

# Registration of Employers' Organisation

## Overview

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

## Who is eligible?

Citizen and non-citizen companies registered in Botswana

## How do I get this service?

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

## What supporting documents are required?

- Three original copies of the Employers' Organisation Constitution
- A copy of resolution of formation
- A list of full names of all members of the Employers' Organisation
- A list of full names of executive officers
- A written statement detailing the following:
  - Name of the Employers' Organisation
  - 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 Employers' Organisation

## 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 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.

