THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR

Zanzibar Business and Property Registration Agency

SYSTEM USER MANUAL

For

BENEFICIAL OWNERSHIP REGISTER

JUNE, 2025

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1 Introduction

The Zanzibar Business and Property Registration Agency (BPRA) is a public institution under the Ministry of Trade and Industrial Development of the Revolutionary Government of Zanzibar. Established through Act No. 13 of 2012, BPRA is mandated to administer the formalisation and registration of businesses and properties across Zanzibar. Its responsibilities include registration of companies and business names, as well as administration of all related regulatory functions.

To enhance service delivery, efficiency, and transparency, BPRA launched the Online Registration System (ORS) in 2018. This platform has successfully digitised various business registration processes, enabling easier access to services and reducing turnaround time for clients.

In line with global anti-financial crime measures, Zanzibar amended the Companies Act No. 15 of 2013 via the Miscellaneous Amendment Act No. 6 of 2023. One of the major reforms introduced is the mandatory disclosure and registration of Beneficial Ownership (BO) information for all registered companies. This aligns with international best practices set by the Financial Action Task Force (FATF) for combating money laundering (ML), terrorist financing (TF), and proliferation financing (PF).

To operationalise the amended law, BPRA has developed draft Companies (Register of Beneficial Owners) Regulations, 2025, which are currently under the Attorney General's Office for gazettement.
However, the current ORS lacks the technical capacity to support the collection, processing, and management of BO data, limiting the agency's ability to fully comply with the amended Companies Act and international FATF requirements. Consequently, there is an urgent need to develop a dedicated Beneficial Ownership Portal that will enable streamlined, secure, and legally compliant digital BO registration in Zanzibar.

1.1 Purpose

The purpose of this document is to provide instructions and procedures for BO Register users to understand how the system works and enable the user to navigate and use the system efficiently.

1.2 About the system

The BO Register is used to capture all information regarding beneficial (substantial) ownership in the companies. The information will be stored permanently in electronic format in the BO Database.

1.3 System requirements

The minimum requirements needed to access this system are: -

i. A web browser
ii. A reliable internet connection

1.4 Audience

This manual is intended for system users (External users) to help them understand the interface and its features, and how to navigate through.

1.5 Features

The BO Register has been designed to accommodate the following features:

- User account creation
- User login and logout
- User changes password
- Add BO information
- View BO information
- Pending BO submission
- Supplemented BO
- Change of particulars
- Pending changes
- Supplemented changes
- Cessation of BO
- Pending cessation
- Supplemented cessation

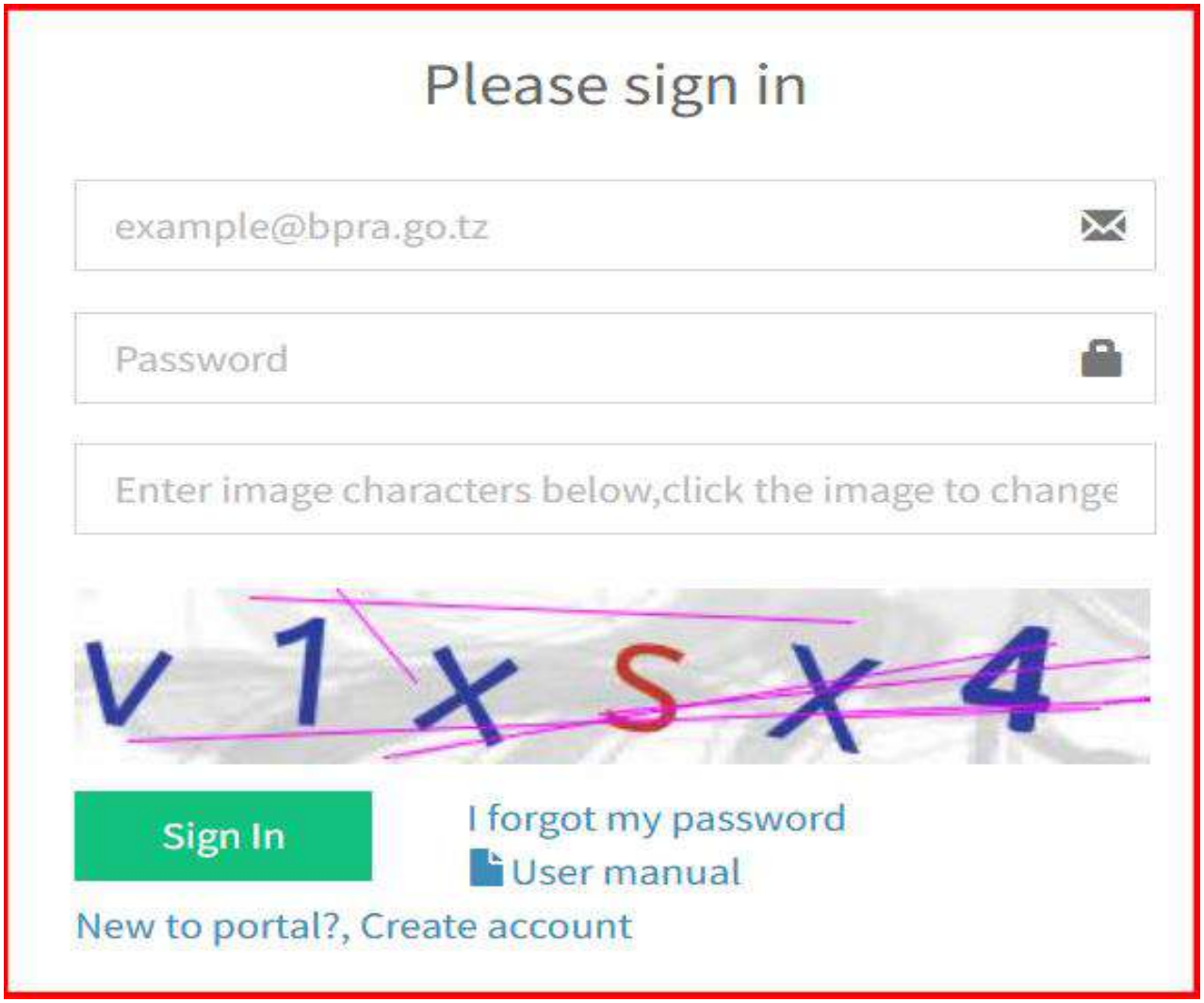
2 Sign in And Sign Out

The system is accessible through the URL:

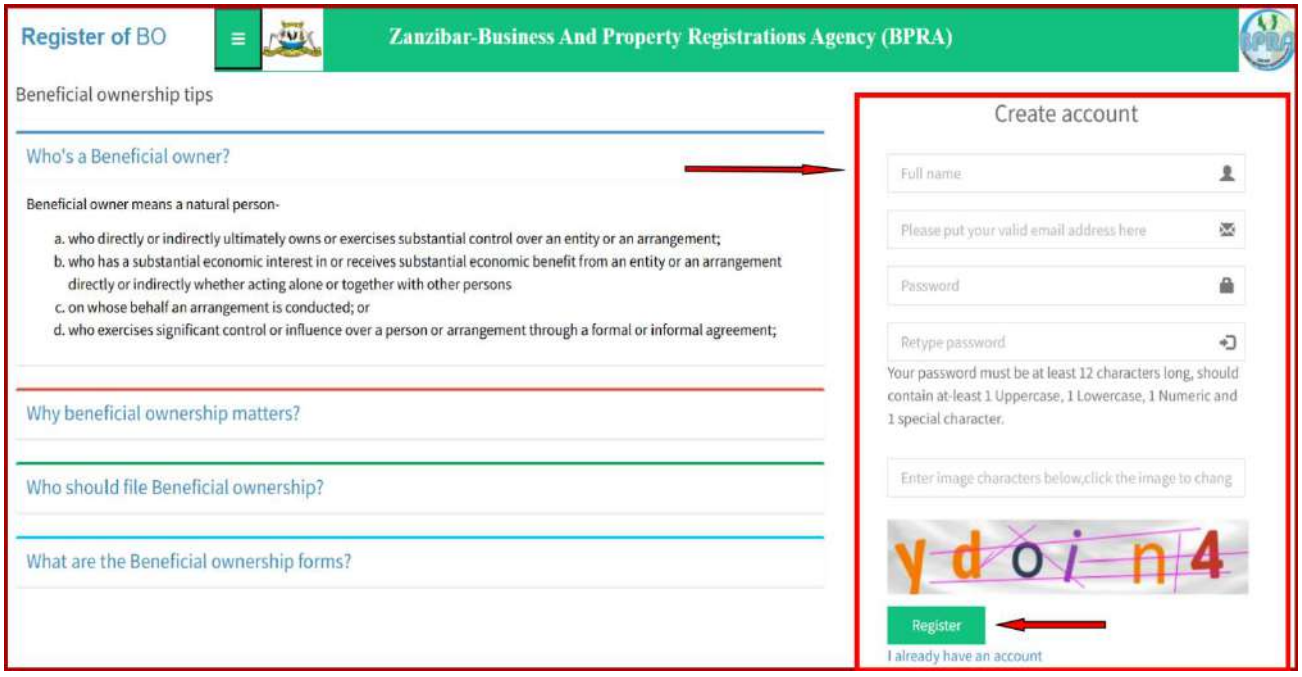
https://bo.bpra.go.tz/

- If you are already registered in the BO Register, sign in using your username and password

See figure below



- If you are new to the BO Register, click create account
- Fill in the required details, then click Register.



The activation link will be sent to the corresponding email, and the user will be required to activate the account before signing in.

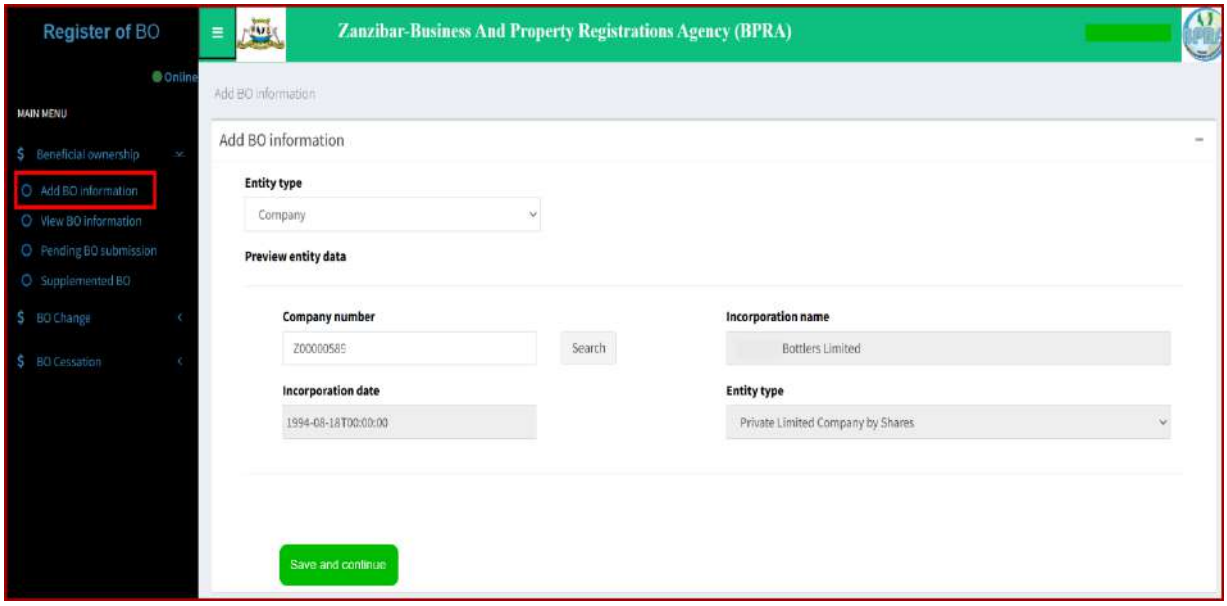
The One Time Passcode (OTP) will be used as a second authentication during signing in to the system.

3 Main Menu

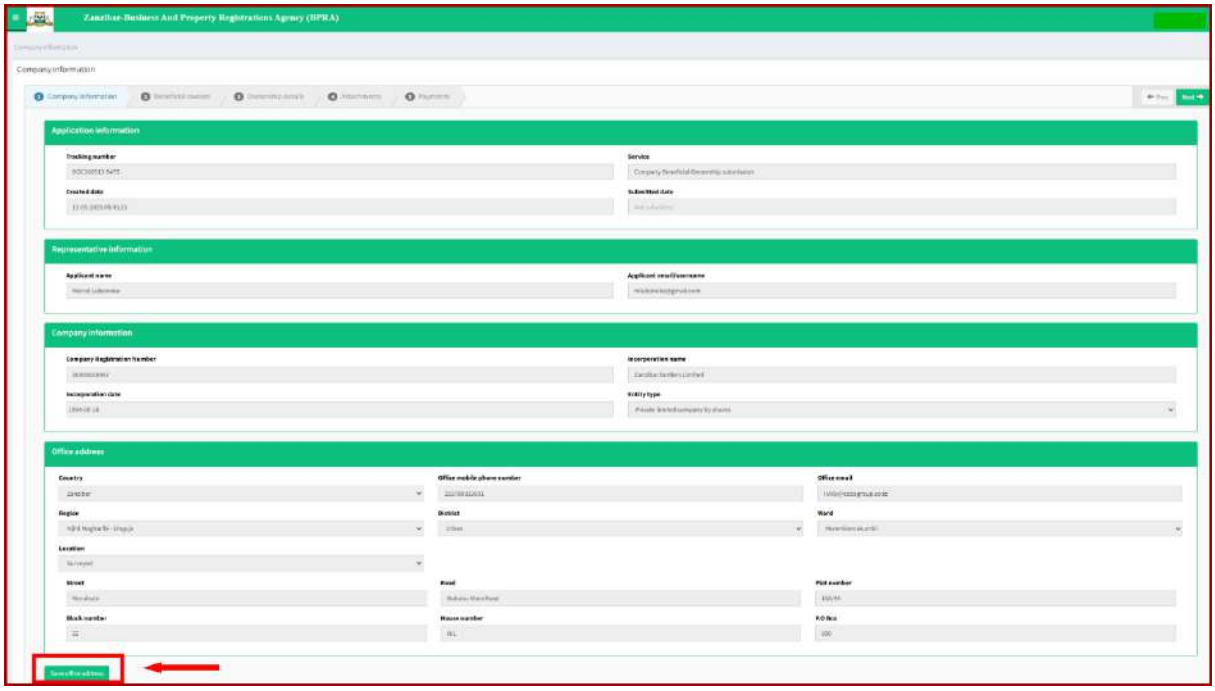
3.1 **Add BO information**

To add BO information after signing in, follow these steps: -

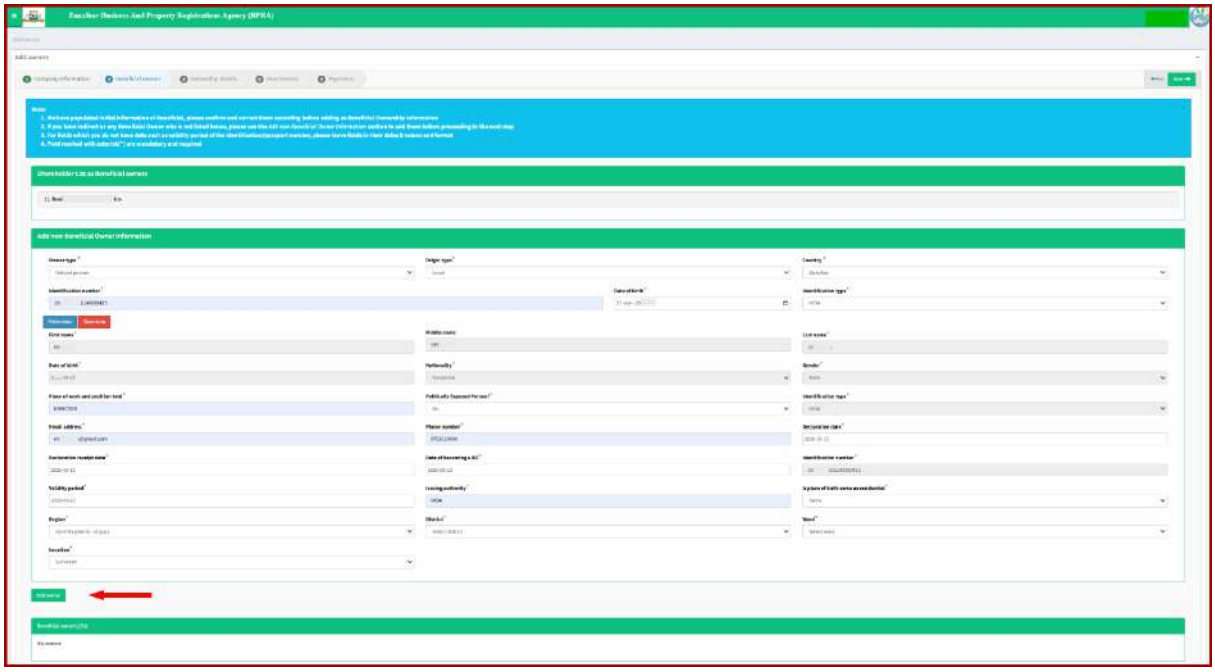
1. Click Add BO information
2. Enter the incorporation number, then click search
3. Then click save and continue.

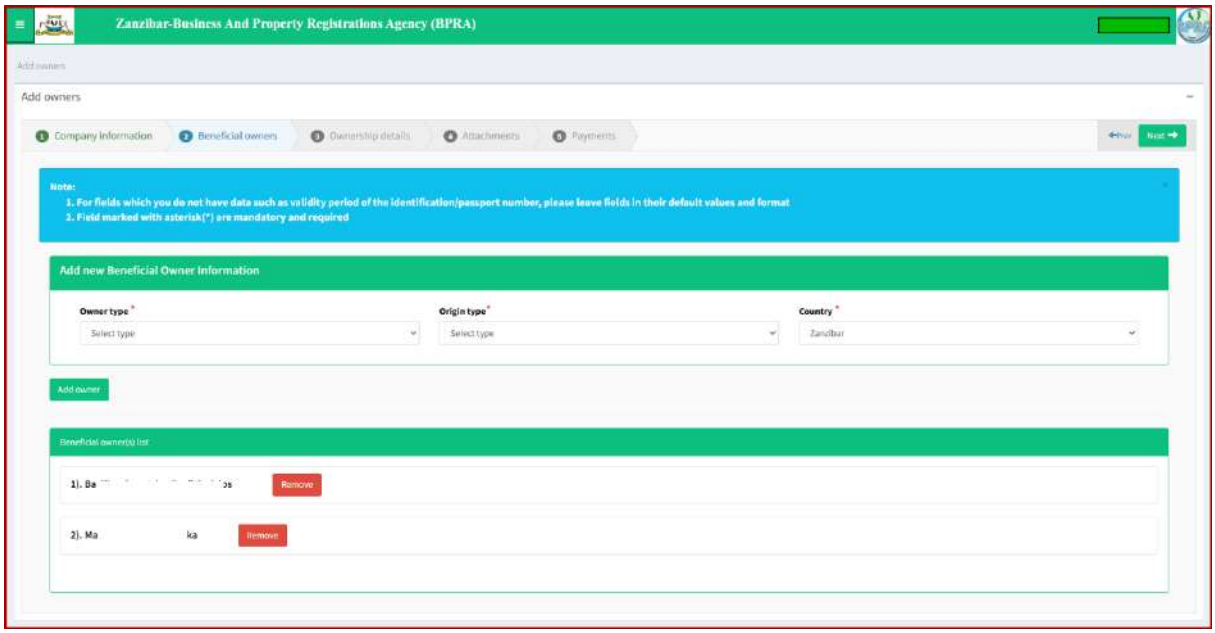


The company information will be displayed; then, click Save office address, as shown in the figure below, and click Next to continue.

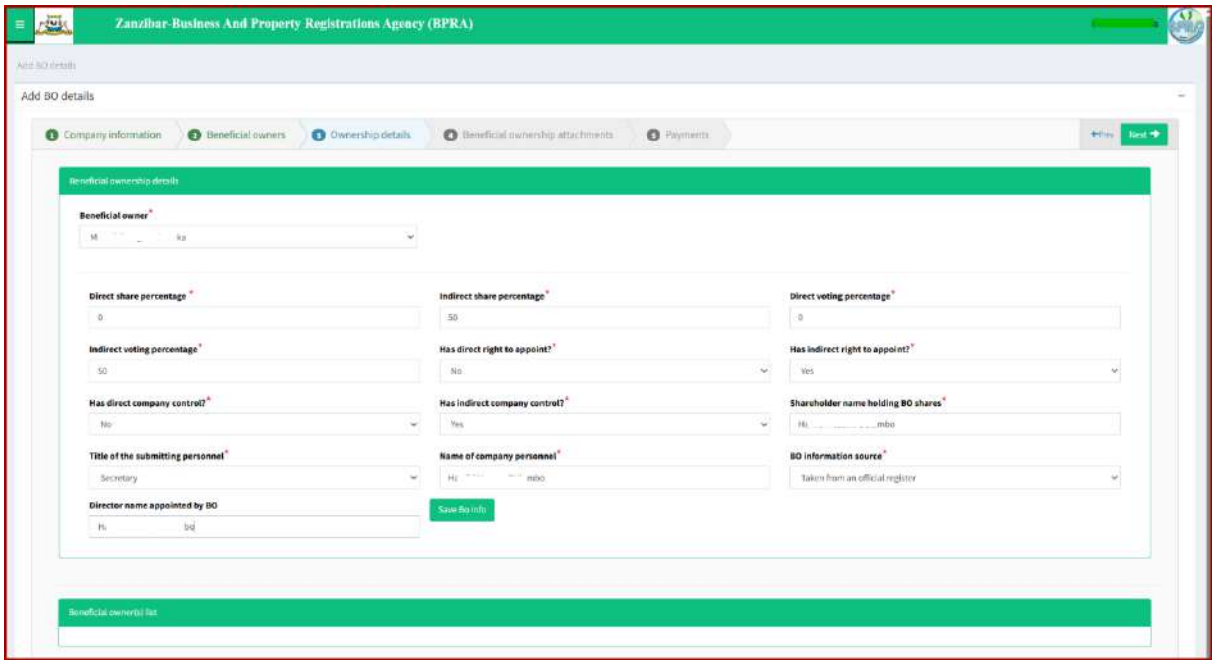


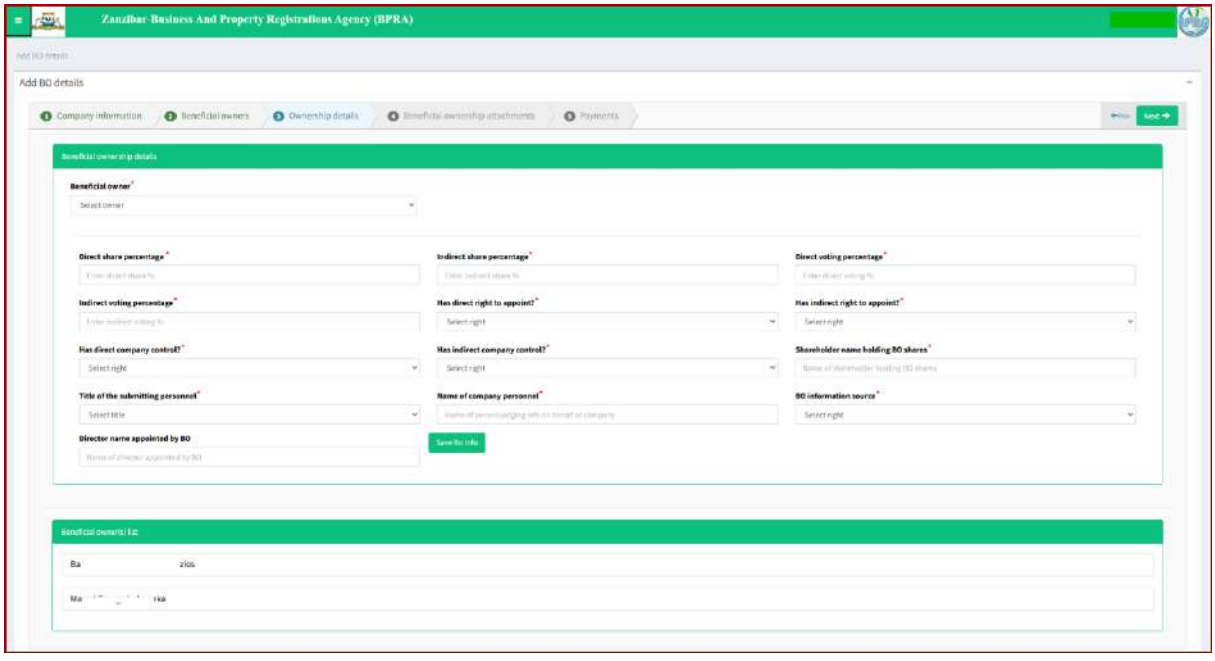
Continue to add beneficial owners and all required details as shown below.



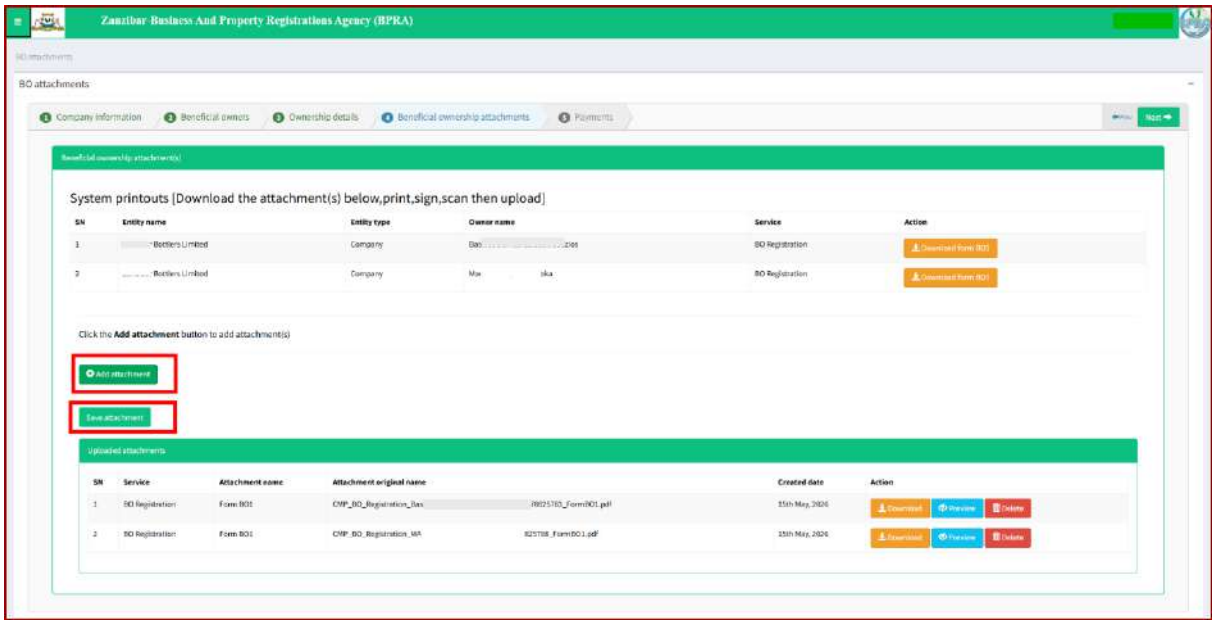

Zanzibar-Business And Property Registrations Agency (BPRA)
Add owners
Company Information
Beneficial owners
Ownership details
Attachments
Payments
Prev
Next
Note:
1. For fields which you do not have data such as validity period of the identification/passport number, please leave fields in their default values and format
2. Field marked with asterisk(*) are mandatory and required
Add new Beneficial Owner Information
Owner type *
Select type
Origin type *
Select type
Country *
Zanzibar
Add owner
Beneficial owner(s) list
1). Ba os
Remove
2). Ma ka
Remove

After adding all beneficial owners, click next to fill ownership details for each beneficial owner and save.

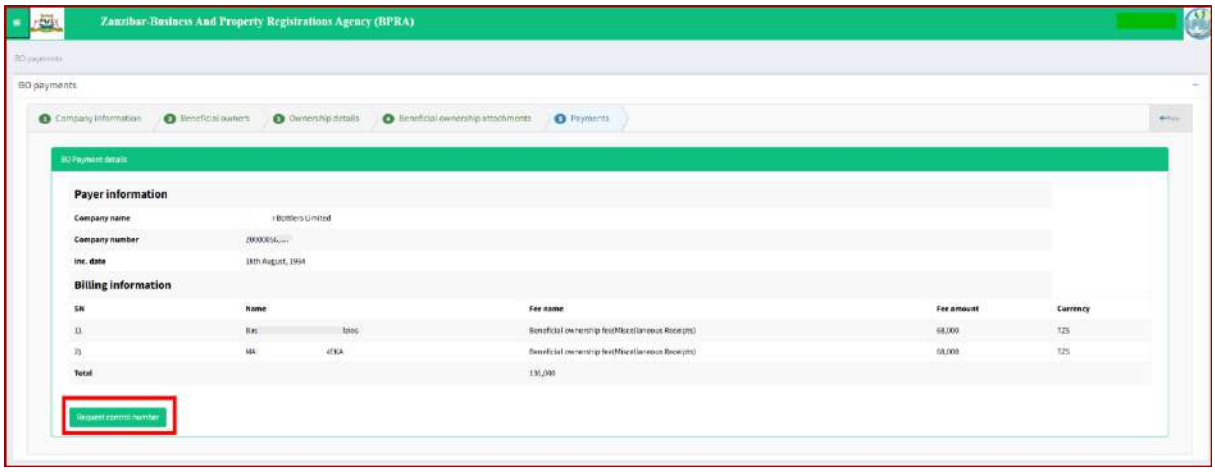


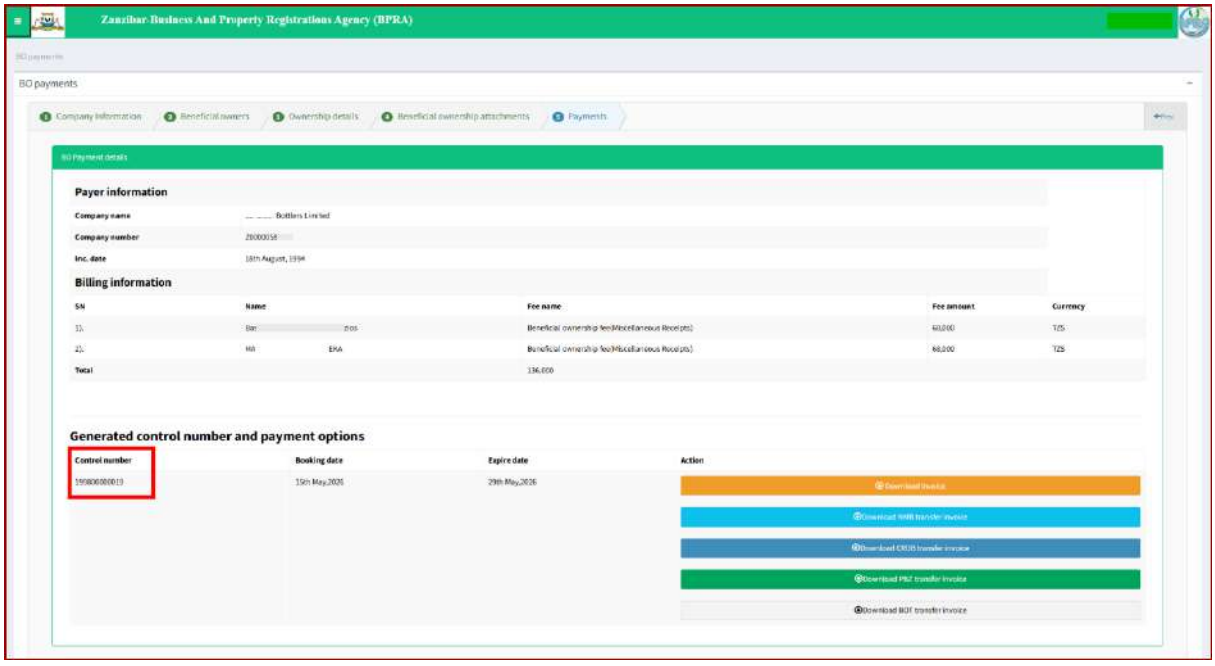


Then, click next to go to the attachments; download, sign then upload and save.



Then, click next to request the control number

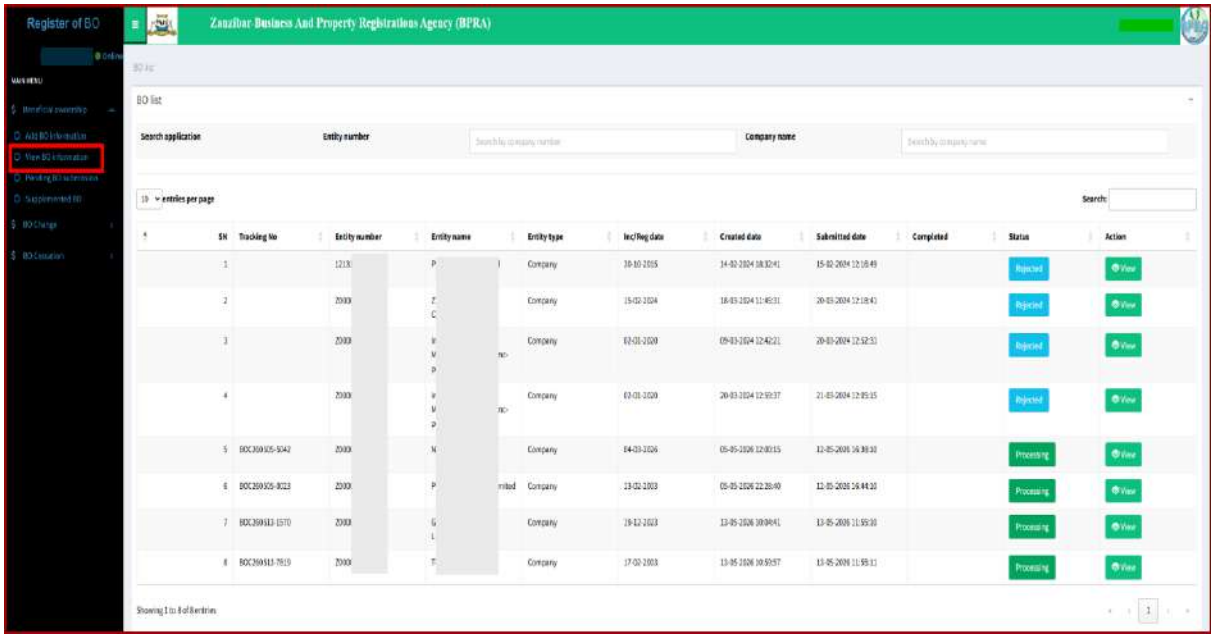




After payment, the application will be submitted to BPRA for processing.

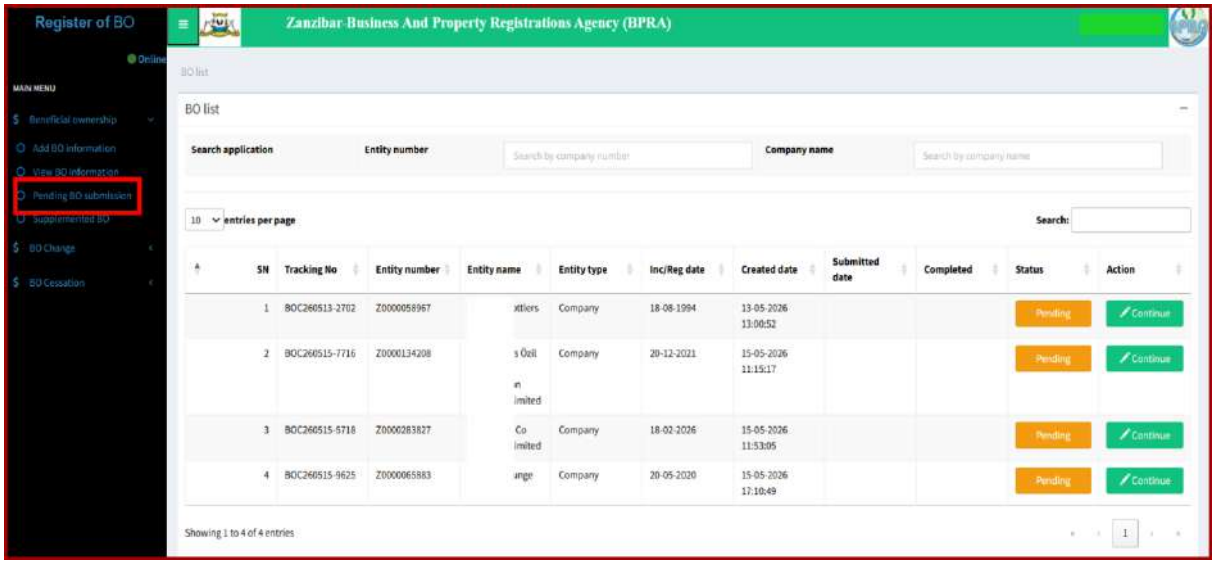
3.1 View BO information

This menu enables users to view the status of submitted applications and a list of completed applications.



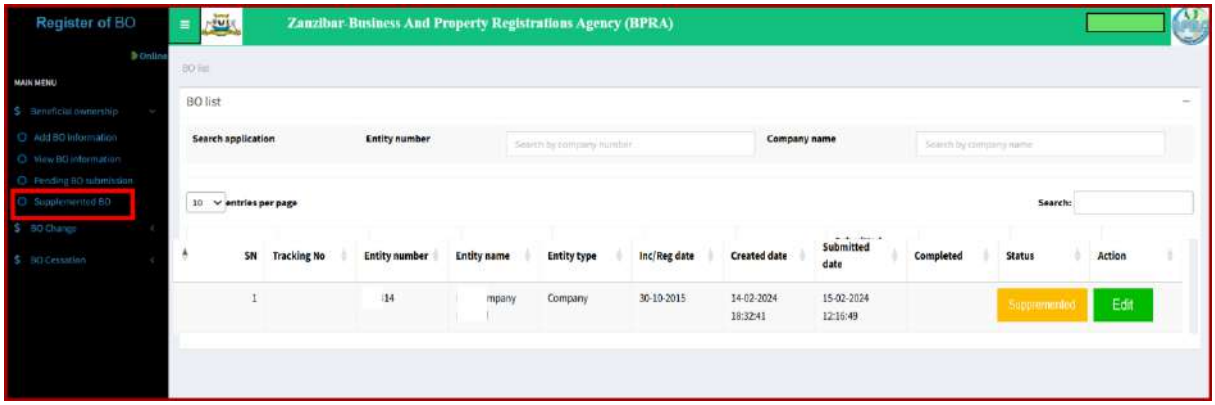
3.2 Pending BO Submission.

This menu enables the user to view the application that has not been submitted to BPRA for processing. To view the pending application, click the Pending BO submission menu.



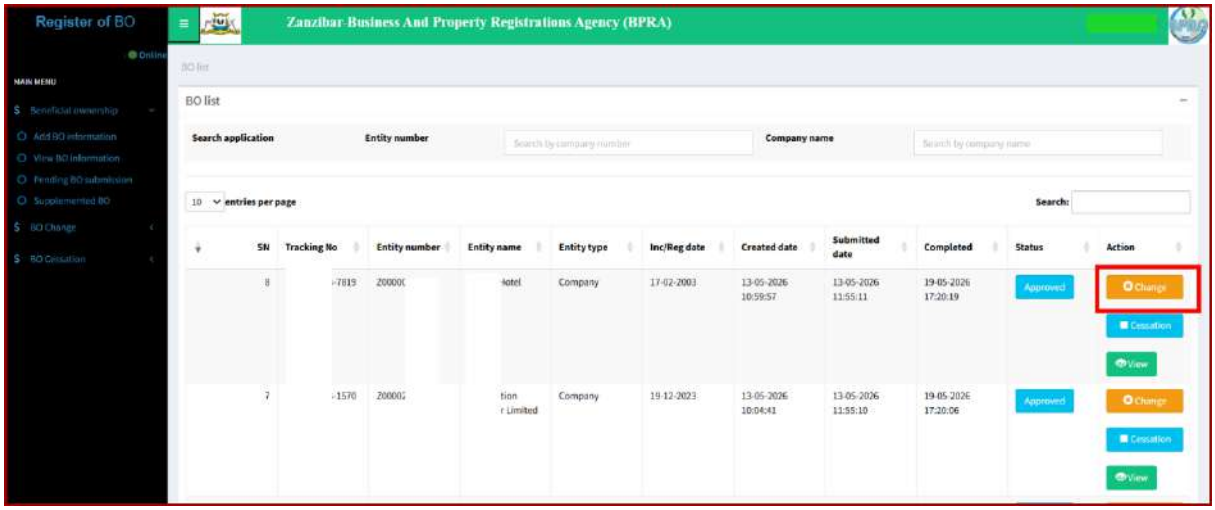
3.3 Supplemented BO

Through this menu, the user can view an application that is returned for correction. To view a supplemented application, supplemented BO, click *Edi*t to make corrections and resubmit.



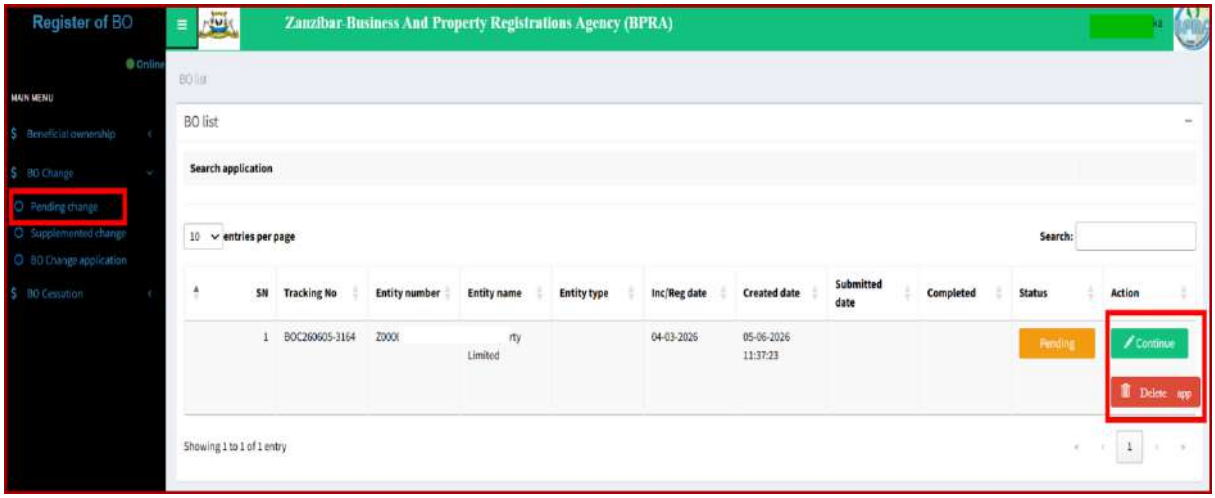
3.4 BO Change of particulars/details

This menu enables the user to make changes to the previously approved BO applications, either by adding or removing the BO owner or changing BO information. To make BO change, click View BO information, select the application you want to make changes then click change.



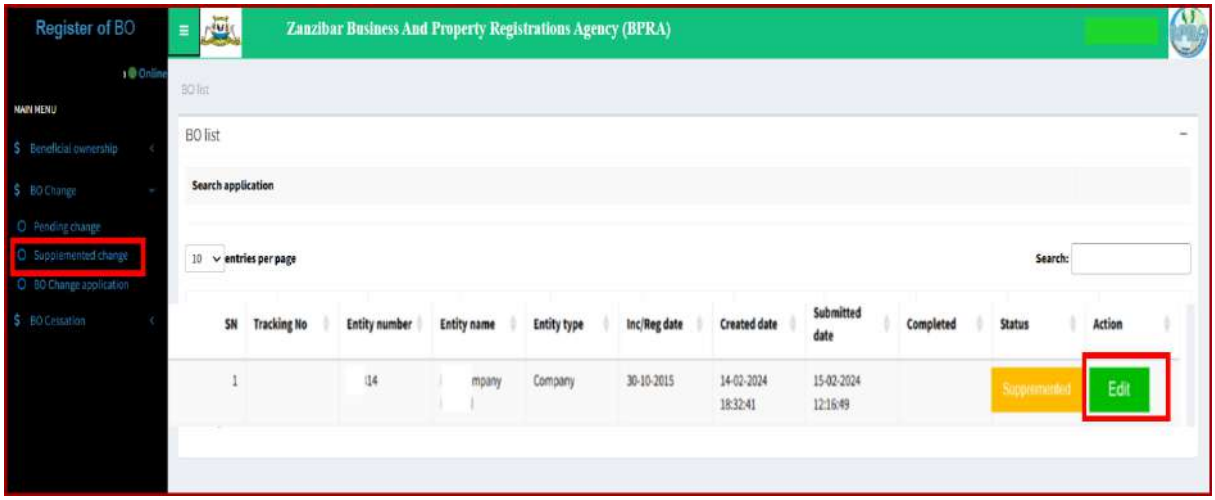
3.5 Pending changes

To see the application of a BO change that has not been submitted for processing, click BO Change, then click pending changes, select the application, and click *Continue* to proceed or *Delete* to delete the application.



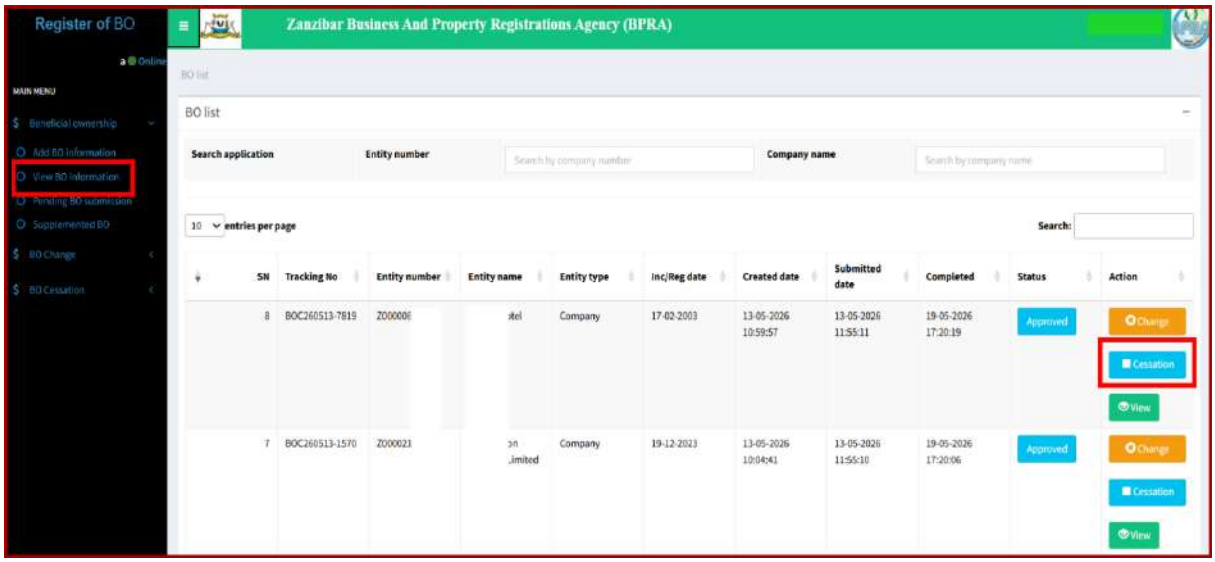
3.6 Supplemented change

Through this menu, the user can view a BO change application that has been returned for correction. To view a supplemented application, click Supplemented Change, then click *Edit* to make corrections and resubmit.



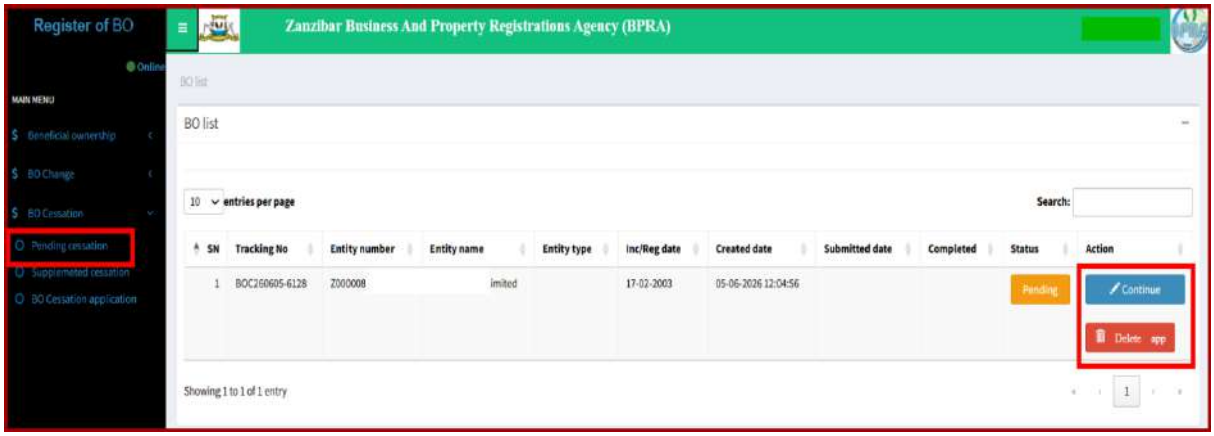
3.7 BO cessation

This menu enables the user to cease the beneficial owner as a part of a company. Click View BO information, select a previously approved application that you wish to cease the BO owner for, click cessation, then continue to fill in the required details and submit for processing.



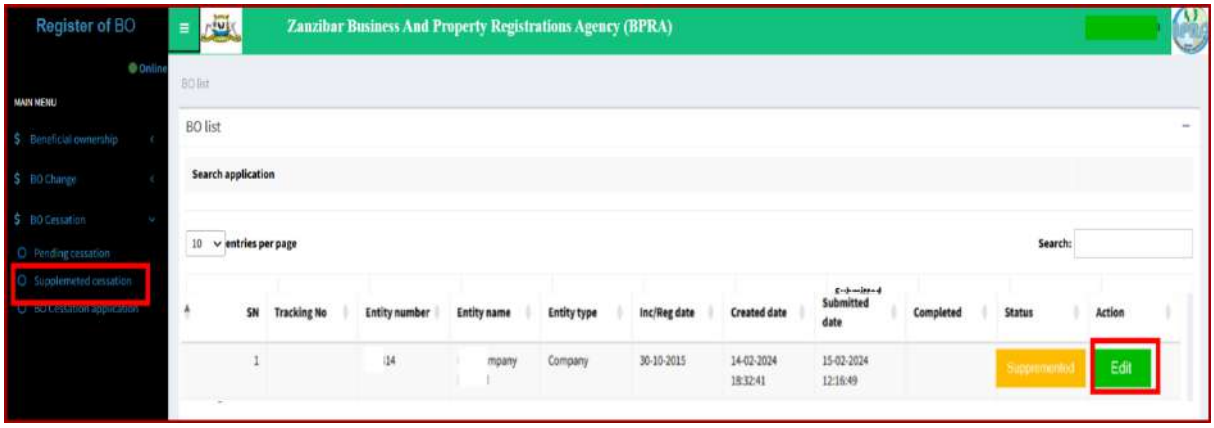
3.8 Pending cessation

To see a cessation BO cessation application that has not been submitted, click pending cessation, select the application, then click *Continue* to proceed or *Delete* to delete the application.



3.9 Supplemented cessation

Through this menu, the user can view a BO cessation application that has been returned for correction. To view a supplemented application, click Supplemented cessation, select the application, then click *Edit* to make corrections and resubmit.



NOTE:

All the fields in all application modules are mandatory. You will not be able to submit the application if you leave some fields blank. In case you are not sure about your data, leave the fields with their default data.