

# Preparation of a Business Plan

## Overview

This service is meant to assist farmers in developing comprehensive business plans. The provision of this service empowers farmers with business planning skills. When completed, the farmer submits a business plan to funding institutions or keeps it safe for future reference.

## Who is eligible?

Citizens & non-citizens.

## How do I get this service?

- Visit the nearest District Agribusiness Promotion Offices for guidance on the development of the business plan.
- Develop and submit the business plan.

## What supporting documents are required?

- A valid National Identity Card (Omang) for citizens (certified copy)
- A valid Residence Work Permit for non-citizens (certified copy)
- Land Right Certificate (for leased or allocated by Land-Board authorities) (certified copy)
- Proof of Land Lease Agreement for Land signed by both parties (if leasing) (certified copy)
- Proof of Water Right Certificate from Water Apportionment Board (if applicable to the intended project) (certified copy)
- A Land Suitability Assessment report by relevant departments (certified copy)
- Relevant documents (including management C.V.'s for the employees of the project) if it is a start-up project
- Past project performance accounts (includes inventory and value of assets) if it is for an expansion or resuscitation and;
- Proof of Finance from potential financier

## How long will this service take?

Approximately two (2) weeks depending on how quickly relevant documents are submitted.

## How much does it cost?

No cost.

## Where can I get more information on this Service

Ministry of Agricultural Development and Food Security

Department of Agribusiness Promotion

Division of Farm Management

Private Bag 00298

Gaborone

Tel: (+267) 368 9706 / (+267) 3689709

Fax: (+267) 3689893

**Or**

Call Centre:

Tel.17755

Email. [moa17755@gov.bw](mailto:moa17755@gov.bw)

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