

# HOW TO APPLY FOR AN OFFICIAL SEARCH (CR12)

## Step-by-Step Guide

**Login eCitizen & Select Business  
Registration Service (BRS)**

**1**

**Select make application & Choose Official  
Search (Formerly "Cr12") for Private  
Limited Companies**

**2**

**Key in the "Registration Name or  
Number" of the entity and Select the  
Company and click next**

**3**

If the Company verification status is "Verified", you will be required to key in your postal address and code, email and phone number.

**Click "Save and Continue" & Confirm by  
clicking "I hereby confirm that I have  
provided all the information as required  
by the Registrar in regard to this  
application""**

**4**

**Click finish to pay the applicable  
prerequisite fee of KES. 650**

**5**

### NB

**Before you perform an OFFICIAL SEARCH ("CR12") it is important to note the following,**

- The Official Search is a computer-generated certificate.
- Only Verified companies will generate an automated official search.
- The Official Search is addressed to the Individual or Business logged in and making the application.

**For support: Call us on 011 112 7000**