

Trade Unions Registration

Overview

Trade Union and Employers Organisations Act: Section 6 (1), explains that every Trade Union formed in Botswana, shall within twenty-eight (28) days immediately after its formation, apply to the Registrar of Trade Unions and Employers Organisations for registration.

Who is eligible?

Workers

How do I get this service?

Download, complete the **Trade unions registration form** and submit with supporting documents to the office of the Registrar of Trade Unions and Employers Organisations

What supporting documents are required?

- Three original copies of the Trade Union's constitution
- A copy of resolution of formation
- A list of full names of all members of the Trade Union
- A list of full names of executive officers
- A written statement detailing the following: 1. Name of the Trade Union. 2. Postal address and location of its office. 3. Date of its formation. 4. Titles, full names, ages, occupations, and postal and residential addresses of the officers who signed the application. 5. Minutes of resolution to form union.

How long will this service take?

Sixty (60) working days

How much does it cost?

- BWP10.00 fee for registration
- BWP1.00 per word for constitution amendment
- BWP1.00 change of officers

Where can I obtain this service?

Head Office

Department of Labour and Social Security

Block 8, Government Enclave

Gaborone

Where can I get more information on this Service

Head Office

Department of Labour and Social Security

Block 8, Government Enclave

Private Bag 0072

Gaborone

Telephone. (+267) 3732772

Opening hours: 7:30 am to 12:45 and 13:45 to 16:30, Monday to Friday,
except public holidays.