

Issuance of Industrial Licence

Overview

All manufacturing enterprises are required to have an Industrial License before commencement of operations. The licence is renewed annually on or before the date of first licence issue. These licences are issued by the Industrial Licensing Authority (ILA) and the Regional Licensing Committees.

Who is eligible?

Any enterprise registered in Botswana and individuals who are above the age of 18 years. However, the following activities are reserved for citizens of Botswana or for companies that are wholly owned by citizens of Botswana if on a small scale or as a joint venture on medium/large scale;

No.	Activity
1	Manufacturing of school uniforms
2	Manufacturing of school furniture
3	Manufacturing of burglar bars
4	Manufacturing of protective clothing
5	Milling of sorghum
6	Manufacturing of cement bricks and baked earth (mud) bricks
7	Baking of bread and confectionery
8	Manufacturing of peanut butter
9	Bottling of water
10	Production of traditional sour milk
11	Packaging
12	Manufacturing of floor polish
13	Manufacturing of traditional leather products
14	Manufacturing of traditional crafts
15	Signage, including electronic signage
16	Fencing materials excluding gum poles
17	Manufacturing of candles
18	Ice making
19	Meat processing

How do I get this service?

For enterprises with a turnover of more than P5 million, completed forms are submitted to the Department of Industrial Affairs,

For enterprises with a turnover of less than P5 million, completed forms are

submitted to the District/Town/City Council Commercial Office in your locality.

- Download and complete the appropriate application form, submit with supporting documents to the Department of Industrial affairs or District/Town/City council commercial offices :
- 1. **Application form for industrial licence – initial application of an industrial licence**
- 2. **Application to manufacture a new product**
- 3. **Application to manufacture at an additional place**
- 4. **Application to change location**
- 5. **Application to transfer an industrial licence to another enterprise**
- 6. **Application to pay annual fee**
- The application will be considered by the Industrial Licencing Authority (ILA) Board (at Headquarters) or the Licensing Committee (at District/Town/City Council), and the applicant will be notified of the outcome via mail, phone or SMS.
- If the licence has been approved, the applicant can collect the licence from the office they applied at upon payment of applicable fees.

What supporting documents are required?

- Application for NEW Licence:
 1. Pay administration fee
 2. A copy of the Certificate of Incorporation
 3. Shareholding documents
 4. Additional Information sheet (collected with the application form)
 5. An Environmental Impact Assessment Report/Authorisation letter from the Department of Environmental Affairs
 6. Approval/clearance/recommendation from Environmental Health from the Local authority/council
 7. An approval/authorisation letter from Physical planning office
 8. Lease agreement/proof of plot ownership
 9. Copies of national identity card/passport for both foreign and citizen shareholders
 10. Commitment letter from a licensed waste carrier and a valid copy of the waste carrier's license or proof of payment for waste collection from the council
 11. Provide clearance/recommendation/authorisation letter from;
 - Environmental & Occupational Health Division (Ministry of Health & Wellness) for Chemicals
 - Ministry of Agriculture and Food Security for animal and plant related products feeds
 - Nutrition and Food Control (Ministry of Health and Wellness) for food and beverages
- Application to manufacture a new product:
 1. Additional Information Sheet (collected with the application form)
 2. An Environmental Impact Assessment Report/Authorisation letter from

the Department of Environmental Affairs

3. Approval/clearance/recommendation from Environmental Health from the Local authority/council
4. Commitment letter from a licensed Waste carrier and a valid copy of the waste carrier's license or proof of payment for waste collection from the council
5. Proof of last payment
6. Pay administration fee

- Application to manufacture at an additional place:

1. Additional information sheet
2. Approval/clearance/recommendation from Environmental health from the Local authority/council
3. An approval/authorisation letter from Physical planning office
4. An Environmental Impact Assessment Report/Authorisation letter from the Department of Environmental Affairs
5. Commitment letter from a licensed waste carrier and a valid copy of the waste carrier's license or proof of payment for waste collection from the council
6. Lease agreement /proof of plot ownership
7. Proof of last payment
8. Pay administration fee

- Application to change location:

1. Approval/Clearance/Recommendation from Environmental Health from the Local Authority/Council
2. An approval/authorisation letter from Physical Planning Office
3. An Environmental Impact Assessment Report/Authorisation letter from the Department of Environmental Affairs
4. Commitment letter from a licensed Waste carrier and a valid copy of the waste carrier's license or proof of payment for waste collection from the council
5. Lease agreement/ proof of plot ownership
6. Proof of last payment
7. Pay administration fee

- Application to transfer a Licence:

1. Completion of form AIL 1 in duplicate by the transferee
2. Certificate of Incorporation of the transferee
3. Shareholding documents of the transferee
4. Commitment letter from a licensed waste carrier and a valid copy of the waste carrier's license or proof of payment for waste collection from the council
5. Proof of last payment
6. Pay administration fee

7. If transfer is to a different location also include;
 - Environmental health recommendation/authorisation letter
 - An approval/authorisation letter from Physical Planning Office
 - An Environmental Impact Assessment Report/Authorisation letter from the Department of Environmental Affairs
 - Lease agreement/proof of plot ownership
- Application for notice of change of name:
 1. Certificate of Change of Name
 2. Proof of last payment
 3. Shareholding documents
 4. Pay administration fee
- Application to pay annual fee:
 1. Proof of last payment
 2. Copy of industrial licence
 3. Latest Financial statements

How long will this service take?

Five (5) working days.

How much does it cost?

No.	Service	Cost (BWP)
1.	Administration fee	50.00
2.	New Licence	200.00
3.	Manufacturing a new product	100.00
4.	Manufacturing at an additional place	200.00
5.	Change of location	200.00
6.	Transfer of a Licence	200.00
7.	Notice of change of name	200.00
8.	Payment of annual fee	200.00
9.	Duplicate licence	100.00

Where can I obtain this service?

For enterprises with a turnover of more than P5 million, completed forms are submitted to the Department of Industrial Affairs.

Ministry of Investment, Trade and Industry

Department of Industrial Affairs

Plot 54380, Central Business District, Gaborone

Private Bag 0014

Gaborone

Tel: 3957406/3995200

For enterprises with a turnover of less than P5 million, completed forms are

submitted to the District/Town/City Council Commercial Office in your locality.

Town Clerk

Gaborone City Council

Private Bag 0089

Gaborone

Tel: (267) 3657400/365744/3657413

Fax: (267) 3900141

Town Clerk

City of Francistown Council

Private Bag 0040

Francistown

Tel: (267) 2411050 Ext. 965

Fax: (267) 2412427

Council Secretary

Kweneng District Council

Private Bag 005

Molepolole

Tel: (267) 5920200/201

Fax: (267) 5920287/5920207/5920858

Town Clerk - Commercial Office

Selibe Phikwe Town Council

Private Bag 001

Selibe Phikwe

Tel: (267) 2610570

Fax: (267) 2614854

Town Clerk - Commercial Office

Jwaneng Town Council

Private Bag 001

Jwaneng

Tel: (267) 5880303

Fax: (267) 5882609

Council Secretary

North East District Council

Private Bag 004

Masunga

Tel: (267) 2489242

Fax: (267) 2489290/263

Town Clerk

Sowa Town Council

Private Bag SOW 1

Sowa

Tel: (267) 6213440

Fax: (267) 6213425

Council Secretary
Central District Council
Private Bag 001
Serowe

Tel: (267) 4630411

Fax: (267) 4635469

Council Secretary
Northwest District Council
Private Bag 001
Maun

Tel: (267) 6860241

Fax: (267) 6860029

Council Secretary
Southern District Council
Private Bag 002
Kanye

Tel: (267) 5440217

Fax: (267) 5440103/02/5403307

Council Secretary
Kgatleng District Council
Private Bag 11
Mochudi

Tel: (267) 5777963

Fax: (267) 5777216

Council Secretary
Chobe District Council
Private Bag K30
Kasane

Tel: (267) 6250275/6

Fax: (267) 6250368

Council Secretary
Kgalagadi District Council
Private Bag 005
Tsabong

Tel: (267) 6540061/254/6540381

Fax: (267) 6540259

Council Secretary
Ghanzi District Council

Private Bag 15
Ghanzi
Tel: (267) 6592057/6596216/6596688
Fax: (267) 6596420

Council Secretary
South East District Council
Private Bag 002
Ramotswa
Tel: (267) 5390251/061/
Fax: (267) 5390201/5380603

Senior Assistant Council Secretary
Palapye Administrative Authority
Private Bag 72
Palapye
Tel: (267) 4921092
Fax: (267) 4921541

Senior Assistant Council Secretary
Mahalapye Sub-District Council
Private Bag 002
Mahalapye
Tel: (267) 4713323
Fax: (267) 4713205

Senior Assistant Council Secretary
Tonota Sub-District Council
Private Bag T12
Tonota
Tel: (267) 2484220
Fax: (267) 2485861

Senior Assistant Council Secretary – Commercial Office
Tlokweng Sub-District Council
Private Bag T05
Tlokweng
Tel: (267) 3925242
Fax: (267) 3928809

Senior Assistant Council Secretary
Tutume Sub-District Council
Private Bag 006
Tutume
Tel: (267) 298721/2987391
Fax: (267) 2987626/2987533

Senior Assistant Council Secretary
Boteti Sub-District Council
Private Bag 005
Letlhakane
Tel: (267) 2978278
Fax: (267) 2978234

Senior Assistant Council Secretary
Bobirwa Sub-District Council
Private Bag 0013
Bobonong
Tel: (267) 2619274/2629037
Fax: (267) 2619296

Senior Assistant Council Secretary
Okavango Sub-District Council
Private Bag 006
Gumare
Tel: (267) 6874040
Fax: (267) 6874199

Senior Assistant Council Secretary
Mogoditshane/Thamaga Sub-District Council
Private Bag 006
Mogoditshane
Tel: (267) 3105615/3910291
Fax: (267) 3105617

Senior Assistant Council Secretary
Moshupa Sub-District Council
Private Bag 004
Moshupa
Tel: (267) 5449270
Fax: (267) 5449296

Senior Assistant Council Secretary
Mabutsane Sub District Council
Private Bag 04
Mabutsane
Tel: (267) 5889219
Fax: (267) 5889211

Senior Assistant Council Secretary
Good hope Sub-District Council
Private Bag 005
Good hope
Tel: (267) 5404183/5486232

Fax: (267) 5404157/5486241

Senior Assistant Council Secretary
Letlhakeng Sub-District Council
Private Bag 003
Letlhakeng

Tel: (267) 5943013/5943164

Fax: (267) 5943171

Senior Assistant Council Secretary
Charles Hill Sub-District Council
Private Bag 002
Charles Hill

Tel: (267) 6592057

Fax: (267) 6592246

Senior Assistant Council Secretary
Molepolole/Lentsweletau Administrative Authority
Private Bag 005
Molepolole

Tel: (267) 5922114/ 5910623

Fax: (267) 5920287

Senior Assistant Council Secretary
Hukuntsi Sub-District Council
Private Bag 12
Hukuntsi

Tel: (267) 6510249

Fax: (267) 6510244

Senior Assistant Council Secretary
Maun Administrative Authority
Private Bag 005
Maun

Tel: (267) 6861729

Fax: (267) 6863214

Senior Assistant Council Secretary
Kanye Administrative Authority
Private Bag 11
Kanye

Tel: (267) 5403319

Fax: (267) 5440625/5440103

Senior Assistant Council Secretary
Serowe Administrative Authority
Private Bag 0023

Serowe

Tel: (267) 4600223

Fax: (267) 4631136

Senior Assistant Council Secretary

Tsabong Sub-District Council

Private Bag 005

Tsabong

Tel: (267) 6540061

Fax: (267) 6540259

Where can I get more information on this Service

Ministry Public Relations office

Public Relations office

Ministry of Investment, Trade and Industry

Plot 54380

Central Business District (CBD)

Private Bag 004

Gaborone

Tel. (267) 3601200

Ministry of Investment, Trade and Industry

Department of Industrial Affairs

Plot 54380, Central Business District, Gaborone

Private Bag 0014

Gaborone

Tel: 3957406/3995200

Fax: 39729109