

Issuance of Import Permits (Industrial Products, Bread loaves and Pie Pastries)

Overview

Import Permits are primarily for statistical purposes and controlling of imports.

Who is eligible?

- Any licenced individual
- Botswana registered business entity

How do I get this service?

- Download, complete and submit **CONTROL OF IMPORTS APPLICATION FOR IMPORT PERMIT OR APPLICATION FOR AN IMPORT PERMIT BREAD LOAVES AND PIE PASTRIES (reg. 4(2))** at the Department of International Trade with assistance of an officer.
- In case of importation of some industrial food stuff or beverages not existing in the SACU market there is a need to bring a letter of consent from Ministry of Health and Wellness. For other SACU market non existing industrial products, there is a need to bring letter of Standards approval from Botswana Bureau of Standards (BOBS).
- Pay an application fee before the permit is issued.

What supporting documents are required?

- Certified Trading/Industrial/Hawkers License copy inclusive of line of trade
- In case of a company, certified Certificate of Incorporation and line of trade copies
- Certified copy of valid National identity card (Omang)

How long will this service take?

One (1) working day.

How much does it cost?

- P50.00 Administration fee for Industrial Production
- P100.00 Administration fee for Bread Loaves & Pie Pastries

Where can I obtain this service?

Regional Co-operative Officer

Gaborone Regional Office

Private Bag 0083

Gaborone

Tel: **3121090**

Fax: 3121060

Regional Co-operative Officer

Gantsi Regional Office

P O Box 152

Gantsi

Tel: **6596271**

Fax: 6596177

Regional Co-operative Officer
Francistown Regional Office
P O Box 304
Francistown
Tel: 2412339
Fax: 2421551

Tsabong Co-operative Officer
Tsabong Regional Office
P O Box 249
Tsabong
Tel: 6540026
Fax: 6540087

Regional Co-operative Officer
Maun Regional Office
P O Box 403
Maun
Tel: 6860419
Fax: 6861622

Regional Co-operative Officer
Kasane Regional Office
P O Box 222
Kasane
Tel: 6250339
Fax: 6251068

Regional Co-operative Officer
Molepolole Regional Office
Private Bag 23
Molepolole
Tel: 5920529
Fax: 5920300

Regional Co-operative Officer
Selibe Phikwe Regional Office
Private Bag 47
Selibe Phikwe
Tel: 2610629
Fax: 2613339

Regional Co-operative Officer
Serowe Regional Office
P O Box 61

Serowe
Tel: 4630292
Fax: 4633070

District Co-operative Officer
Letlhakane District Office
Private Bag 20
Letlhakane
Tel: 2976754
Fax: 2978426

Hukuntsi District Officer
Hukuntsi District Office
Private Bag 001
Hukuntsi
Tel: 6510380

District Co-operative Officer
Mahalapye District Office
Private Bag 71
Mahalapye
Tel: 4713432
Fax: 4713253

Mochudi District Officer
Mochudi District Office
Private Bag 003
Mochudi
Tel: 5777644/57
Fax: 577733

Where can I get more information on this Service

Department of International Trade
Private Bag 0073
Gaborone
Botswana

Tel: +267 3685353
Fax: +267 3188380

Opening hours: 07:30 to 12:45 and 13:45 to 16:30 Monday to Friday, except public holidays