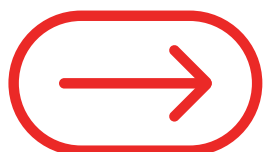




CESSATION & CONVERSION OF BUSINESS NAME

STEP BY STEP GUIDE



Introduction

Did you know that you can cease and close a Business Name if it is dormant or no longer trading? Proprietor(s) may apply to close a Business Name when they decide not to continue operating the business. Alternatively, a Business Name can be ceased and converted into a Private Limited Company, a Limited Liability Partnership, or a Public Limited Company.

To cease a Business Name, visit <https://brsv2.ecitizen.go.ke/> and log in using your individual account (not the business account).

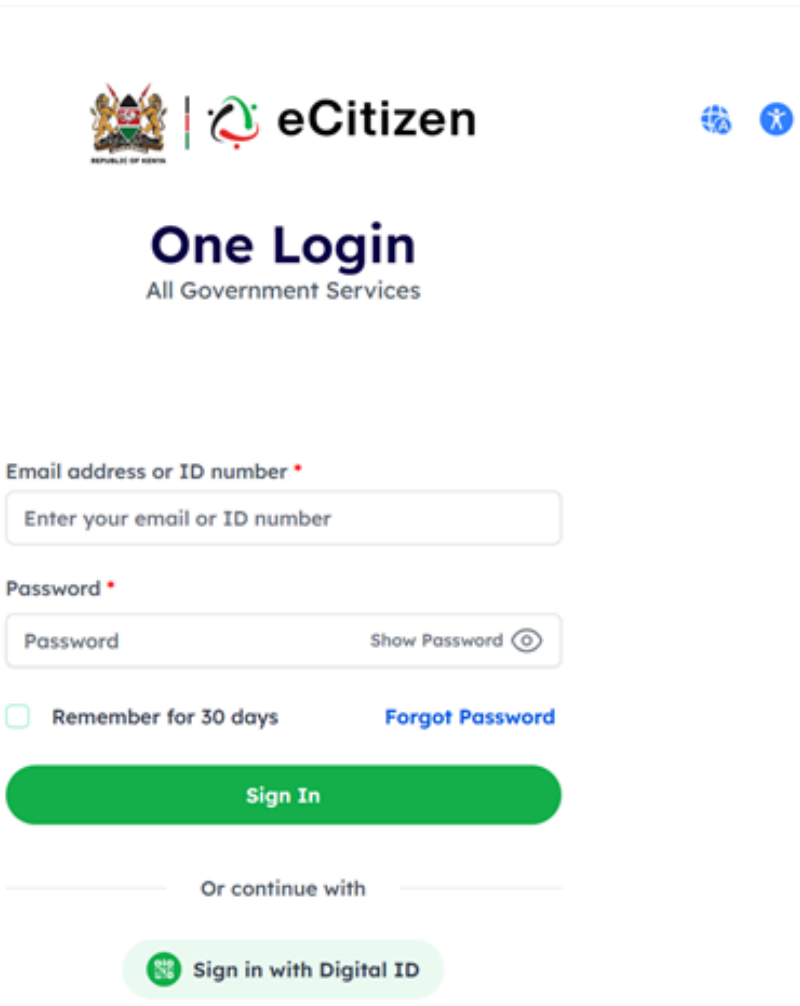
Once logged in, navigate to the “Businesses” section and select the business you wish to cease. Click on the “Maintain” option, then choose “Cessation of Business Name.”

Next, select the type of cessation, either closure or conversion. Proceed to download and print Form BN 6, sign it where required, then scan and upload the signed form. Pay the prescribed fee of KES 250 and submit the application for review.

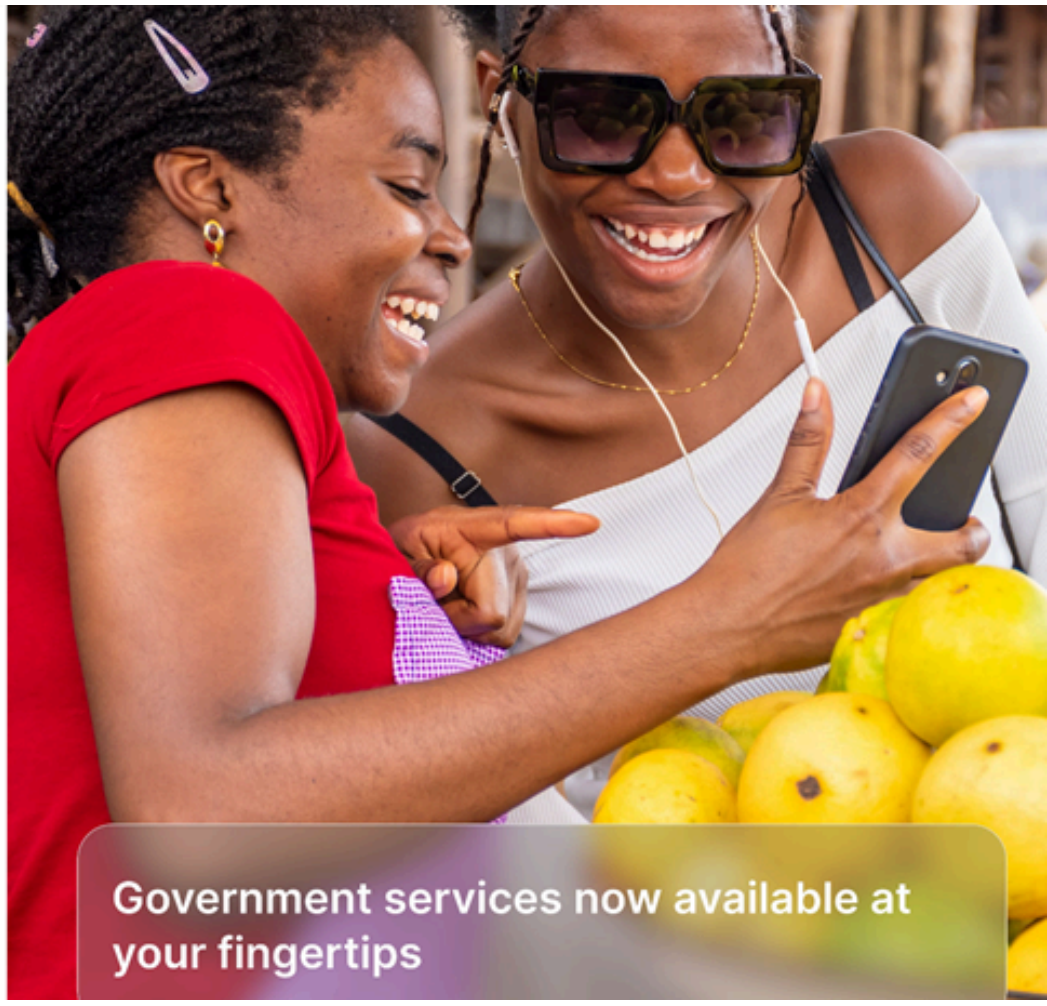


If you select conversion, once the application is approved, access the Business Name and proceed with submitting application for the change type. This can be conversion to Private Limited company, Limited Liability Partnership or Public Limited Company.

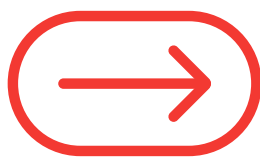
Log in to your account at brsv2.ecitizen.go.ke



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 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.



Government services now available at your fingertips





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

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:

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

Companies Registry Services

Last Login
Apr 29 2026 9:05 am

INDIVIDUAL ACCOUNT
Berr

Berr
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

Link a Business
Did you register your business before 2017 and require up-to-date documents? Link your business today free of charge and access all BRS services Online.
This service is free
Start Now

Bernard Otiego
CITIZEN

Businesses

Enter Registration Number to Search... Search

Businesses
These are the businesses that have been registered in your name.

#	Business	Date Registered	Company Type	Status	B.O Status	
#	PVT LIMITED Ft	Jan 01, 2026. 12:00 am	Private Limited	Active	--	View
#	BN- Haw	Nov 11, 2024. 12:00 am	Business Name	Active	--	View

Click the "Businesses" tab and then click "View" for the Business being ceased or converted as shown above on 1 & 2.

Click the "Maintain Company" tab and the "Cessation of Business" will pop-up as shown below.

The screenshot shows the 'Companies Registry Services' portal. The left sidebar contains a navigation menu with the following items: Home, Company Details, Annual Returns, **Maintain Company** (highlighted with a red circle and arrow labeled '1'), Access Control, Audit Trail, eSecretary, and Employees. The main content area is titled 'Maintain a Company' and lists several services: 'Cessation Of Business' (with an 'Apply' button), 'Change Of Name' (with an 'Apply' button), and 'Change Of Particulars (Bn)' (with an 'Apply' button). A red circle and arrow labeled '2' points to the 'Cessation Of Business' button. A red circle labeled '07' is positioned over the 'Cessation of Business' button. Below this, a smaller screenshot shows the 'Cessation of Business' form with fields for 'Business name' and 'Registration number', and a 'Reason for cessation' dropdown menu. The dropdown menu is open, showing options: 'Choose...', 'CESSATION TO CLOSE', and 'CESSATION TO CONVERT' (highlighted in blue). A red arrow points from the 'Cessation of Business' button in the main screenshot to the dropdown menu in the smaller screenshot.

Once you click "Apply" select the reason for cessation as shown here, either to convert or close.

After choosing the reason for cessation, select the entity type if you are ceasing to convert

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

Companies Registry Services

Last Login
Apr 29 2026 9:05 am

Business name *

Please answer the question.

Registration number *

Please answer the question.

REASON FOR CESSATION

Reason for ceassation *

CESSATION TO CONVERT

Select business type to convert to *

Choose...

Choose...

LIMITED LIABILITY PARTNERSHIP

PRIVATE LIMITED

PUBLIC LIMITED

Home

Company Details

Annual Returns

Maintain Company

Access Control

Audit Trail

eSecretary

Employees

Need Help?

Business Registration Service

Download the BN 6 Form sign where appropriate, scan and attach. Click complete to pay Kshs. 250 to submit for review.

The screenshot displays the BRS web portal interface. At the top, there is a navigation bar with the BRS logo and a user profile icon. Below this, a dark blue bar contains 'Companies Registry Services' and a dropdown arrow, along with the text 'Last Login Apr 29 2026 9:05 am'. The main content area is titled 'Consultants' and features a message: 'The Registry is responsible for registering and maintaining a business entity throughout its life cycle in accordance with applicable laws in Kenya.' A sidebar on the left lists various services: Home, Company Details, Annual Returns, Maintain Company, Access Control, Audit Trail, eSecretary, and Employees. The main content area shows the 'Cessation Of Business | CESS-5' form. It has two tabs: 'Cessation of Business' and 'Uploads'. Under 'Cessation of Business', there is a link: 'CLICK HERE TO DOWNLOAD BN6 FORM SIGN, SCAN AND UPLOAD BELOW'. Under 'Uploads', there is a text prompt: 'Attach dully signed BN6 Form *' and a 'Choose file' button. At the bottom of the form, there are 'Previous' and 'Complete' buttons. A disclaimer is provided below the form: 'Disclaimer: If you are converting a Business Name, note that once the cessation process has been approved, an option to initiate the conversion will be available. Access your Business Name and proceed by filling in the required details for the new company type, then submit the application and complete the payment.'

NEED SUPPORT?



011 112 7000