

STEP BY STEP GUIDE

CHANGE OF PARTICULARS ON BRS VERSION II

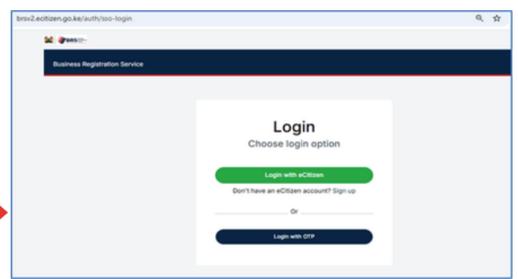
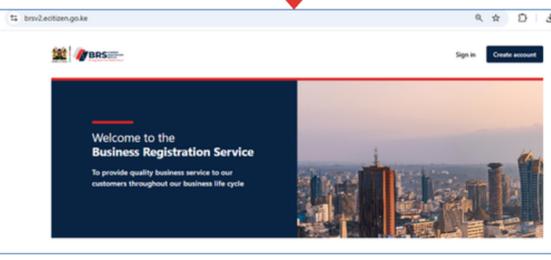
01. Login BRS Version II

Choose your preferred browser and go to <https://brsv2.ecitizen.go.ke>

Click Sign in and log in using your eCitizen account (you should have an e-Citizen account)

02. eCitizen

The login page will have two options (Login with eCitizen or Login with OTP), allowing you to select your preferred option to log in.



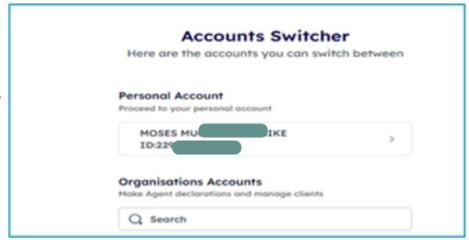
03. Login page

Enter your login details (Email or ID Number and password). Once you click on sign in button, on the next display page will be required to choose your preferred OTP verification option, either email or phone. Enter the OTP code.

04. OTP Authentication

On the next page click on Personal Account to proceed.

05. Accounts Switcher

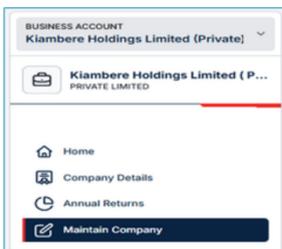


Select the Company Registry Services Option and Click Proceed Button.

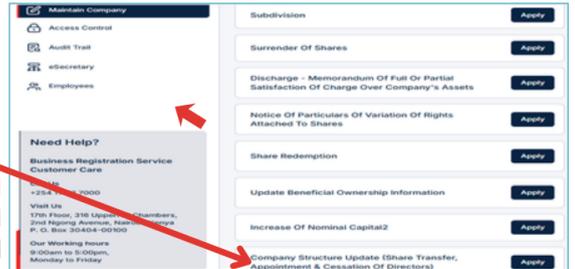
06. COMPANIES REGISTRY

07. Select Business

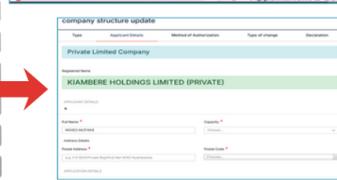
Select the company you would like to make changes. You can either click on individual account to see the list of companies and businesses you have registered or you can click on business button to search the business.



08. INITIATING APPLICATION



09. Company Structure Update



After Selecting your business / company choose "Maintain Company". Select Company Structure Update Service to initiate the application. Click Apply.

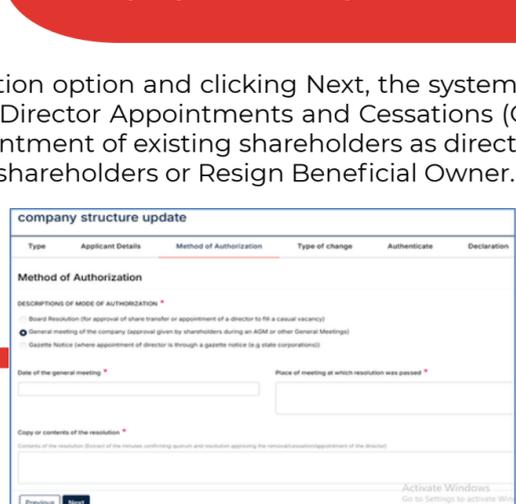
Click next button to enter the applicant's details.



10. Method of Authorization

Select Method of Authorization

11. Company Structure Update



Option One

Board Resolution: Upon selecting Board Resolution option and clicking Next, the system will display "Select the Change you wish to process" Director Appointments and Cessations (Only for appointment/cessation of directors and appointment of existing shareholders as directors), Share Transfer to new and existing directors and shareholders or Resign Beneficial Owner.

Option Two

General meeting of the Company: Upon selecting the General Meeting of the Company option, you will be required to enter the details of the Ordinary or Special Resolution, as shown alongside. Then after clicking next button you will be able to select the change you wish to make

Option Three

Gazette Notice: After selecting the Gazette Notice option and clicking the Next button, the system will display the page shown alongside. Then you will select the change you wish to make

Note:

Once you reach the page where you are required to select the change you wish to make, please note the following:

- You may select one option at a time.
- You may select two options simultaneously.
- You may select up to three options at once.

Click the Next button to proceed.

APPOINTMENT & CESSATION

- Appoint a new director.
- Cease a director.
- Appoint an existing shareholder as a director/shareholder.

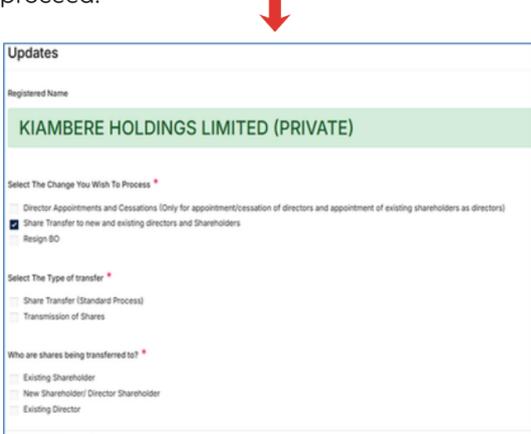
After making the appropriate changes, click the Next button to proceed.

12. SHARE TRANSFER CHANGES

To transfer shares to any of the following:

- An existing shareholder
- A new shareholder or director/shareholder
- An existing director

Select "Share Transfer to New and Existing Directors and Shareholders," as shown to proceed.



Type	Applicant Details	Method of Authorization	Type of change	Appointment and cessations	Supporting Documents	Declaration
Appointment and cessations						
Add New Director *						
No						
Select the official you wish to cease (Director)						
Designation	Name	Notice of change	ID Type			
Director	KANTABEN MOHANLAL UMRADIA	No	Foreigner	Cease as director		
Director	DINESHCHANDRA M OMRADIA MOHANLAL	No	Kenyan Citizen	Cease as director		
Director	FOREIGN D NIER	No	Foreigner	Cease as director		
Director shareholder	BEATRICE WANGUI KAGWI	No	Kenyan Citizen	Cease as director		
Director	SHEM PKUKAT CHELELE	No	Kenyan Citizen	Cease as director		
Appoint existing shareholder to director shareholder *						
No						
Existing Shareholders *						
Name	Current Designation	New Designation	Appoint			
OBRAIN SUPER MOTORS LIMITED ok	Shareholder	No	Appoint as director			
ZACHARIA WINTHAKA MWANGI	Shareholder	No	Appoint as director			
MOGES MUCHIRA MUTHIKE	Shareholder	No	Appoint as director			

For more information



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