

Diamond Cutting Licence Application

Overview

This service evaluates individuals and businesses wishing to undertake diamond cutting operations.

Who is eligible?

All citizens, non-citizens and businesses who meet the following criteria qualify for this service:

- Have access to technical competence and experience to carry on the business of diamond cutting and polishing.
- Have secured access to adequate financial resources to carry out the business of diamond cutting.
- Not in default in terms of the Diamond Cutting Act.

How do I get this service?

- Complete and submit the [Diamond Cutting Licence Application Form](#) with the supporting documents to the nearest office.
- Once the Diamond Office (address listed below) has processed the application, a response will be mailed to the applicant within 30 days.
- If approved, the applicant can pick up the licence from the Diamond Office in Gaborone (address listed below).

What supporting documents are required?

The following documents must be submitted in copies of four (4)

- Certified copy of Identification documents (Oman card for citizens)
- First three (3) pages of passport (for non-citizens)
- Certification of Incorporation in Botswana
- Certified copies of Shareholders Certificates (Form2)
- Certified List of Directors
- Company structure/organisational chart
- Audited financial reports for the previous three (3) years or financial documents confirming financial competency of the company
- Proof of technical competence (expertise and experience of production team in cutting, polishing and owning appropriate equipment)
- Company Directors must have diamond related training (attach certificates)
- Financial credentials/financial backing from a bank or financial institution
- Rough diamond supply agreements/ proof of continuous rough diamond supply
- Affidavits proving absence of criminal records and police clearance for directors and shareholders
- Proof of no bankruptcy in the history of the company's operations
- Business Plan

How long will this service take?

Thirty (30) days.

How much does it cost?

- BWP 500.00 on issuance of licence.
- BWP 500.00 annually on renewal of licence.

Where can I get more information on this Service

Diamond Hub

Private Bag 0018

Gaborone

Botswana

Plot 67782, Diamond Technology Park, Block 8 Industrial Area

Telephone. (+267) 3915311

Fax. (+267) 393 4586

Email. diamondofficebotswana@gov.bw

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