

# Requirements for Labour Exemption Certificates for Permanent Residents

## Overview

The exemption certificate is issued to applicants who hold a Permanent Residence Permit . Only Directors are eligible to apply for this Labour Exemption Certificate to work or operate a business in Botswana.

## Who is eligible?

Non- citizens who hold Permanent Residence Permits are eligible for this service.

## How do I get this service?

Fill and submit the following forms depending on type of applicant:

1. Two copies of Form 4 for employees
2. Two copies of Form 4, Form II/Form 8, Form 13 and Form 14 for directors
3. Form 3A, Form 15, and Form 21 for all applicants
4. Submit payment and application forms to the Department of Immigration and Citizenship (address provided below).Check the outcome of your application from the Office which the application was made after 6 Months.

## What supporting documents are required?

### Requirements applicable to all persons:

1. Covering letter from the applicant
2. Two copies of certified passport
3. Two recent passport size photos
4. If married, include one copy of certified marriage certificate

### Immigrants/dependents/missionaries

1. Letter of support from sponsor, spouse, supporter, or mission
2. Proof of means of support in Botswana
3. Most recent month's bank statement

### Employees

1. Curriculum vitae
2. One copy of certified educational certificates
3. Reference/confirmation of employment by the employer

### Investors

- Wages sheet of employees
- Duration of employment and certified copies of identity cards for employees who are citizens of Botswana

- Submit certified copies of the following:
  1. Valuation of shares.
  2. Share certificate.
  3. Certificate of incorporation.
  4. List of directors (Form 2, Form 8, Form 13, Form 14)
  5. Current year's financial statements
  6. Title deed/lease agreement
  7. Trading license
  8. Tax return
  9. Annual Returns
  10. Current Bank Statement, certified by the Bank
  11. Copy of Permanent Residence
  12. List of Assets and their Value

### **How long will this service take?**

Six(6) months to be completed.

### **How much does it cost?**

This service cost BWP 3000.00 for each applicant.

### **Where can I obtain this service?**

Department of Immigration and Citizenship  
Immigration Offices  
Private Bag 002  
Block 8, Government Enclave, Khama Crescent  
Gaborone  
Botswana

**Tel. (+267) 3611300**

**Toll Free. 0800 600 777**

Email. [mnig-pro@gov.bw](mailto:mnig-pro@gov.bw)

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

### **Where can I get more information on this Service**

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