

Registration of Federation of Trade Unions

Overview

Section 6 (1) of the Trade and Employers' Organization Act, explains that every Federation of Trade Unions formed in Botswana, shall within twenty-eight (28) days immediately after its formation, apply to the Registrar of Trade Unions and Employers Organization for registration as a trade union.

Who is eligible?

Registered Trade Unions

How do I get this service?

Download, complete the **Registration of Federation of Trade Unions form** and submit with supporting documents to the office of the Registrar of Trade Unions and Employers Organizations.

What supporting documents are required?

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

How long will this service take?

Sixty (60) working days

How much does it cost?

- BWP 10.00 fee for registration
- BWP 1.00 per word for constitution amendment
- BWP 1.00 change of officers

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.

