

Botswana Operations , Annual Operations Permit (BA permit)

Overview

The permit is used to transport goods either locally or across the border, it is renewed annually.

Two types of BA Permits are;

- BA-Permit-Domestic
- BA-permit- foreign registered vehicle

Who is eligible?

Any locally-registered business, citizen or resident that is the owner of a passenger vehicle.

How do I get this service?

- Download and complete [Form RTS 1 - Application for Initial Grand or Amendment or Renewal of Road Transport Permit](#) and submit along with supporting documents to the Registration and Licensing officer at any permit-issuing Department of Road Transport and Safety office for approval.
- Pay the prescribed fee at the service counter.
- Once fee is paid, the permit would be issued.

What supporting documents are required?

BA-Permit-Domestic

Requirements:

- Certified copy of valid National ID (Omang).
- Copy of the vehicle's registration document (blue book).
- Copy of vehicle's valid Roadworthiness Certificate (at the point of certificate collection).
- Vehicle Inspection Certificate (only if permit application is approved by the board).
- Copy of Certificate of Incorporation (companies).
- Copy of one director's certified National ID (companies).
- Copy of Shareholder's Certificates (companies).
- Copy of business proposal (companies).
- Expired permit (renewals).
- Expired token (renewals).

BA-Permit- foreign registered vehicle

Requirements:

- Copy of roadworthiness certificate (From country of origin)
- Copy of the vehicle's registration document (blue book).
- Copy of vehicle's valid Roadworthiness Certificate (at the point of certificate collection).
- Vehicle Inspection Certificate (only if permit application is approved by

the board).

- Copy of Certificate of Incorporation (companies).
- Copy of one director's certified valid identity document (companies).
- Copy of Shareholder's Certificates (companies).
- Copy of business proposal (companies).
- Expired permit (renewals).
- Expired token (renewals).

How long will this service take?

Immediate.

How much does it cost?

Refer to the pricing schedule for reference.

Where can I obtain this service?

Department of Road Transport and Safety- Permit Issuing stations

- Gaborone Old Supplies Office
- Molepolole
- Lobatse
- Mahalapye
- Palapye
- Ghanzi
- Maun
- Kasane
- Francistown
- Serowe
- Selebi Phikwe
- Tsabong
- Kanye

Where can I get more information on this Service

Public Relations Unit

Department of Road Transport and Safety Tshomarelo House

Botswana Savings Bank Building

Private Bag 0054 Gaborone Botswana

Tel. (267) 368-8600

Fax.(267) 397-1117/1114

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