



HOW TO CONSENT

STEP BY STEP GUIDE



Introduction

If you submit an application to resign or be appointed as a director, or to transfer shares, you will receive a One-Time Passcode (OTP) to verify the authenticity of the transaction.

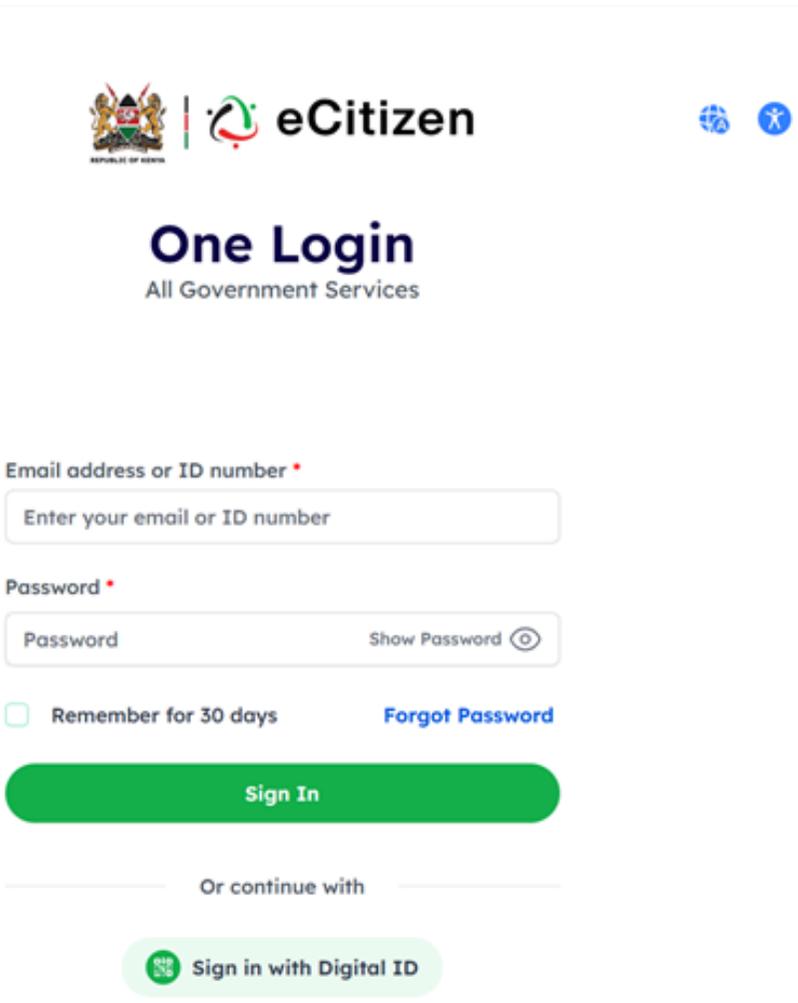
The OTP will be sent to both your registered phone number and email address, as provided to the Registrar of Companies during registration or through any subsequent updates.

The verification or consent process requires you to have an eCitizen account. Once you receive the OTP on your phone or email, log in to your account at brsv2.ecitizen.go.ke and navigate to the Companies Registry landing page by following the steps outlined in this user guide.

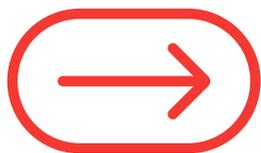
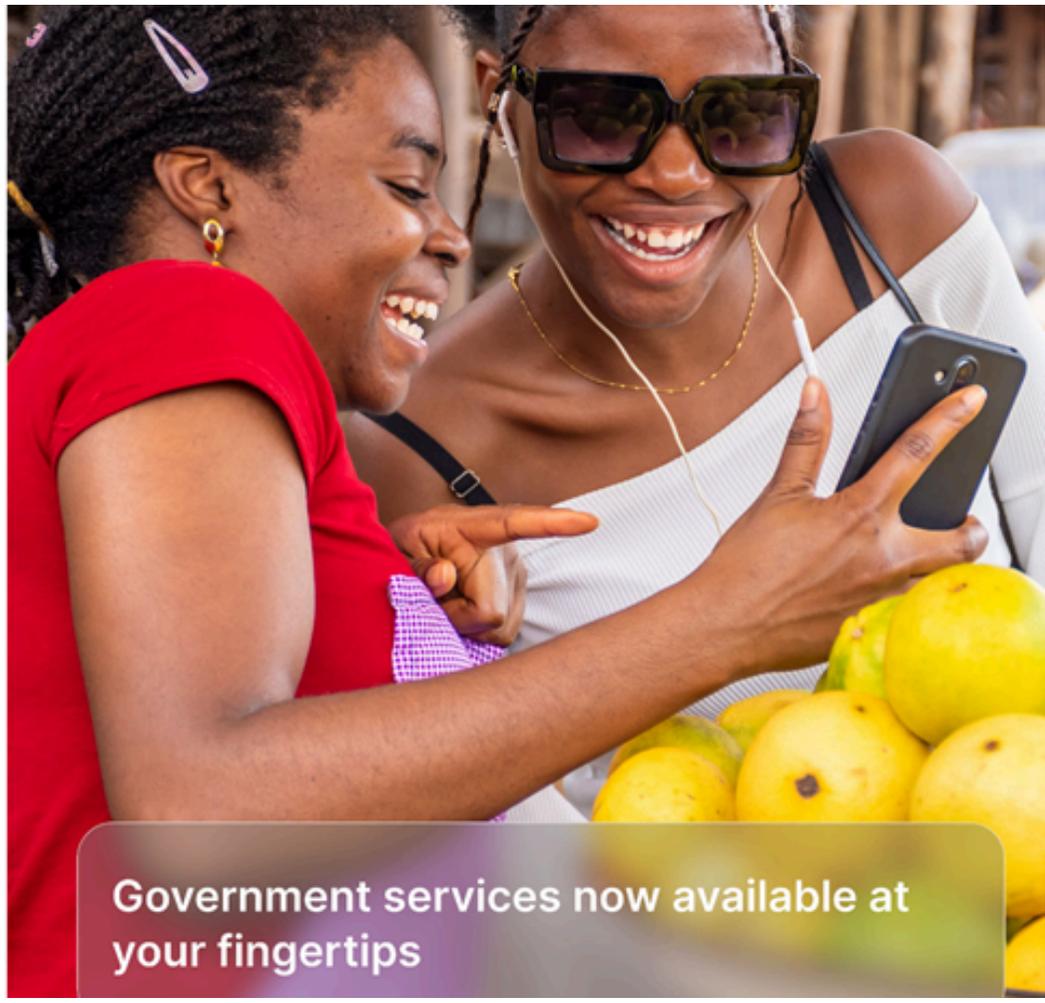


Disclaimer: You must have access to the phone number and email address registered with the Registrar of Companies, as provided during registration or through any subsequent updates. Please also ensure that your phone number is enabled to receive promotional messages to facilitate receipt of the One-Time Passcode (OTP).

Log in to your account at brsv2.ecitizen.go.ke



The screenshot shows the eCitizen login interface. At the top left is the Kenyan coat of arms and the text 'eCitizen'. Below this is the heading 'One Login' and the subtitle 'All Government Services'. The login form includes a text input for 'Email address or ID number', a password input with a 'Show Password' toggle, a 'Remember for 30 days' checkbox, and a 'Forgot Password' link. A green 'Sign In' button is positioned below the form. At the bottom, there is a section for 'Or continue with' featuring a 'Sign in with Digital ID' button.



Select whether you want the Log In OTP to be sent to your email or phone number

OTP Verification

All Government Services

Select where you would like to receive a verification code

 Send code to my email
@gmail.com

 Send code to my phone
+254

Back

03

Proceed to on the account switcher page and select personal account

Accounts Switcher

Here are the accounts you can switch between

Personal Account

Proceed to your personal account

ID: >

Organisations Accounts

Make Agent declarations and manage clients

Search

 BN- >

 PVT- LIMITED >



Select 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.

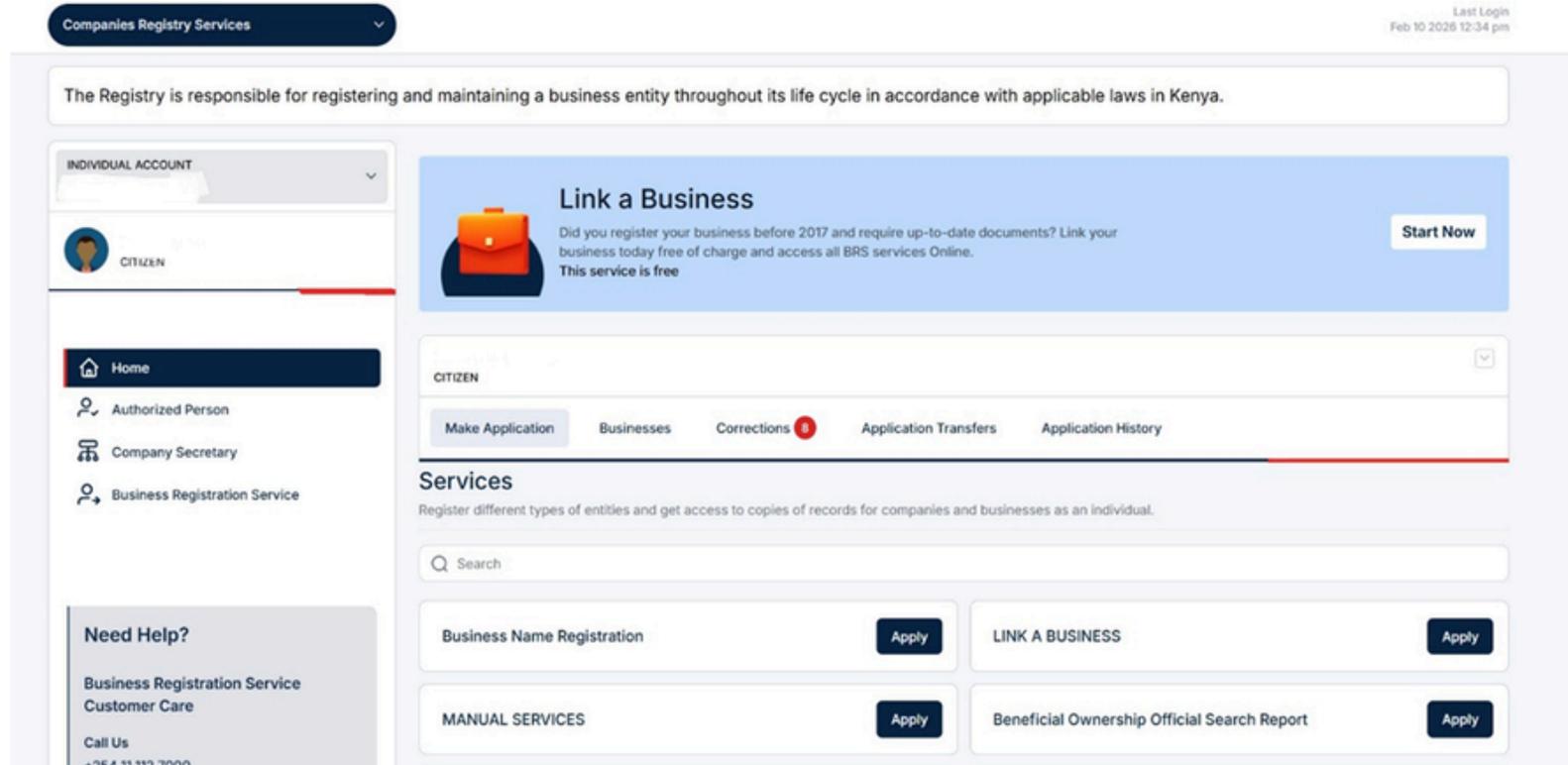
Proceed

Hire Purchase Registry

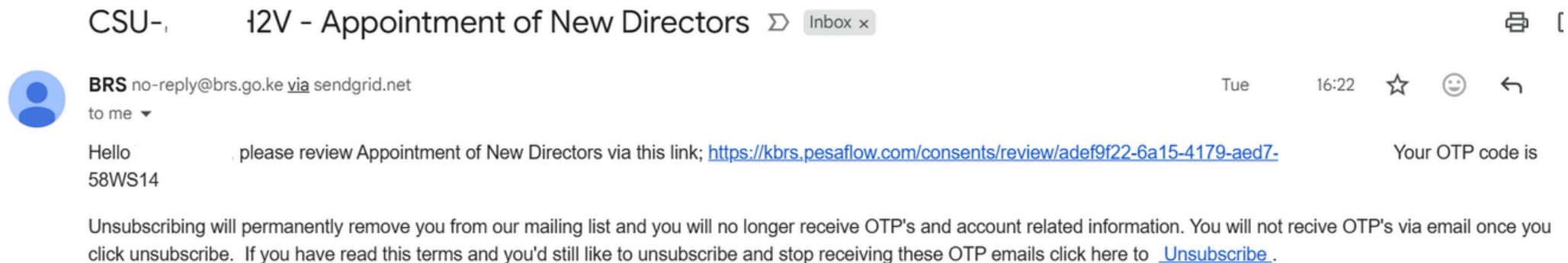
The Registry deals with licensing and supervising of Hire Purchase businesses.

Proceed

The process will direct you to a landing page, as shown below:



While on the above page, retrieve the message sent to your phone or email and click on the provided link. If you are unable to locate the message in your inbox, please check your spam or junk folder. The message should appear as shown below:



The link will direct you to the consent page, which displays the company details and a summary of the transaction in question. The page also provides instructions on how to submit your consent.

You will be required to respond by typing either 'Approved' if you consent, or 'Declined' if you do not consent to the transaction. Please note that the response must be entered exactly as stated, as the system will not accept any variation.

You will also be required to enter the OTP sent to you via email or SMS.

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

Business Registration Service Hi [REDACTED]

About this consent

Requested By	Requested At	Application Number	Entity Number	Entity Name
[REDACTED]	[REDACTED]	CSU-[REDACTED]	[REDACTED]	[REDACTED] LIMITED

Overview

[REDACTED] LIMITED ([REDACTED])
Approval is required for resignation of the following directors;
[REDACTED]

Approve / Decline

To respond to this consent, enter the OTP code you received via SMS/Email, then type 'approved' or 'declined' (without quotes) in the Response field. You can also add a comment in the Remarks field, for example, if you decline and feel the need to explain why.

OTP

Enter OTP code received on email

Your response

Type 'approved' or 'declined'

Remarks

Optional

If you select **'Declined'**, the application will not proceed and will be marked as declined. You may also provide additional information explaining your decision, for example, if you were not aware of the transaction or the proposed change.

If you select **'Approved'**, the application will be automatically approved, provided there are no outstanding consents required from other parties. No further action is required from you or with BRS once all pending consents have been actioned.

Upon giving consent, the consent page will appear as shown below:

Business Registration Service Dashboard Admin Sign Out

HI ZACHARIA WAITHAKA MWANGI

Appointment of New Directors

You approved

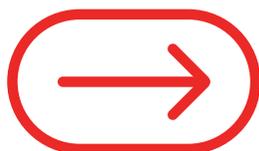
Approved At	Approved By	Remarks
4:23 pm		

About this consent

Requested By	Requested At	Application Number	Entity Number	Entity Name
	4:22 pm	CSU-		LIMITED

Overview

LIMITED ()
Approval is required for appointment of the following directors;



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NEED SUPPORT?



011 112 7000