



PUBLIC NOTICE

DATE: 26th March 2020

RE: UPDATED BUSINESS CONTINUITY PLAN FOR SERVICE DELIVERY AT BUSINESS REGISTRATION SERVICE FOLLOWING THE GOVERNMENT DIRECTIVES ON CONTROL OF THE SPREAD OF COVID-19

We refer to the above matter and the government directive and protocol encouraging government offices, business and companies to allow employees to work from home with the exception of employees working in critical or essential services in order to reduce the risk of transmission of COVID-19.

CRITICAL AND ESSENTIAL SERVICES

1. Please note that our online services are available with a minimal interruption in the turnaround time of service delivery taking into account that we have put in place skeleton staff working in rotation to support our operations during the period.
2. Our staff members will be at the registry to support the following services:
 - i. Registration of businesses;
 - ii. Support to facilitate investigative agencies;
 - iii. Registration of Debentures and Charges, Certified Copies. BRS has designated a drop off for documents at Sheria House **BRS Back Office**. Clients are advised to do the following:
 - i. Put all the documents in a sealed envelope

- ii. Undertake self-assessment and effect payment on **BRS PAYBILL NUMBER, 655650** for account name: write the type of service you are paying for. Where there is a discrepancy in the assessment, the same shall be communicated for reconciliation.
 - iii. Attach in a piece of paper the message confirming payment and indicate a contact number and email address.
 - iv. Drop the documents at the drop off point.
3. The documents that are received will be processed within two (2) working days and a notification message will be send once the documents are ready for collection. The documents shall be collected at a designated point at the Registry of Companies.
 4. The Official Receiver in Insolvency has skeleton staff in chambers to assist with enquiries relating to insolvency matters.
 5. For any other requests, you may email us as follows:

Name Search	namesearch.brs@ag.go.ke
Registration	registration.brs@ag.go.ke
Changes	changes.brs@ag.go.ke
Business Name Changes	bnchanges.brs@ag.go.ke
Charges and Debentures	debentures.brs@ag.go.ke
Link a business	linking.brs@ag.go.ke
Strike-off	strikeoff.brs@ag.go.ke
Official Search and CR 13	officialsearch.brs@ag.go.ke
Records	records.brs@ag.go.ke
Customer Care	customercare.brs@ag.go.ke
MPSR	mpsr.brs@ag.go.ke
Hire Purchase	hirepurchase.brs@ag.go.ke
Official Receiver	officialreceiver.brs@ag.go.ke

6. BRS continues to assure of its highest commitment to quality service delivery and support during the period.

KENNETH GATHUMA
DIRECTOR-GENERAL