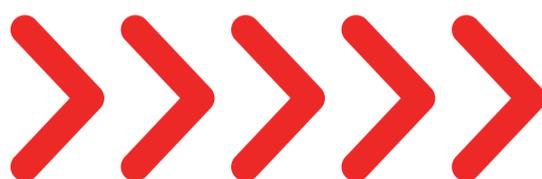
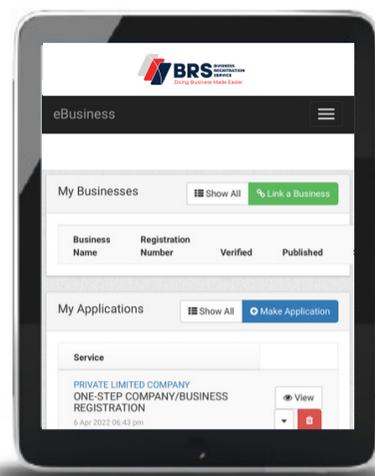


Attention Business Owners

Have you Linked your business on eCitizen?



Transforming **Service Delivery**



Or did you just see that tender advert, and the deadline for submission is fast-approaching, and you require an upto date “CR 12”?

Now, if you registered your business before 2017 and require the “CR 12” on the go, you need to login www.ecitizen.go.ke NOW and Link your business.

Link a Business is the process of capturing your manual company records to online. The process is a **free service** and has made obtaining the “CR 12” easier for linked businesses.

Link a Business Step-By-Step Guide

Step 1: Login the directors, director-shareholder or appointed company secretaries account on www.ecitizen.go.ke and enter the username and password.

Step 2: Select Business Registration Service and click "Link Business" where you will be prompted to enter the name or registration number of the business and click search.

Step 3: Select the business and click next, and you will see the **Edit Details** where you will be required to enter the business details, this includes Business Name, Registration Number, Registration Type and Registration Date. Click save and continue.

Step 4: Fill in details of the nature of business and enter the capacity.

Step 5: Fill in details of the registered office addresses and add all the information as required.

Step 6: Provide information on shares by adding the Share Category, number of shares and value of each share.

Step 7: Fill in details of all Directors/shareholders, personal details and the shares and Beneficial Ownership Information, then save and continue.

Step 8: Download the auto-generated Beneficial Ownership Information Form, sign, upload and submit the application for review.