ONLINE BUSINESS REGISTRATION SYSTEM USER GUIDE

A. How to perform a Name Check

- 1. Type <u>https://obrs.ursb.go.ug</u> in your browser search address bar
- 2. Type the Name you would like to check in the "Name to Check" field
- 3. Click "Check" button at the end of the "Name to Check" field
- 4. Check the box in the recapture to confirm you are human
- 5. View list of returned names
- 6. Type the name to check in the "Name to Check" field above the displayed list to do a further name check

B. How To Create Account

- 1. Type <u>https://obrs.ursb.go.ug</u> in your browser search address bar
- 2. Click the "Create Account" button at the top right corner
- 3. Select your Nationality
 - a. If nationality selected is "Ugandan";
 - i. Enter your NIN
 - ii. Enter your contact details (email and phone number)
 - b. If nationality selected is not "Ugandan"
 - i. Select ID Type (Passport or Alien ID)
 - ii. Enter your "Passport No." if selected ID type is "Passport ID" or "Alien ID No." if selected ID type is "Alien ID"
 - iii. Enter your "Name"
 - iv. Select your "Gender"
 - v. Enter your contact details (email and phone number)
 - vi. Attach a scanned copy of your "Identity Document"
- 4. Check box to agree to our "Terms and Conditions"
- 5. Click the "Register" button
- 6. An email with a link to verify your email and phone number is sent to the email address provided above
- 7. Click the link to verify your email address
- 8. Enter OTP code sent through SMS to your phone to verify the phone number
- 9. Set password for the account
- 10. Log in to your account

C. How to Log into Your Account

- 1. Type <u>https://obrs.ursb.go.ug</u> in your browser search address bar
- 2. Click the "Login" button at the top right corner
- 3. Enter phone number associated to your account
- 4. Enter password set for the account
- 5. Click "Sign in" to log in to your account

D. How to Reserve a Name

- 1. Click "Start" from the left side menu
- 2. Click "Reserve Name"
- 3. Select "Entity Type" for entity under consideration for registration (Business Name, Company or Building Society)
- 4. Select the "Entity Category" if applicable for the selected entity type above
- 5. Enter preferred Entity Name under consideration for registration
- 6. Add alternative name options for the entity under consideration for registration
- 7. Select "Nature of Business"
- 8. Click "Save and Continue"
- 9. Preview captured "Entity Type" and "Sub Type"
- 10. Preview the "Name Options"
- 11. Click "Generate PRN' to generate PRN
- 12. Click "Choose payment method" to select preferred mode of payment
- 13. Make payment

E. How to Register a Business Name

- 1. Click "Start" from the left side menu
- 2. Click "Register/Apply Business Name"
- 3. Identify a reserved name to be registered from the pop-up window
- 4. Click the "Register" button alongside the identified reserved name
- 5. Enter the particulars of the business name (date of commencement, business address, official contacts, and partner details)
- 6. Check box to agree to the statutory declaration
- 7. Click the "Save and Continue" button to proceed to the next step
- 8. For a Limited Liability Partnership, enter particulars of the Liability in form 6
- 9. Preview the details captured in the forms included in the application
- 10. Download, Sign and Upload forms included in the application
- 11. Add other required attachments
- 12. Click "Save and Continue" to submit the application

F. How to Incorporate a local Company

- 1. Click "Start" from the left side menu
- 2. Click "Incorporate Company"
- 3. Identify a reserved name to be incorporated as a company from the pop-up window
- 4. Click the "Register" button alongside the identified reserved name
- 5. Check box against optional forms to be submitted together with the mandatory forms in the application
- 6. Click the "Continue" button to proceed to the next page
- 7. Enter particulars of Form S18 (company physical address, proposed share capital and subscribers of the company)

- 8. Enter particulars of Form A1 (total number of shares, share classification and respective value)
- 9. Enter particulars of the Memorandum of Articles of Association Mem Arts
- 10. Enter particulars of any other selected option form
- 11. Enter particulars of directors in Form 20
- 12. Enter "Official Company Contact Details"
- 13. Preview the details captured in the forms included in the application
- 14. Download, Sign and Upload forms included in the application
- 15. Add other required attachments
- 16. Make "Payment" and "Submit" application for processing by URSB

G. How to Incorporate a Foreign Company

- 1. Click "Start" from the left side menu
- 2. Click "Register/Apply Foreign Company"
- 3. Enter particulars of Form 24 (Name of Company, Company Number, Date of Incorporation, Address in Country of Incorporation, Particulars of Directors and Particulars of Secretary)
- 4. Enter particulars of Form 25 (Representatives)
- 5. Enter particulars of Form 26 (Physical Address of the company and Country the company was incorporated in)
- 6. Add particulars of Form 13 (charges of the company)
- 7. Enter the "Official Company Contact Details" (email and phone number)
- 8. Preview the details captured in the forms included in the application
- 9. Download, Sign and Upload forms included in the application
- 10. Add other required attachments
- 11. Make "Payment" and "Submit" the application to register foreign company

H. How to Incorporate a local Building Society

- 1. Click "Start" from the left side menu
- 2. Click "Incorporate Building Society"
- 3. Identify a reserved name to be incorporated as a building society from the pop-up window
- 4. Click the "Register" button alongside the identified reserved name
- 5. Enter particulars of BS 1 (Initial General Meeting Date and Meeting Place Address Details)
- 6. Add "Members" of the building society (the minimum is seven)
- 7. Enter the "Official Contact Details" of the building society
- 8. Preview the details captured in the forms included in the application
- 9. Download, Sign and Upload the forms included in the application
- 10. Add other required attachments
- 11. Make "Payment" and "Submit" the application to incorporate building society

I. How to Incorporate a foreign Building Society

J. How to Search Company Record

- 1. Login to your individual account
- 2. Click on "Search and Certification" from the left side menu
- 3. Enter BRN of the company whose record you intend to search
- 4. Make payment (Summary Information about the company is displayed)
- 5. Click "Download Search Report" to view a detailed report
- 6. Click "Download" to have the report downloaded to your local storage

K. How to Certify Company Documents

- 1. Login to your individual account
- Search company record (A list of documents is returned)
- 3. Identify a document you would want to certify
- 4. Click the "View" button alongside the document of interest to view document details
- 5. Select document(s) you would want to certify by checking box against the document(s)
- 6. Click "Certify" to have selected documents certified
- 7. Make payment (Document(s) will be processed and sent to your email)

L. How to register Legal Documents

1. Agreements

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify a legal document to register from a list of documents under "Agreements"
- v. Click "File" button against identified legal document to register
- vi. Enter subject matter
- vii. Select "Date of Execution"
- viii. Enter details of "Parties" to the agreement
- ix. Attach the "Agreement" to be registered
- x. Attach copy of company certificate for "Parties" to the agreement who are corporate entities
- xi. Attach copy of Identification document for "Parties" to the agreement" who are individuals
- xii. Make Payments
- xiii. Submit application for processing by URSB
- 2. Guarantees
 - i. Login to your individual account

- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify a legal document to register from a list of documents under "Guarantees"
- v. Click "File" button against identified legal document to register
- vi. Enter subject matter
- vii. Select "Date of Agreement"
- viii. Enter details of "Guarantor"
- ix. Enter details of "Beneficiary"
- x. Enter details of the "Guaranteed"
- xi. Attach the legal document to be registered
- xii. Attach certificate of registration for guarantor/beneficiary/guaranteed who is a corporate entity
- xiii. Attach identification document for guarantor/beneficiary/guaranteed who is an individual
- xiv. Make Payments
- xv. Submit application for processing by URSB team
- 3. Powers of Attorney
 - i. Login to your individual account
 - ii. Click "Start" from the left side menu
 - iii. Click "Register Legal Document"
 - iv. Identify "Powers of Attorney" from the list of legal documents
 - v. Click "File" button against "Powers of Attorney" legal document
 - vi. Enter subject matter
 - vii. Select "Date of Execution"
 - viii. Select "Type" of "Powers of Attorney": "Revocable" and "Irrevocable"
 - ix. Enter details of Donor and Donee
 - x. Attach the "Powers of Attorney" to be registered
 - xi. Attach Identification document for Donor and Donee
 - xii. Make Payments
 - xiii. Submit application for processing by URSB
- 4. Affidavits
 - i. Login to your individual account
 - ii. Click "Start" from the left side menu
 - iii. Click "Register Legal Document"
 - iv. Identify "Affidavit" from the list of legal documents
 - v. Click "File" button corresponding to the "Affidavit" legal document
 - vi. Enter subject matter
 - vii. Enter "Date of Swearing"
 - viii. Enter details of Affiant
 - ix. Attach copy of Affidavit
 - x. Attach copy of Identification Document of Affiant

- xi. Make Payments
- xii. Submit document for processing by URSB
- 5. Statutory Declaration
 - i. Login to your individual account
 - ii. Click "Start" from the left side menu
 - iii. Click "Register Legal Document"
 - iv. Identify "Statutory Declaration" from the list of legal documents
 - v. Click "File" button corresponding to "Statutory Declaration" legal document
 - vi. Enter subject matter
 - vii. Enter "Date of Swearing/Date of Declaration"
 - viii. Enter details of Declarant
 - ix. Attach copy of Statutory Declaration
 - x. Attach copy of Identification Document of Declarant
 - xi. Make Payments
 - xii. Submit document for processing by URSB
- 6. Debenture
 - i. Login to your individual account
 - ii. Click "Start" from the left side menu
 - iii. Click "Register Legal Document"
 - iv. Identify "Debenture" from the list of legal documents
 - v. Click "File" button against "Debenture" legal document
 - vi. Enter subject matter
 - vii. Select "Date of Execution"
 - viii. Enter details of Borrower(s)
 - ix. Enter details of Lender(s)
 - x. Attach copy of the Debenture
 - xi. Attach copy of certificates for Borrower and Lender
 - xii. Make Payments
 - xiii. Submit document for processing by URSB
- 7. Constitution
 - i. Login to your individual account
 - ii. Click "Start" from the left side menu
 - iii. Click "Register Legal Document"
 - iv. Identify "Constitution" from the list of legal documents
 - v. Click "File" button corresponding to "Constitution" legal document
 - vi. Enter "Name of Association"
 - vii. Enter "Main Objective" of the Constitution
 - viii. Enter "Date of Execution"
 - ix. Enter details of Member(s)
 - x. Attach copy of the "Constitution"

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

- viii. Add Creditor and their details
- ix. Attach and upload the demand promissory note
- x. Attach and upload copy of Identification documents of borrower and creditor who are individuals. For corporate entity attach copy of certificate
- xi. Make Payments
- xii. Submit document for processing by URSB
- 11. Report of Directors
 - i. Login to your individual account
 - ii. Click "Start" from the left side menu
 - iii. Click "Register Legal Document"
 - iv. Identify "Report of Directors" from the list of legal documents
 - v. Click "File" button corresponding to "Report of Directors" legal document
 - vi. Enter "Subject Matter", "Date of Execution"
 - vii. Enter details for the entity whose directors' report is to be registered
 - viii. Add Executioners and their details
 - ix. Attach and upload the Report
 - x. Attach and upload copy of certificate of the entity
 - xi. Attach copy of Identification documents of directors who are individuals. For corporate entity attach copy of certificate
 - xii. Make Payments
 - xiii. Submit document for processing by URSB
- 12. Resolution as a Document
 - i. Login to your individual account
 - ii. Click "Start" from the left side menu
 - iii. Click "Register Legal Document"
 - iv. Identify "Resolution as a Document" from the list of legal documents
 - v. Click "File" button corresponding to "Resolution as a Document" legal document
 - vi. Enter "Subject Matter", "Date of Agreement"
 - vii. Add Parties to the resolution
 - viii. Attach and upload the Resolution to be registered
 - ix. Attach and upload copy of certificate of the entity that are party to the Resolution
 - x. Make Payments
 - xi. Submit document for processing by URSB
- 13. Loan Facility Letter
 - i. Login to your individual account
 - ii. Click "Start" from the left side menu
 - iii. Click "Register Legal Document"
 - iv. Identify "Loan Facility Letter" from the list of legal documents
 - v. Click "File" button corresponding to "Loan Facility Letter" legal document

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

14. Minutes

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

15. Spousal Consent

- i. Login to your individual account
- ii. Click "Start" from the left side menu
- iii. Click "Register Legal Document"
- iv. Identify "Spousal Consent" from the list of legal documents
- v. Click "File" button corresponding to "Spousal Consent" legal document
- vi. Enter "Subject Matter" and "Date of Consent" and "Description"
- vii. Add "Consenting Person" details
- viii. Add "Mortgagee/Seller" details
- ix. Add "Mortgagor/Buyer" details
- x. Attach and upload the "Spousal Consent" to be registered
- xi. Attach and upload copy of Identification document for Consenting Person
- xii. Attach and upload copy of Identification documents for Mortgagee/Seller and Mortgagor/Buyer who are individuals and a certificate for corporate entities
- xiii. Make Payments
- xiv. Submit document for processing by URSB
- 16. Deed of Trust
 - i. Login to your individual account
 - ii. Click "Start" from the left side menu
 - iii. Click "Register Legal Document"

- iv. Identify "Deed of Trust" from the list of legal documents
- v. Click "File" button corresponding to "Deed of Trust" legal document
- vi. Enter "Subject Matter" and "Date of Agreement"
- vii. Add Assigner(s) and their details
- viii. Add Assignee(s) and their details
- ix. Attach and upload the "Deed of Trust" to be registered
- x. Attach and upload copy of Identification documents for Assigner(s) and Assignee(s) who are individuals and a certificate for corporate entities
- xi. Make Payments
- xii. Submit document for processing by URSB

M. Continuous Filing

- 1. How to file a General Resolution
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Resolutions"
 - iv. Click "Resolution (Generic)" under the "General" label
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - vii. Enter summary of the resolution
 - viii. Save the summary of resolution
 - ix. Add "Signatories" to the resolution
 - x. Attach signed copy of resolution
 - xi. Make payment to have resolution filing submitted for processing
- 2. How to file Charges
 - i. Form 13 (Single Charge)
 - a. Login to Company Business Account
 - b. Click "Start" from the left side menu
 - c. Click "Charges"
 - d. Click "Form 13 (Single Charge)"
 - e. Click the "Continue" button
 - f. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - g. Fill for 13
 - Select Name of Charge (Mortgage, Debenture, Further Charges, Others specify it)
 - Enter details of the charge specified above
 - Add details of Entity entitled to the charge

- h. Add "Signatories" to the filing of the charge
- i. Preview the details captured in Company Form 13
- j. Download, Sign and Upload signed copy of Company Form 13
- k. Attach and upload signed copy of resolution to file charge
- I. Attach and upload deed evidencing instrument of the charge
- m. Make payments to have filing of charge submitted to URSB for processing
- ii. Form 14 (Multiple Charges) Use the form to file multiple charges
- iii. Form 15 (Company Property Charges)
 - a. Login to Company Business Account
 - b. Click "Start" from the left side menu
 - c. Click "Charges"
 - d. Click "Form 15 (Company Property Charges)"
 - e. Click the "Continue" button
 - f. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - g. Fill for 15
 - Select Name of Charge (Mortgage, Debenture, Further Charges, Others specify it)
 - Enter details of the charge specified above
 - Add details of Entity entitled to the charge
 - h. Add "Signatories" to the filing of the charge
 - i. Preview the details captured in Company Form 15
 - j. Download, Sign and Upload signed copy of Company Form 15
 - k. Attach and upload signed copy of resolution to file charge
 - I. Attach and upload deed evidencing instrument of the charge
 - m. Make payments to have filing of charge submitted to URSB for processing
- 3. How to file Form 18
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Form 18 (Company Address)"
 - v. Click the "Continue" button
 - vi. Enter "Physical Address" details of the company
 - vii. Preview the details captured for Form 18
 - viii. Download, Sign and Upload signed copy of Form 18
 - ix. Make payments to have Form 18 filing submitted to URSB for processing

- 4. How to file Form 20
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Form 20 (Directors and Secretary)"
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - vii. Select the "Effective Date of Appointment"
 - viii. Add Directors and their details
 - ix. Add Secretary and their details
 - x. Add "Signatories" to the filing of Form 20
 - xi. Preview the details captured for Form 20
 - xii. Download, Sign and Upload signed copy of Form 20
 - xiii. Attach signed copy for resolution to file Form 20
 - xiv. Attach copy of Identification Documents of Directors and Secretary
 - xv. Make payments to have Form 20 filing submitted to URSB for processing
- 5. How to file Form 10 (Share Allotments)
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Form 10 (Share Allotments)"
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date and venue of meeting)
 - vii. Fill the shares allotment form (return period, allotment particulars)
 - viii. Add signatories to the resolution to allot shares
 - ix. Preview details captured on Form 10 (share allotments)
 - x. Download, Sign and Upload signed copy of Form 10
 - xi. Attach signed copy for resolution to file Form 10
 - xii. Make payments to have Form 10 filing submitted to URSB for processing
- 6. How to file Form 10 (Payment for Shares)
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Form 10 (Share Allotments)"
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date and venue of meeting)
 - vii. Fill the shares payment form (shareholders and amount paid for shares)
 - viii. Add signatories to the resolution for share payments

- ix. Preview details captured on Form 10 (payment for shares)
- x. Download, Sign and Upload signed copy of Form 10
- xi. Attach signed copy for resolution to file Form 10
- xii. Make payments to have Form 10 filing submitted to URSB for processing
- 7. How to file for Change of Address
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Change of Address"
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - vii. Edit "Physical Address" details of the company
 - viii. Click "Save Address" button
 - ix. Continue to next form (signatories)
 - x. Select "Signatories" to the resolution to change address of company
 - xi. Preview the details captured for Form 18
 - xii. Download, Sign and Upload signed copy of Form 18
 - xiii. Attach the resolution to change address
 - xiv. Make payments to have a "Change of Address" filing submitted to URSB for processing
- 8. How to file for Change of Directors
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Change of Directors"
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - vii. Select the "Effective Date of Appointment"
 - viii. To add a director, click "Add Director" and enter their details
 - ix. To delete a director, click "Delete Director"
 - x. Select "Signatories" to the resolution to change directors
 - xi. Preview the details captured for Form 20
 - xii. Download, Sign and Upload signed copy of Form 20
 - xiii. Attach copy of Identification Document of added directors
 - xiv. Make payments to have a "Change of Directors" filing submitted to URSB for processing
- 9. How to file for Change of a Company Secretary
 - i. Login to Company Business Account

- ii. Click "Start" from the left side menu
- iii. Click "Company Structural Changes"
- iv. Click on "Change a Company Secretary"
- v. Click the "Continue" button
- vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
- vii. Enter the "Effective Date of Appointment"
- viii. Add details of the new Secretary
- ix. Add "Signatories" to the resolution to change a company secretary
- x. Preview the details captured for Form 20
- xi. Download, Sign and Upload signed copy of Form 20
- xii. Attach copy of Identification Document of the added Secretary. Attach a copy of a certificate for corporate entities
- xiii. Make payments to have a "Change of a Company Secretary" filing submitted to URSB for processing
- 10. How to file for Change of Share Capital
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Change of Share Capital"
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - vii. Enter new share capital
 - viii. Add "Signatories" to the resolution to change share capital
 - ix. Preview the details captured in company Form 12
 - x. Download, Sign and Upload signed copy of company Form 12
 - xv. Attach signed copy of resolution to change share capital
 - xi. Make payments to have a "Change Share Capital" filing submitted to URSB for processing
- 11. How to file Change in Shareholding
 - a. Change in Shareholding by Transfer
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Change in Shareholding"
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - vii. Select "Transfer"

- viii. Enter particulars of share transfer (transferring shareholder, shareholder being transferred to and the amount of shares transferred)
- ix. Add "Signatories" to the resolution to transfer shares
- x. Preview the details returned in "Share transfer form 1" and "Share valuation report"
- xi. Download, Sign and Upload signed copy of share transfer form and the share valuation report
- xvi. Attach signed copy of resolution to transfer shares
- xii. Make payments to have a change in shareholding by transfer filing submitted to URSB for processing
- b. Change in Shareholding Surrender
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Change in Shareholding"
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - vii. Select "Surrender"
 - viii. Select Shareholder(s) whose shares are to be surrendered
 - ix. Enter and Save amount of Shares to surrender
 - x. Add "Signatories" to the resolution to surrender shares
 - xi. Attach and upload Resolution for surrender of shares
 - xii. Make payments

Change in shareholding by Surrender filing is submitted to URSB for processing

- c. Change in shareholding by Forfeiture
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Change in Shareholding"
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - vii. Select "Forfeit"
 - viii. Select Shareholder(s) who are forfeiting their shares
 - ix. Enter and Save amount of Shares to surrender
 - x. Enter "Tracking Number" of a resolution to call on shares
 - xi. Add "Signatories" to the resolution to forfeit shares
 - xii. Attach and upload a Statutory Declaration of Particulars of forfeiture
 - xiii. Attach and upload signed copy of Call on Shares Notice
 - xiv. Attach and upload signed copy of Resolution to forfeit shares

- xv. Make payments Change in shareholding by Forfeiture filing is submitted to URSB for processing
- d. Change in Shareholding by Transmission
 - i. Login to Company Business Account
 - ii. Click "Start" from the left side menu
 - iii. Click "Company Structural Changes"
 - iv. Click on "Change in Shareholding"
 - v. Click the "Continue" button
 - vi. Enter "Resolution Information" (company organ, resolution type, resolution subject, date of meeting, venue of meeting)
 - vii. Select "Transmission"
 - viii. Enter particulars of the share transmission (shareholder to transmit, administrator/executor/shareholder being transmitted to)
 - ix. Add "Signatories" to the resolution to transmit shares
 - x. Attach and upload resolution to transmit shares
 - Make payments
 A change in shareholding by transmission filing will be submitted to URSB for processing