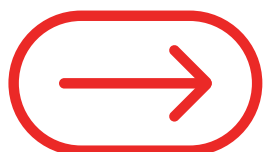




UPDATING BENEFICIAL OWNERSHIP INFORMATION

STEP BY STEP GUIDE



Introduction

Legal persons and Legal arrangements are potentially at risk of being misused to facilitate criminal activity such as corruption, money laundering, financing of terrorism, proliferation tax evasion, and other criminal activities. Legal persons and legal arrangements may also be exploited by persons who wish to retain anonymity that enables illegal activities to take place while hidden from law enforcement authorities.

It is therefore critical to ensure transparency in corporate structures by establishing the beneficial ownership of such structures at the formation stage. Accordingly, companies and relevant legal entities and arrangements as well as gatekeepers such as company secretaries, must be cognisant of these risks and implement the necessary controls to ensure that due diligence is carried out to establish beneficial ownership at entry-level and in ongoing relationships.

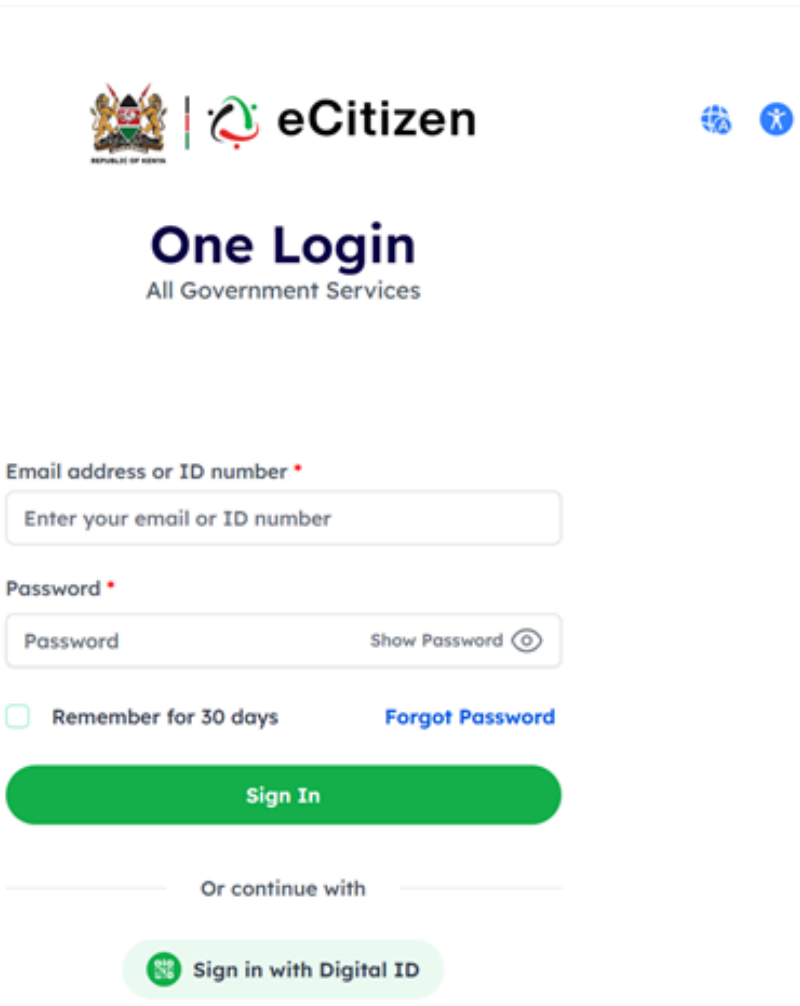
In developing the Beneficial Ownership disclosure requirements, Kenya adopted the recommendations developed by the Financial Action Task Force (FATF) which ensures a coordinated global response to prevent organised crime, corruption and terrorism. With specific regard to Beneficial Ownership, the FATF Recommendations 25 – 24 requires countries to take measures to prevent the misuse of legal persons and arrangements for criminal purposes, including the following:

- Assessing the risks associated with legal persons and legal arrangements,
- Making legal persons and legal arrangements sufficiently transparent, and
- Ensuring that accurate and up-to-date basic and beneficial ownership information is available to competent authorities in a timely fashion; e.g through a central register with prescribed information on its beneficial owners

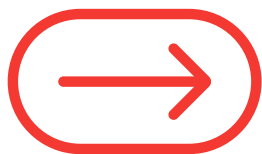
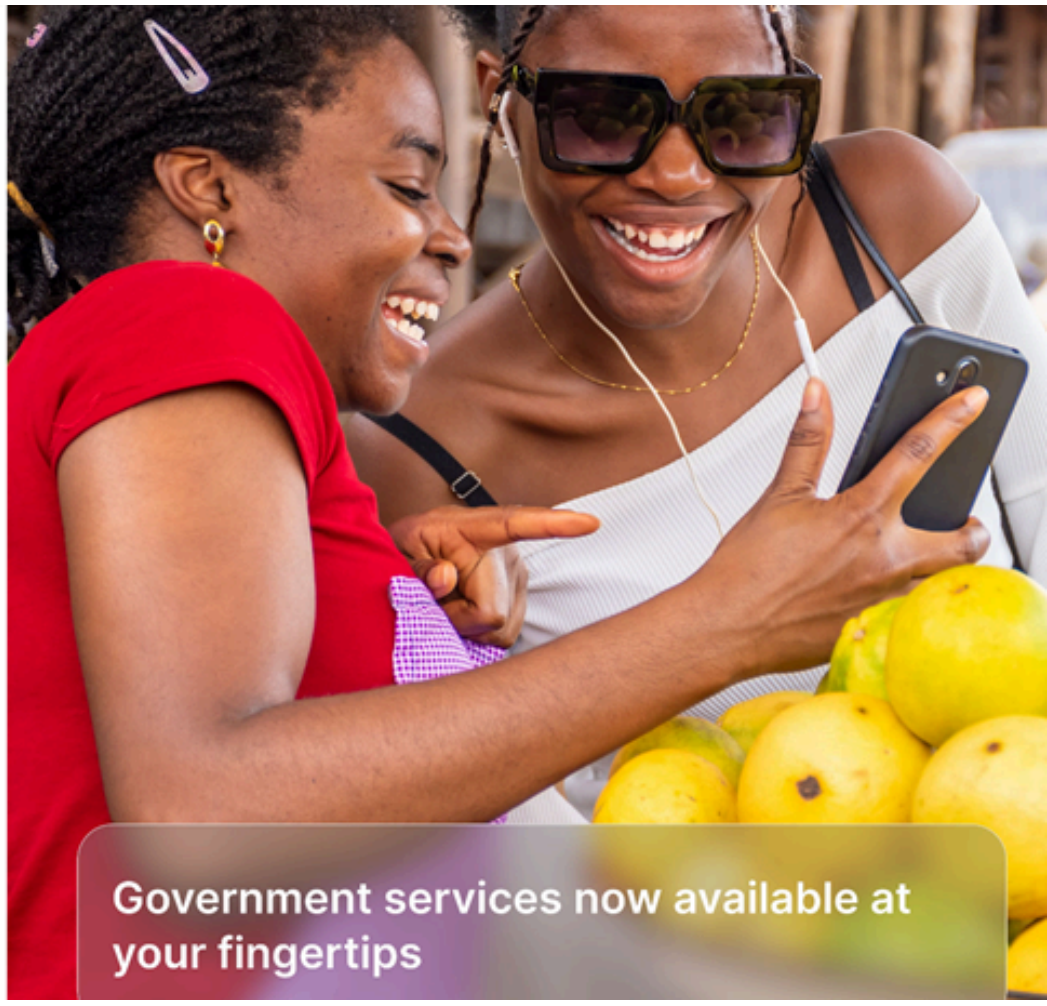


The Business Registration Service (BRS) operationalized the Beneficial Ownership Information e-Register on 13th October 2020 in accordance with Section 93A of the Companies Act (CA), Cap 486, and the Companies (Beneficial Ownership Information) Regulations, 2020 that requires all companies registered under the Act to prepare and submit a copy of the Beneficial Ownership Information register to the Registrar of Companies.

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 prominent. Below the main form, there is a section '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

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 you wish to file BOF as shown above on 1 & 2.

Click the "Maintain Company" tab and the services as displayed below will pop-up. Select "Update Beneficial Ownership Information"

The screenshot displays the BRS Business Registration Service interface. At the top, the header includes the BRS logo, 'Business Registration Service', and navigation links for 'Dashboard' and 'Admin'. Below the header, a dropdown menu shows 'Companies Registry Services'. The main content area is titled 'Companies Registry Services' and includes a sub-header 'Maintain a Company'. A sidebar on the left contains a navigation menu with options: Home, Company Details, Annual Returns, **Maintain Company** (highlighted with a red arrow and a circled '1'), Access Control, Audit Trail, eSecretary, and Employees. Below the sidebar is a 'Need Help?' section with contact information for the Business Registration Service Customer Care. The main content area lists various services, each with an 'Apply' button. The service 'Update Beneficial Ownership Information' is highlighted with a red arrow. At the bottom left, the text 'Click "Apply"' is displayed.

Click "Apply"

After clicking apply, the tab below will pop up.

The screenshot displays the BRS Business Registration Service interface. The top navigation bar includes the BRS logo and 'Business Registration Service' text, along with 'Dashboard' and 'Admin' links. A 'Companies Registry Services' dropdown menu is visible. The user profile shows 'CITIZEN' and 'PRIVATE LIMITED' status. A message states: 'The Registry is responsible for registering and maintaining a business entity throughout its life cycle in accordance with applicable laws in Kenya.' The main content area is titled 'Appointment and Cessation of Beneficial Ownership' and features a table with columns: Type, Applicant Details, Type of Change, and Declarations. Below the table, the 'Type Of Company' section contains three input fields: 'Registered Company Type' (set to 'Private Limited Company'), 'Registered Company Number' (empty), and 'Registered Company Name' (set to '...ISES LIMITED'). A 'Save' button is located at the bottom of this section. A sidebar on the left lists navigation options: Home, Company Details, Annual Returns, Maintain Company, Access Control, Audit Trail, eSecretary, and Employees. A large red arrow points from the 'Save' button towards the top right of the page.

Click "Save" to continue

Key in the details as shown below

08

Business Registration Service

Dashboard Admin

Companies Registry Services

Last Login Jun 18 2026 12:39 pm

CITIZEN PRIVATE LIMITED

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

BUSINESS ACCOUNT Limited

Home

Company Details

Annual Returns

Maintain Company

Access Control

Audit Trail

eSecretary

Employees

Information
Changes you make will be saved as draft and will not reflect in the application until you submit the form at the end

Update Beneficial Ownership Information | BO-QZATKJ50

Appointment and Cessation of Beneficial Ownership

Type	Applicant Details	Type of Change	Declarations
APPLICANT DETAILS			
	Full Name *	Capacity *	
	<input type="text"/>	Director Shareholder	
	Address *	Postal Code *	
	<input type="text"/>	00100 - G.P.O NAIROBI	
	<input type="button" value="Previous"/>	<input type="button" value="Save"/>	

Business Registration Service

Dashboard Admin

Companies Registry Services

Last Login Jun 18 2026 12:39 pm

CITIZEN PRIVATE LIMITED

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

BUSINESS ACCOUNT Limited

Home

Company Details

Annual Returns

Maintain Company

Access Control

Audit Trail

eSecretary

Employees

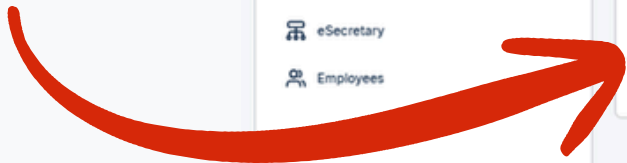
Information
Changes you make will be saved as draft and will not reflect in the application until you submit the form at the end

Update Beneficial Ownership Information | BO-QZATKJ50

Appointment and Cessation of Beneficial Ownership

Type	Applicant Details	Type of Change	Update and Appointments	Declarations
Select the type of change				
		Type of official change *		
		<input checked="" type="checkbox"/> Appointment and Update		
		<input type="checkbox"/> Cessation		
		<input type="checkbox"/> Change of Particulars		
		<input type="button" value="Previous"/>	<input type="button" value="Save"/>	

Select the type of change and save to continue



Existing Beneficial Owners of the company will be displayed as shown below and depending on the type of change, you will appoint more or cessation

Information
Changes you make will be saved as draft and will not reflect in the application until you submit the form at the end

Update Beneficial Ownership Information | BO-QZATKJ50

Appointment and Cessation of Beneficial Ownership

Type	Applicant Details	Type of Change	Update and Appointments	Declarations
------	-------------------	----------------	-------------------------	--------------

New appointments

Existing officials and owners

ID Number	Name	ID Type	Designation	Bo status	Update Bo
[Redacted]	[Redacted]	Kenyan Citizen	director_shareholder	yes	No Add/Edit BO
[Redacted]	[Redacted]	Kenyan Citizen	director_shareholder	yes	No Add/Edit BO
[Redacted]	[Redacted]	Kenyan Citizen	director_shareholder	yes	No Add/Edit BO

[Add beneficial owner *](#)

- Choose...
- Choose...
- No
- Yes

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

If you choose to add, you will be required input the Beneficial Owner information as shown here depending on the changes. If it is not an appointment, then update the details of the existing Beneficial Owners if necessary.

Edit

Designation *
Beneficial Owner

ID Type *
Kenyan Citizen

ID Number *

First Name *
Middle Name

Last Name *

Date of birth *

Gender *
Female

KRA Pin number *

Former Name (if any)

Passport Photo *
Choose file
Clean
2ndndm.jpg
Remove this file

CONTACTS

Phone Number *
+25422222

Email *
s

Postal Address *
Postal code *
00100 - D.P.O. NAIROBI

Service Address (if different from above address)
JJK
JKJK

RESIDENTIAL / REGISTERED ADDRESS

County *
Machakos

District *
Matungulu District

Bo status Update Bo
Add/Edit BO

Designation
Beneficial Owner
Add Beneficial owner

BUSINESS ACCOUNT
s Limited

F. s Limited
PRIVATE LIMITED

- Home
- Company Details
- Annual Returns
- Maintain Company
- Access Control
- Audit Trail
- eSecretary
- Employees

Need Help?
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P. O. Box 30404-00100
Our Working hours
9:00am to 5:00pm,
Monday to Friday

Information
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Update Beneficial Ownership Information | BO-QZATKJ50

Appointment and Cessation of Beneficial Ownership

Type Applicant Details Type of Change **Update and Appointments** Supporting Documents Appointments Declarations

New appointments

Existing officials and owners

ID Number	Name	ID Type	Designation	Bo status	Update Bo	
		Kenyan Citizen	director_shareholder	yes	No	Add/Edit BO
		Kenyan Citizen	director_shareholder	yes	No	Add/Edit BO
		Kenyan Citizen	director_shareholder	yes	No	Add/Edit BO

Add beneficial owner *

Yes

Beneficial Owner

ID Number	Name	ID Type	Designation	
		Kenyan Citizen	Beneficial Owner	Edit

Add Beneficial owner

The appointed Beneficial Owner will appear below the existing Beneficial Owner as shown here. You may add more Beneficial Owners by clicking the tab below.

Click here to download, sign and scan the BOF and once done, choose file and upload. Save to continue.

BRS Business Registration Service

Dashboard Admin

Companies Registry Services

Last Login Jun 18 2026 12:39 pm

Information
Changes you make will be saved as draft and will not reflect in the application until you submit the form at the end

Update Beneficial Ownership Information | BO-QZATKJ50

Appointment and Cessation of Beneficial Ownership

Type Applicant Details Type of Change **Update and Appointments** Supporting Documents Appointments Declarations

Supporting Documents (Appointments)

CLICK HERE TO DOWNLOAD BOF4 SIGN, SCAN AND UPLOAD BELOW

BOF4 *

Choose file

Previous Save



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

Information
Changes you make will be saved as draft and will not reflect in the application until you submit the form at the end

Update Beneficial Ownership Information | BO-QZATKJ50

Appointment and Cessation of Beneficial Ownership

Type	Applicant Details	Type of Change	Update and Appointments	Supporting Documents	Appointments	Declarations
------	-------------------	----------------	-------------------------	----------------------	--------------	--------------

Declaration *

I hereby confirm that I have provided all the information as required by the Registrar in regard to this application

[Previous](#) [Complete](#)

Tick the box to confirm the submission and click complete to submit the BOF

This is a free Service

NEED SUPPORT?



011 112 7000

