

Recruiter's Licence

Overview

A Recruiter's Licence is issued to an individual, establishment or association engaged in recruitment of potential employees.

Who is eligible?

- Citizens and non-citizens
- Recruitment establishments
- Recruitment associations

How do I get this service?

- Download and complete the **Recruiter's Licence application form** and submit with supporting documents to the nearest Labour Office
- Collection of Recruiters License after notification or applicant can check after service period

What supporting documents are required?

- Company Registration Documents
- Tax Clearance
- Lease Agreement
- Returns of number of employees recruited in any district per quarter submitted within four weeks after each quarter with the Commissioner (**only applicable for renewal application**)
- Three (3) months Bank Statement (Minimum P10 000.00 balance)
- Identity Cards/ Work permits for Directors
- Copy of Workers Compensation Insurance Certificate
- List of potential Recruiter's permit holders
- CVs of potential Recruiter's permit holders

How long will this service take?

One (1) week

How much does it cost?

- BWP20.00 fee for Recruiter's licence Type A
- BWP100.00 for Recruiter's licence Type B

Where can I get more information on this Service

Districts' Contact Numbers

Department of Labour and Social Security Head office, Gaborone Tel. (+267) 37372772	Gaborone Regional Labour Office I Tel. (+267) 3971406
Gaborone Regional Labour Office II Tel. (+267) 3956019	Francistown Regional Labour Office Tel. (+267) 2416933

Lobatse Regional Labour Office Tel. (+267) 5332569	Maun Regional Labour Office Tel. (+267) 68622705/2418
Selibe Phikwe Regional Labour Office Tel. (+267) 2611598	Serowe Regional Labour Office Tel. (+267) 4632579
Kasane Regional Labour Office Tel. (+267) 6250216	

Opening hours: 7:30 am to 12:45 and 13:45 to 16:30, Monday to Friday, except public holidays.