



Global
Gateway



**IYBA
WE4A**
Investing in Young
Businesses in Africa
Women Entrepreneurship for Africa

HOW TO REGISTER YOUR BUSINESS ONLINE IN MALAWI

**A Step-by-Step Guide for
Women Entrepreneurs**



About This Guide

This factsheet provides practical guidance for women-led MSMEs under the IYBA WE4A programme on how to register their businesses online through the Malawi Business Registration System (MBRS). It outlines the requirements and key steps to help entrepreneurs navigate the process efficiently and begin operating as formally recognized businesses.

Implemented by

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WHAT YOU NEED BEFORE YOU START

Gather these items before you start your registration process online:

- ✓ National ID (for Malawian citizens) or passport
- ✓ Active email address you can access
- ✓ Phone number (for notifications and verification)
- ✓ Internet connection — mobile data is sufficient
- ✓ At least 3 business name ideas (in case your first choice is taken)

Quick Tip

Have 2–3 unique business names ready before you begin. Names are checked against the MBRS database and must not already be registered. If your first choice is taken, you can try your backup names immediately without restarting the process.

Create account

☐ Citizen
For Malawian
Citizens

☐ Resident
For Non Malawian
with Residents status

☐ Foreigner
For Non Resident in
Malawi

Sign in

Account

1 Details 2 Contact 3 Password

ID Number

ID Number

First Name as per your ID *

First Name

Last Name (Family Name) *

Last Name

Other Names

Other Names

Date of ID card issue *

13/08/2026

Date of ID card expiry *

13/08/2026

Date of Birth *

13/08/2026

Place of Birth *

Place of birth

Gender *

STEP 1 — Visit the MBRS Account Portal

Go to: <https://accounts.mbrs.gov.mw/>

- Click "Create Account"
- Register using your National ID number
- Provide your email address and phone number
- Create a username and password



One Login

Email Address or ID Number

Enter your email

Password

Enter Password

☐ Remember for 30 days

[Forgot password](#)

Sign In

Don't have an account? [Create account](#)

STEP 2 — Verify and Log In

- Check your email for a verification or activation link
- Click the link to activate your account
- Log in using your username and password

Note

Check your spam or junk folder if you do not see the verification email. If the email does not arrive, use the Resend Verification option on the login page.

Company and Business Registry

All services

Services My Businesses My Licences Application History Notifications

Services

Register entities and get access to the details for companies and businesses as an individual.

Search

Business Re-Registration

Apply

Business Registration

Apply

Official Search

Apply

Company Incorporation

Apply

Company Re-Registration

Apply

Registration As A Valuer

Apply

STEP 3 — Select the Registration Service

Once logged in, you will see a menu of services. Choose the option that matches your business:

- **Business Registration** — for sole proprietorships and partnerships
- **Company Incorporation** — for private limited companies
- **Other services** — name reservations and related filings

Not sure which structure to choose?

If you are not sure which structure to choose please refer to the IYBA WE4A Business Formalization factsheet by clicking [here](#)

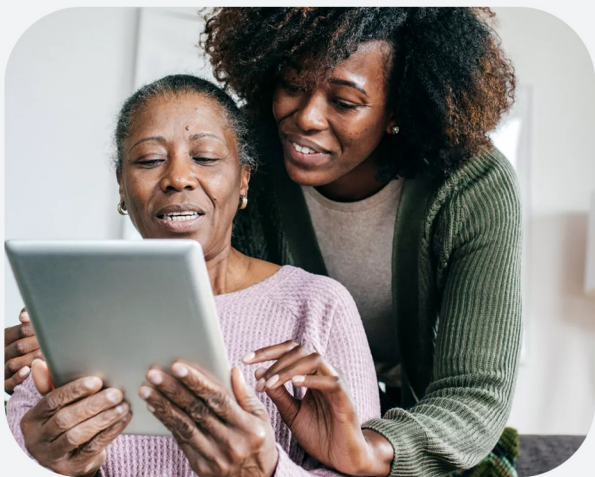
The screenshot shows the 'Business Registration' application form. At the top, there's a header with 'Company and Business Registry' and a dropdown menu. Below it, a navigation bar shows 'Home', 'Applications History', 'Business Registration | BRN-G5SQV55R', and 'Edit'. A warning message states: 'Draft Expiry Notice: This draft application will be permanently deleted on Sep 12, 2026 (30 days remaining). Please complete and submit it before this date to avoid losing your progress.' The main section is titled 'Business Registration | BRN-G5SQV55R' and 'Step 2 / 7'. On the left, a 'FORM NAVIGATION' sidebar lists: 'Instructions', 'Type Of Business' (selected), 'Applicant Details', 'Proposed Names', 'Particulars of Business', 'Nature of Business', and 'Declaration'. The main form area is titled 'Type Of Business' and contains a dropdown menu labeled 'Type Of Business *' with the text 'Choose...' and a red border. At the bottom right of the form area are 'Previous' and 'Next' buttons.

STEP 4 — Complete the Application Form

Fill in all required fields in the online form:

- Business name (enter your preferred name; have 2–3 alternatives ready)
- Owner details
- Business activities (describe what your business does)
- Contact information (email, phone number)
- Physical business address
- Upload any supporting documents as requested



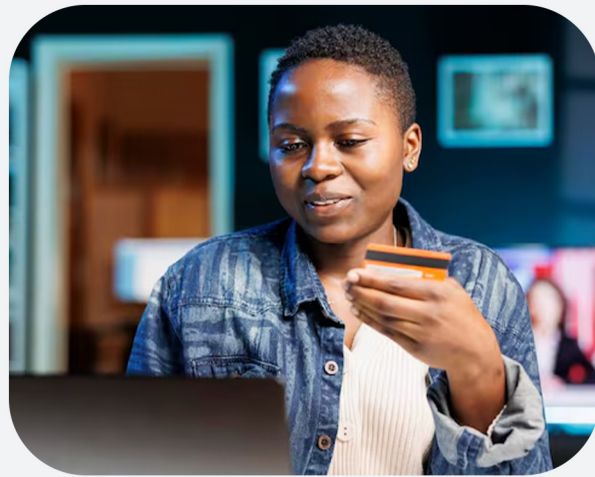


STEP 5 — Review and Submit

- Read through your completed form carefully
- Correct any errors before submitting — changes may be difficult after submission
- Click Submit when you are satisfied that all details are correct

Quick Tip

Double-check the spelling of your business name and your National ID number. Errors in these fields can cause delays in processing.



STEP 6 — Pay the Registration Fee Online

After submitting your application, you will be directed to pay the registration fee. Payment is made online through the MBRS portal.

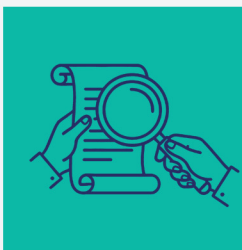
- Online payment options are available through the portal
- Keep your payment confirmation or receipt — you may need it as proof of submission

Note on fees

Registration fees are set by the Companies, Registrations and Intellectual Property Centre (CRIPC) and are displayed in the MBRS portal at the time of payment. Verify the current fee on the portal — do not pay outside the system or to individuals

AFTER YOU SUBMIT

Once your application is submitted and payment is received, here is what happens next:



Your application will be reviewed by the Registrar General's office



You will receive SMS or email notifications with updates on your application status



You can log back into the MBRS portal at any time to track the progress of your application



Once approved, you can download your Business Registration Certificate directly from the portal



Save and print your certificate — you'll need it for a business bank account, TPIN, and other services.

AFTER REGISTRATION — YOUR NEXT STEPS

- Apply for your TPIN at the Malawi Revenue Authority (MRA) — visit www.mra.mw or the nearest MRA office. Bring your registration certificate and National ID. The TPIN is free.
- Obtain a local council business license from your City, Town, or District Council if your sector requires one.
- Open a business bank account using your registration certificate and TPIN. Keep your business and personal money separate.
- Keep a digital and physical copy of all your registration documents in a safe place.

Need Help?

If you have trouble with the online process, the following organizations can assist you at no charge:

- **MBRS Help Desk** — contact details are available on the MBRS portal
- **Umodzi Consulting Ltd**— Business Development Services
- **mHub** — Business Development Services

ACKNOWLEDGEMENT:

This guide was prepared by GOPA AFC under the IYBA WE4A Programme and adapted from training materials developed by UMODZI Consulting for the delivery of tailored Business Development Services (BDS) to women led MSMEs in Malawi. We acknowledge and appreciate UMODZI Consulting's contribution to the development of the original content on which this guide is based.

DISCLAIMER

The information contained in this factsheet is provided for general guidance and informational purposes only. Registration requirements, procedures, and tax regulations may be amended, updated, or revised by the relevant authorities, Companies Registration & Intellectual Property Centre (CRIPC) and Malawi Revenue Authority (MRA) from time to time. Entrepreneurs are therefore encouraged to verify all information directly with the Companies Registration & Intellectual Property Centre and Malawi Revenue Authority, which remains the authoritative source on registration and tax-related matters respectively.

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