

GUIDELINES ON COMPANY REGISTRATION PROCESS

Website: www.companies.org.ls

Choose register and then fill information on that page.

NB: ensure that you don't forget username and password entered during registration process because you will always need them whenever you log into your company.

1st stage _

Choose all activities you want in your company except the ***K activities***, i.e. financial activities. These activities should not be paired with other activities as per Central Bank of Lesotho regulations which is a licensing authority in this sector.

NB: you are allowed *ONLY* one activity if you are dealing with K activities (Financial activities).

2nd stage Addresses _

Office addresses need strictly to be local whether physical or postal.

NB: you need to provide pointers or Street name on physical addresses e.g. Ha Matala pela Lekhotleng.

3rd Stage Officers _

Officers addresses can be local or non-local.

NB: you need to provide pointers or Street name on physical addresses e.g. Ha Matala pela Lekhotleng.

Also Chief's name is mandatory. Furthermore, upload identities (IDs) and consent to act as a director (form 8) for ALL officers (directors) in the company.

i.e. System does not allow you to upload identities (IDs) or form8s separately for companies of more than one director hence you need to upload them as a consolidated document.

4th Stage *_shareholders_*

You don't need to re-capture shareholders if they are also directors. You can select from the list of directors and click ***add this shareholder.***

5th Stage *_share Allocation_*

Click the button ***Edit the bundles*** then, enter the number of shares the shareholder holds or is entitled and click on the button ***add another allocation*** if you have more than one shareholder.

6th Stage *_Documents_*

On this stage you upload **form 1** on the field director details for tax purposes.

NB: you can upload such things as Power of attorney under the supporting documents if you are registering a company that does not belong to you and/or *ante nuptial agreement* if a director is not married under community of property.

7th Stage *_Review_*

Just review your application before submission and ensure that all stages are ticked right.

NB: there are only 2 methods of payment. You either pay by account [cash] or credit/debit card, after selecting payment method just click *continue* button until you receive a message that says:

“Your application has been sent to OBFC staff for review.”