

Issuance of Export Permit for Scrap Metal

Overview

To improve accessibility of the scrap metal by local metal foundries/processors before it is exported as a way to facilitate domestic production. Scrap metal dealers are required to apply for export permit should the need to export the scrap metal arise.

Who is eligible?

Domestic registered scrap metal businesses.

How do I get this service?

- Download and submit [Registration Form](#) to apply to be registered scrap metal exporter at the Department of Industrial Affairs (DIA) with the supporting documents outlined below
- Download and submit [Application for Export Permit-scrap](#) at the Department of Industrial Affairs.
- Please note that one application is for one permit, and that the permit issued would be per one truck load or one container.
- The permit is processed by DIA as follows:
 1. DIA consult whether foundries require the scrap
 2. (If yes permit application rejected)
 3. Preparation of the permit by the processing officer
 4. Authorization of the permit by a senior officer
 5. (Non) Issuance of the permit to the applicant depends on results of processing by ministry
- Return permit is then returned to DIA (with SAD 500 attached).

Please note that step 1 (registration is only done once), and then subsequently the applicant continues from step 2 (application for the permit).

What supporting documents are required?

- Copy of Salvage yards license (obtained from Department of Waste Management and Pollution Control)
- BURS Tax Clearance certificate
- National Identity Card (Omang) /Passport of Managing Director
- Copies of Registration of Incorporation or Business Registration Certificate
- Copies of Shareholding certificates
- SAD 500

How long will this service take?

Ten (10) working days.

How much does it cost?

No Cost.

Where can I get more information on this Service

Department of Industrial Affairs
Plot 54380
Central Business District (CBD)

Private Bag 0014
Gaborone

Tel. (+267) 3957406

Fax. (+267) 3972910

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