

Filing of Annual Company Returns Online

The Companies Registry, which is under the BRS (Business Registration Services), is in the process of digitizing all its services. This means that most of its services will be accessible online, and there is no need for one to queue at the BRS. One of the services that is already available online is the filing of annual returns.

These are the steps to follow when filing annual returns online.

1. Create and eCitizen account

One can create an eCitizen account by going to www.eCitizen.co.ke, and selecting the 'create an account' option. The type of Account depends on one's citizenship and residency.

2. Link your business

Once the account is successfully created, select the business registration service by clicking on the 'get service now' tab.

The Process of linking your company to eCitizen includes providing information about the business to the registry for approval. Linking allows you to make any future applications using the online portal. Linking is done by clicking on the 'link a business' tab then searching the company using the company name or the company registration number. Once you identify your company, click on it and click save and continue. The system will prompt you to fill in details of the directors and secretary, their postal addresses and the physical address of the company.

3. Verification

Once you submit this information, wait for it to be verified and approved by the BRS. If there are any corrections that need to be made to the information provided, the same will be sent to you after which you are required to make corrections and submit it again for approval. Approval takes 1 day to 4 days and includes a list of persons with full access to the company through the online portal.

4. Filing Annual Returns

Once the RBS approves the details you have filled into the system, click on the 'maintain a company tab' at the top of the screen then click on the 'annual returns' tab from the list on the left of your screen. Select the year of last return, which is the year when you last filed annual returns. Save the details and continue. Download the Annual Return Form, fill it and have it stamped by the Company Secretary. Upload the duly filled and stamped Annual Return Form for the year that you intend to file annual returns for.

5. Payment

Select the mode of payment and make the payment. The most preferable mode of payment is via MPESA. The amount payable will depend on what year you last filed returns and if there are any penalties. The system will automatically generate the amount that ought to be paid by that company. Once you have paid, click on the 'complete' tab.

6. Issuance of a receipt

The system issues a receipt, which can be downloaded. A copy of the filed returns is also available for download. The process is summarized in the figure below.



