

Application for Certificate of Exemption

Overview

This service is extended to non-citizens that need a certificate for exemption, a person may be exempted from holding a work permit by the Minister by publishing in the Government Gazette for public information.

Who is eligible?

- Non-Citizens who fall under the category of exempted positions
- Investors who hold Permanent Residence
- Investors of worth supported by Botswana Investment and Trade Centre (BITC)

What supporting documents are required?

For exempted positions?

- Copy of job advert not older than six (6) months old
- Contract of employment
- Application letter for work (signed)
- Letter of offer or appointment letter
- Applicants' Curriculum vitae (CV)
- Certified copies of educational certificates. Please note that all certificates in foreign languages must be translated to English and be confirmed by Botswana Qualification Authority
- Certified copy of a valid passport – biographic data page (picture, passport number, date of birth, birth place, expiry, etc.)
- Two (2) x Passport-size photos (with a white background)
- Clearance from relevant professional regulatory bodies
- Letter from the patient's doctor (Nurse Aid/Care taker)
- Supporting letter from relevant Ministries for government projects
- CV for understudies

Permanent Residence holders

Copy of Permanent Residence certificate

Investors supported by BITC?

- See requirements for investors
- Supporting letter from BITC

How long will this service take?

Seven (7) working days

How much does it cost?

BWP 1,500.00

Where can I get more information on this Service

District Contact Numbers

Department of Labour and Social Security

Head office, Gaborone

Tel. (+267) 37372772 / 373 2700/2600

Gaborone Regional Labour Office I Tel. (+267) 3971406	Gaborone Regional Labour Office II Tel. (+267) 3956019
Francistown Regional Labour Office Tel. (+267) 2416933	Selibe Phikwe Regional Labour Office Tel. (+267) 2611598
Lobatse Regional Labour Office Tel. (+267) 5332569	Maun Regional Labour Office Tel. (+267) 68622705/2418
Serowe Regional Labour Office Tel. (+267) 4632579	Kasane Regional Labour Office Tel. (+267) 6250216

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