' and 'Link a Business'. Below the title bar, there are tabs for 'Summary', 'Addresses', 'Directors/Shareholders', 'Share Information', and 'Beneficial Owners'. The 'Summary' tab is active, showing a table of company details:

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


On the left-hand side, there is a sidebar with a briefcase icon and a box containing 'LO BUSINESS LIMITED' (highlighted with a red box). Below this, there are links for 'Business Details' and 'Statutory obligations'. A 'Need Help?' section provides contact information: 'Call Business Registration Service Customer Care', phone numbers '+254 020 222 7461 / +254 020 225 1355' and '+254 020 222 7461 / +254 020 225 1355', extension numbers '37591' and '37110', and email 'eo@brs.go.ke'.

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

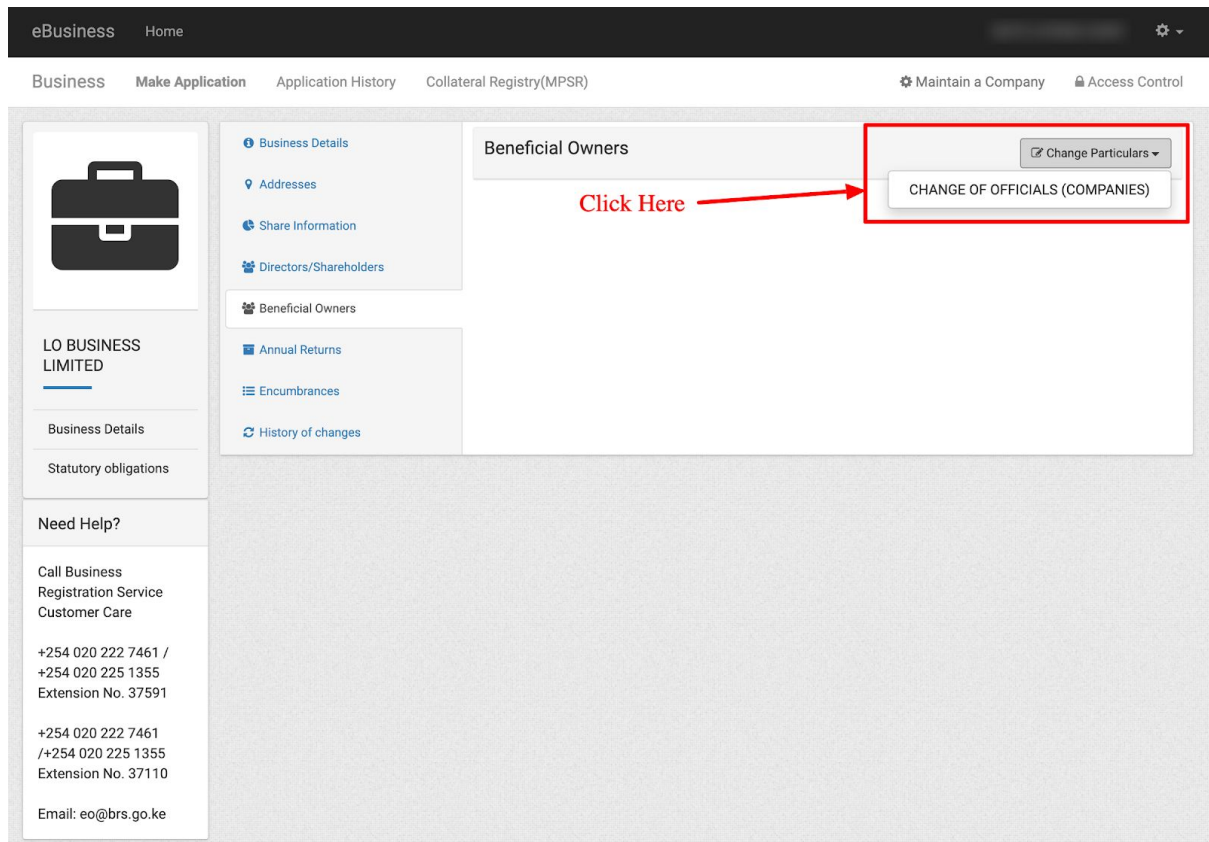


Fig 19 Change of officials



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 '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' table is the primary focus, with a red box highlighting the 'Update B.O.' button for each official. The 'Resignations' and 'Share Transfer' sections are currently empty. The 'Share Forfeits' section has a 'No data' message. The 'Beneficial Owner Changes' section is also empty. The 'Appointments' section has a '+ Appointment' button. A 'Save and Continue' button is located at the bottom right of the main content area.

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	<a href="#">Update B.O.</a> <a href="#">Resignation</a>
2.	[REDACTED]	DIRECTOR	<a href="#">Update B.O.</a> <a href="#">Resignation</a>
3.	[REDACTED]	DIRECTOR/SHAREHOLDER	<a href="#">Allot Shares</a> <a href="#">Forfeit Share</a> <a href="#">Update B.O.</a> <a href="#">Resignation</a>

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
No data				

Appointments [+ Appointment](#)

#	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

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+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	<a href="#">Allot Shares</a> <a href="#">Forfeited Shares</a>

**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"> <li>Type of influence: <b>NONE</b></li> <li>Rights to appoint/remove other directors: <b>NONE</b></li> <li>Total Ownership: <b>0%</b></li> <li>Direct Ownership: <b>0%</b></li> <li>Indirect Ownership: <b>0</b></li> <li>Direct Voting Rights: <b>0%</b></li> <li>Indirect Voting Rights: <b>0</b></li> </ul>	<ul style="list-style-type: none"> <li>Type of influence: <b>DIRECT</b></li> <li>Rights to appoint/remove other directors: <b>DIRECT</b></li> <li>Total Ownership: <b>100%</b></li> <li>Direct Ownership: <b>20%</b></li> <li>Indirect Ownership: <b>0</b></li> <li>Direct Voting Rights: <b>20%</b></li> <li>Indirect Voting Rights: <b>0</b></li> </ul>	<a href="#">✖</a> <a href="#">📄</a>
[REDACTED]	Director	<ul style="list-style-type: none"> <li>Type of influence: <b>NONE</b></li> <li>Rights to appoint/remove other directors: <b>NONE</b></li> <li>Total Ownership: <b>0%</b></li> <li>Direct Ownership: <b>0%</b></li> <li>Indirect Ownership: <b>0</b></li> <li>Direct Voting Rights: <b>0%</b></li> <li>Indirect Voting Rights: <b>0</b></li> </ul>	<ul style="list-style-type: none"> <li>Type of influence: <b>DIRECT</b></li> <li>Rights to appoint/remove other directors: <b>DIRECT</b></li> <li>Total Ownership: <b>0%</b></li> <li>Direct Ownership: <b>0%</b></li> <li>Indirect Ownership: <b>0</b></li> <li>Direct Voting Rights: <b>0%</b></li> <li>Indirect Voting Rights: <b>0</b></li> </ul>	<a href="#">✖</a> <a href="#">📄</a>
[REDACTED]	Director	<ul style="list-style-type: none"> <li>Type of influence: <b>NONE</b></li> <li>Rights to appoint/remove other directors: <b>NONE</b></li> <li>Total Ownership: <b>0%</b></li> <li>Direct Ownership: <b>0%</b></li> <li>Indirect Ownership: <b>0</b></li> <li>Direct Voting Rights: <b>0%</b></li> <li>Indirect Voting Rights: <b>0</b></li> </ul>	<ul style="list-style-type: none"> <li>Type of influence: <b>DIRECT</b></li> <li>Rights to appoint/remove other directors: <b>DIRECT</b></li> <li>Total Ownership: <b>0%</b></li> <li>Direct Ownership: <b>0%</b></li> <li>Indirect Ownership: <b>0</b></li> <li>Direct Voting Rights: <b>0%</b></li> <li>Indirect Voting Rights: <b>0</b></li> </ul>	<a href="#">✖</a> <a href="#">📄</a>

**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?

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Extension No. 37591

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/+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 displays the eBusiness portal interface. At the top, there is a navigation bar with 'eBusiness' and 'Home' on the left, and 'Maintain a Company' and 'Access Control' on the right. Below this is a secondary navigation bar with 'Business', 'Make Application', 'Application History', and 'Collateral Registry(MPSR)'. The main content area is titled 'Review your Application Details' and features a sidebar on the left for 'LO BUSINESS LIMITED'. The sidebar includes sections for 'Business Details', 'Statutory obligations', and 'Need Help?'. The main content area has a tabbed interface with 'Appointments' selected, showing a list with '-NONE-'. Below the tabs is a confirmation statement: 'I 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 confirmation 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.



Republic of Kenya

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,  
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