

How to Submit, Download & Access Certified Copy of Records

PASSWORD PROTECTED



Choose Companies Registry Services



Welcome, Bernard, to the Business Registration Service

Select a registry to proceed

Companies Registry Services

The Registry is responsible for registering and maintaining a business entity throughout its life cycle in accordance with applicable laws in Kenya.

Proceed

Official Receiver in Insolvency Services

The office administers the Insolvency Act and supports businesses and persons undergoing financial distress

Proceed

Collateral Registry(MPSR)

The Registry is an online government notice-based register of security rights in movable property.

Proceed

Hire Purchase Registry

The Registry deals with licensing and supervising of Hire Purchase businesses.

Proceed

Under services, select Certified Copy of Records

02



INDIVIDUAL ACCOUNT

CITIZEN

- Home
- Authorized Person
- Company Secretary
- Business Registration Service

Need Help?

Business Registration Service
Customer Care

Call Us
+254 11 112 7000

Visit Us
17th Floor, 316 UpperHill Chambers,
2nd Ngong Avenue, Nairobi, Kenya
P. O. Box 30404-00100

Our Working hours
9:00am to 5:00pm,
Monday to Friday

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The Registry is responsible for registering and maintaining a business entity throughout its life cycle in accordance with applicable laws in Kenya.

CITIZEN

Make Application Businesses Corrections Application Transfers Application History

Services

Register different types of entities and get access to copies of records for companies and businesses as an individual.

Search	
Certified Copy Of Records	Apply
Change Of Registered Particulars Of Directors	Apply
Official Search (Lp/Llp)	Apply
Perusal	Apply
Private Limited Company	Apply
Public Limited Company	Apply
Registration Of A Business Name	Apply
Registration Of A Company Limited By Guarantee (Clg)	Apply
Registration Of A Foreign Company	Apply
Registration Of A Limited Liability Partnerships	Apply
Registration Of Limited Partnership	Apply

Click apply to continue

Choose your search criteria. This may be the company name or registration number

BRS BUSINESS REGISTRATION SERVICE
Making Business Made easier

Companies Registry Services

Last Login
Jun 17 2025 12:57 pm

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Certified Copy Of Records

search applicant

Search

Search Criteria *

Search by Entity Name

Search by Entity Registration Number

Search by Name *

Webster Enterprises Limited

Name	Registration Number	Type of Business	Status	Selected
WEBSTER ENTERPRISES LIMITED	CPR/201, [REDACTED]	private_limited	active	<input type="radio"/>

Once you search, the company will appear, click selected and choose the documents you require and provide a brief narration on the comment box provided as shown below

Individual Account

E. CITIZEN

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Certified Copy Of Records

all

SEARCH

Search Criteria *

- Search by Entity Name
- Search by Entity Registration Number

Search by Name *

Company/Business Name Search

Name	Registration Number	Type of Business	Status	Selected
ENTERPRISES LIMITED	CPI	private_limited	active	<input checked="" type="radio"/>

Company required documents *

- Certificate of Incorporation
- Certificate of change of name
- Memorandum and Articles of Association (CR3)
- Company registration Form / Particulars of Directors (CR1)
- Notice of Residential Address (CR8)
- Name search and reservation (CR14)
- Statement of nominal capital
- Statement of increase in nominal capital
- Notice of increase in nominal capital
- Notice of appointment of directors (CR6)
- Notice of change of director's particulars (CR7)
- Notice of cessation of office directors (CR9)
- Form of annual return (CR29)
- Notice of appointment of secretary (CR10)
- Notice of change of secretary's particulars (CR11)
- Notice of residential address or change
- Notice of change of name (CR15)
- Notice of special/ordinary resolution (CR19)
- Return of allotment (CR20)
- Other documents

Briefly Describe The Documents To Be Certified: (i.e. Please issue me with certified copies of FORM CR1, CR2, CR8...)

Please issue me with a copy of Certificate of Incorporation

Edit

APPLICANT

Address * Postal Code *

75 00200 - CITY SQUARE

Edit

Submit

Key in the applicant's information and click preview to confirm all the information is accurately captured.

The screenshot displays the BRS Business Registration Service interface. At the top left is the BRS logo with the tagline "Doing Business Made easier". The top right shows the user's profile as "CITIZEN" and the last login time "Jun 17 2025 12:57 pm". A navigation menu on the left includes "Home", "Authorized Person", "Company Secretary", and "Business Registration Service". A "Need Help?" section provides contact information for the Business Registration Service Customer Care, including a phone number (+254 11 112 7000) and an address (17th Floor, 316 UpperHill Chambers, 2nd Ngong Avenue, Nairobi, Kenya, P. O. Box 30404-00100). The main content area is titled "Certified Copy Of Records | CC-YMJ1YW8B" and features a form with tabs for "search" and "applicant". The "applicant" tab is active, showing a "Disclaimer" and several input fields: "Full Name" (with "BI" entered), "Phone Number" (+25471), "Email", "Address" (with "7" entered), and "Postal Code" (with "00200 - CITY SQUARE" selected). A red arrow points to the "Preview" button at the bottom of the form.

Click submit and wait for your application to be assessed.

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INDIVIDUAL ACCOUNT

CITIZEN

Home

Authorized Person

Company Secretary

Business Registration Service

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Certified Copy Of Records

all

SEARCH

Search Criteria *

Search by Entity Name

Search by Entity Registration Number

Search by Name *

Company/Business Name

Name	Registration Number	Type of Business	Status	Selected
ENTERPRISES LIMITED	CPR/	private_limited	active	<input checked="" type="radio"/>

Company required documents *

Certificate of Incorporation

Certificate of change of name

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Please issue me with a copy of Certificate of Incorporation

Edit

APPLICANT

Address *

Postal Code *

Edit

You will receive SMS requesting you to login and pay the assessed requisite amount for the application to be processed. To locate the application made, check under “Applications History” and click on “Pay” to make payment.

NB: In the event the requested for documents are not available, you will first receive a correction indicating so. If the same application is resubmitted from corrections without amendments, the application will be rejected with “File cannot be found” message.

Once the application is processed.

1. Login brsv2.eCitizen.go.ke
2. Choose Companies Registry Services
3. Select Application History

BRS BUSINESS REGISTRATION SERVICE
Doing Business Made easier

Companies Registry Services

Last Login
Jun 17 2025 12:57 pm

INDIVIDUAL ACCOUNT
Bernard Otiego

Bernard Otiego
CITIZEN

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Bernard Otiego
CITIZEN

Make Application Businesses Corrections Application Transfers **Application History**

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Registration Of A Foreign Company	Apply	Registration Of A Limited Liability Partnerships	Apply
Registration Of Limited Partnership	Apply		

Check the reference number of your application and click view as shown below;

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Doing Business Made easier

Companies Registry Services

Last Login
Jun 17 2025 12:57 pm

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Applications

View the status and progress of your application, and access the outputs from here.

Enter Application Number to Search... Search

Application	Status	Submitted by	Action
CC- Certified Copy Of Records	• Draft	Jun 18, 2025. 6:57 am	View
BN- Registration Of A Business Name	• Registered	Nov 08, 2024. 9:28 am	View
CC- Certified Copy Of Records	• Approval	Oct 08, 2024. 6:26 am	View
PRS- Perusal	• Rejected: apply for an official search.	Jul 06, 2023. 9:54 am	View
BN- Registration Of A Business Name	• Draft	Jun 22, 2023. 12:55 pm	View
BN- Registration Of A Business Name	• Draft	Jun 20, 2023. 12:25 pm	View

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You will find your certified document and click the download button.

The screenshot displays a web application interface with the following sections:

- Customer Details:** Includes a profile icon, company name (R. [redacted] Limited), and fields for Email and Phone.
- Downloads:** A table with one entry: "Certified Document" dated "16 Jun 2025". A red circle highlights the entry, and another red circle highlights a download icon (a square with a circular arrow) to its right. A red arrow points from the download icon to the text "Your receipt will also be here".
- Stage Actions:** A section with a redacted area.
- Navigation Tabs:** Details, Comments, Corrections, Audit Trail, Commands, Stages, Ledger, Transfers, Callbacks.
- Application Summary:** A table with the following data:

Service	Ref No.	Created On	Submitted on
certified copy of records	[redacted]	May 12 2025 10:30 am	May 12 2025 10:31 am
Last Updated On	Stage	Created by	
Jun 16 2025 10:36 am	Processed	[redacted] Limited	

NB: If you are submitting the Certified Copy to a Government institution or Financial Institution please ensure that you provide the password to access the document.

When you open the document, the forwarding letter as shown below will pop-up and you will be required to scan the QR Code that is password protected to access the certified document.

 **BRS** BUSINESS REGISTRATION SERVICE
Doing Business Made Easier

OUR REF: CC-15

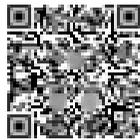
16th
June
2025

F AFRICA
LIMITED
P.o Box , 00100 - G.P.O NAIROBI

Dear Sir/Madam,

RE:

We wish to inform you that your application for certified copies has been successfully processed. You may verify the documents on the BRS platform through scanning the QR code below.




JOSHUA NIANG
FOR: REGISTRAR OF COMPANIES

Disclaimer:

These certified copies contain personally identifiable information (PI) disclosed by the Business Registration Service (BRS) in compliance with its statutory obligations under the Companies Act and in the exercise of its official authority. This information is provided solely for the purpose for which it was requested. Any further processing, use, or disclosure that is incompatible with the original purpose is prohibited and may constitute a breach of the Data Protection Act, 2019.

 BUSINESS REGISTRATION SERVICE (BRS)
17th Floor, 200th Street, 19th Chambers, 3rd Ngong Avenue, Nairobi, Kenya
Email: brs@birs.go.ke | www.birs.go.ke

