

# Issuance of plant, plant products import permit/ phytosanitary certificate

## Overview

This service allows/enables Importers and Exporters to import/export plant and plant products. The permit is administered through Plant Protection Act CAP35:02. To import/export plants, plant products you must apply for an import permit and a Phytosanitary certificate respectively issued by the Division of Plant Protection. For one to be issued a Phytosanitary certificate s/he must meet the import conditions of the importing country. The import permit is valid for 6 months and can be used for multiple entry. The Phytosanitary certificate is valid for 2 weeks and used for single entry only.

## Who is eligible?

- Individuals (citizens and non-citizens)
- Registered company with Registrar of Companies for a Trading License
- Registered business (Companies/Hawkers/Vendors)

## How do I get this service?

- Interested citizens and businesses are required to visit the nearest District Crop Production Office with relevant supporting documents.
- Complete an application form to import the plant and plant products.
- Forms can be completed and send via email to [MoAPlantPermits@gov.bw](mailto:MoAPlantPermits@gov.bw).
- Pay the prescribed fee physically or at the District Crop Production Office or electronically at the following banking details:

Bank name:	Bank of Botswana
Branch:	Gaborone
Swift code:	B BOT BW GX
Account name:	Government of Botswana Remittance Account
Account number:	0101000016620000/10000166200 00
Reference:	0503-23429

• If paying electronically proof of payment is required before a permit or Phytosanitary certificate are issued.

- For IMPORT of plant or plant product, provide the following details:
  - Name and address of importer (Physical or postal)
  - Name and address of exporter (Physical or postal)
  - Quantities and type of plants or plant products to be imported
  - Port of entry
  - Mode of transport
- The plant or plant products to be imported shall be inspected to ensure that they meet the import conditions.

## **What supporting documents are required?**

For IMPORT of plant or plant product

- Proof of payment
- Completed **Application form**

For EXPORT of plant or plant product

- Provide import permit from importing country
- Apply for phytosanitary certificate
- The plant or plant products to be exported shall be inspected to ensure that they meet the import conditions of the importing country
- Proof of payment
- Completed **Application form**

For plant and plant products on TRANSIT provide:

- Permit from importing country
- Phytosanitary certificate from exporting country if required by the importing country
- Proof of payment
- Completed **Application form**

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

Up to 14 working days. However clients advised to apply 2 weeks in advance

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

- Plant import permit is P150.00
- Phytosanitary certificate is P300.00

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

**Any District Crop Production Office**

Ministry of Agricultural Development and Food Security  
Department of Crop Production  
Division of Plant Protection  
Private Bag 00298  
Gaborone  
Botswana

Tel. (+267) 3928745/6  
(+267) 3928786

Fax. (+267) 3972381

### **Call Centre**

Tel. 17755

Email. **moa17755@gov.bw**

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