

HOW TO UPDATE BENEFICIAL OWNERSHIP INFORMATION

Step-by-Step Guide

1 Login the Directors or Director-shareholder account on www.ecitizen.go.ke and enter the username and password

2 Select Business Registration Service and click “view” on the company you want to make changes under “My Businesses”

3 Select “maintain a company”

4 Choose the beneficial owners’ option

5 Select change of particulars and click change of officials from the list of Directors

6 Select and update Beneficial Owner Information

7 Download BOF1 form, sign, scan and upload

This is a free service

NB

Please note that the percentage shareholding should be as captured by the system.

For support: Call us on 011 112 7000