

Trade License Application

Overview

- Individuals or companies must obtain a trade licence in order to sell goods and services in Botswana.
- Ministry of Investment, Trade and Industry has decentralised the issuance of all licences to District Councils.

Who is eligible?

Citizens and non-citizens who are above the age of eighteen (18) years and businesses qualify for the following licenses:

NO.	TYPE OF LICENCE	NO.	TYPE OF LICENCE
1.	Agent	24	General Dealer
2	Agricultural Shop	25	General Hire Service
3.	Amusement Arcade	26.	Gymnasium
4.	Auctioneer's	27.	Haberdashery
5.	Baby Shop	28.	Hair or Beauty Parlour
6.	Bookshop	29.	Household Shop
7.	Car Wash	30.	Imported pre-owned motor dealer
8.	Cell phone Shop	31	Industrial Hardware
9.	Cleaning Services	32	Internet Café or Copy Shop
10.	Commercial Hardware	33	Jewellery Shop
11.	Cosmetics Shop	34	Laundromat
12.	Curio Shop	35.	Specialized Motor Dealer
13.	Department Store	36.	Optician Shop
14.	Distributor	37.	Petrol Filling Station

15.	Driller's	38.	Pharmacy or chemist
16.	Dry-clean	39.	Plant Hire Service
17.	Dry-clean Depot	40.	Restaurant
18.	Electronics or Electrical Shop	41.	Sunglass Shop
19.	Florist	42.	Supermarket
20.	Fresh Produce	43.	Takeaway
21.	Funeral Parlour	44.	Toy Shop
22.	Furniture Shop	45.	Wholesale
23.	General Clothing	46.	Workshop

The following licences are reserved for citizens of Botswana or for companies that are wholly owned by citizens of Botswana;

NO	TYPE OF LICENCE
1	Auctioneer's Licence
2	Agent's Licence
3	Car Wash Licence
4	Cell phone Shop
5	Cleaning Services Licence
6	Dry-clean depot Licence
7	Curio Shop Licence
8	Florist Licence
9	Fresh Produce Licence
10	Funeral Parlour Licence
11	General Dealer's Licence
12	General Clothing Licence
13	General Hire Service Licence
14	Laundromat Licence
15	Petrol Filling Station Licence
16	Takeaway Licence
17	Hair or Beauty Parlour Licence; and
18	Internet Café or Copy Shop Licence
19	Imported pre-owned motor dealership

How do I get this service?

- Download and complete the appropriate application forms, submit with supporting documents to the Town or District Council commercial affairs offices listed below;
- 1. **Application Form for Trade Licence** – Initial application of trade licence.
- 2. **Notice Form of Intention to Transfer a Trade Licence** – To transfer the trade license to another individual or company, or to notify of the change in operating location.
- 3. **Application Form for a Transfer of a Trade Licence** To transfer the trade licence to another individual or company, or to notify of the change in operating location..
- 4. **Licence Annual Fee Payment Form.**
- 5. **Application Form for a Duplicate licence** – To apply for a licence after the original has been lost or destroyed subject to the submission of a valid police report.
- If the license has been approved, the applicant will be notified of the result via mail, phone or SMS to collect the license from Town or District council commercial affairs offices upon payment of applicable licence fees.
- On or before the anniversary date of the license grant, the applicant has to submit **Trade License Annual Fee Payment Form** and the applicable fees to the Town or District council commercial affairs offices.

What supporting documents are required?

New application:

- If the applicant is a business, a copy of the certificate of incorporation.
- If the applicant is an individual or a partnership, submit a certified registration certificate.
- The latest copy of the annual returns form obtained from the Registrar of Companies and Intellectual Property.
- Proof of availability of the business premises (either a title deed, or a written lease agreement).
- A certified copy of a valid National Identity card (Omang) for owners, shareholders or directors who are citizens.
- Certified copy of passport for owners, shareholders or directors who are non-citizens.
- The original or certified copy of physical planner's report validating zoning for the plot upon which the activities will occur. Physical planners are employed by the District Council and should be booked by the applicants to validate zoning.
- The original or a certified copy of the environmental health report for the business premises in question. The report must be completed by health inspectors employed by the District Council and the applicant must book the health inspector for inspection.

Transfer of license:

- A certified copy of a valid National Identity card (Omang) for owners, shareholders or directors who are citizens.
- Certified copy of passport, work and residence permit for owners, shareholders or directors who are non-citizens.

Annual License fee:

- Latest Company Annual Returns form (* only where applicable).
- A certified copy of a valid National Identity card (Omang) /passports of directors and shareholders (*only if there have been changes to directors and shareholding).

Duplicate license:

- Police report indicating the licence has been stolen or destroyed.

How long will this service take?

Five (5) working days.

How much does it cost?

Fees for initial application

Non-refundable BWP 100.00.

The license fees are as follows:

NO.	TYPE OF LICENCE	LICENCE FEE	NO.	TYPE OF LICENCE	LICENCE FEE
1.	Agent	BWP 1,000.00	24.	General Dealer	BWP 250.00
2.	Agricultural shop	BWP 1,000.00	25.	General Hire Service	BWP 500.00
3.	Amusement arcade	BWP 500.00	26.	Gymnasium	BWP 1,000.00
4.	Auctioneer's	BWP 1,200.00	27.	Haberdashery	BWP 750.00
5.	Baby shop	BWP 1000.00	28.	Hair or Beauty Parlor	BWP 750.00
6.	Bookshop	BWP 750.00	29.	Household Shop	BWP 1,500.00
7.	Car wash	BWP 150.00	30.	Imported Pre owned motor dealer	BWP 1,500.00

8	Cellphone shop	BWP 1,000.00	31.	Industrial hardware	BWP 1,000.00
9.	Cleaning services	BWP 200.00	32.	Internet café or copy shop	BWP 500.00
10.	Commercial hardware	BWP 1,000.00	33.	Jewelry shop	BWP 1,000.00
11.	Cosmetics shop	BWP 1,000.00	34.	Laundromat	BWP 100.00
12.	Curio shop	BWP 500.00	35.	Specialized motor dealer	BWP 1,500.00
13.	Department store	BWP 2,000.00	36.	Optician shop	BWP 1,000.00
14.	Distributor	BWP1500.00	37.	Petrol filling station	BWP500.00
15.	Driller's	BWP1000.00	38.	Pharmacy or chemist	BWP750.00
16.	Dry-clean	BWP 1,500.00	39.	Plant hire service	BWP 500.00
17.	Dry-clean depot	BWP 500.00	40.	Restaurant	BWP 1,000.00
18.	Electronics or Electrical shop	BWP1000.00	41.	Sunglass shop	BWP1000.00
19.	Florist	BWP250.00	42.	Supermarket	BWP1500.00
20.	Fresh produce	BWP250.00	43.	Takeaway	BWP150.00
21.	Funeral parlor	BWP 1,500.00	44.	Toy shop	BWP 1,000.00
22.	Furniture shop	BWP 1,500.00	45.	Wholesale	BWP 1,500.00
23.	General clothing	BWP 750.00	46.	Workshop	BWP 1,500.00

Fees for transfer or duplicate licence application:

- Non-refundable application fee of BWP 100.00.

- License duplicate is BWP 100.00.

Fees for Annual License:

Annual license fee payment is one (1) quarter of the license fee.

Where can I obtain this service?

Department of Trade and Consumer Affairs
Ministry of Investment, Trade and Industry
Plot 54380
Central Business District (CBD)
Private Bag 00252
Gaborone

Where can I get more information on this Service

Department of Trade and Consumer Affairs
Ministry of Investment, Trade and Industry
Plot 54380
Central Business District (CBD)
Private Bag 00252
Gaborone

Tel. (+267) 3911233

Fax. (+267) 3975239

All the Local Authorities (District Councils) across the country

<p>Town Clerk Gaborone City Council Private Bag 0089 Gaborone Tel: (+267) 3657400/365744/3657413 Fax: (+267) 3900141</p>	<p>Town Clerk City of Francistown Council Private Bag 0040 Francistown Tel: (+267) 2411050 Ext. 965 Fax: (+267) 2412427</p>	<p>Council Secretary Kweneng District Council Private Bag 005 Molepolole Tel: (+267) 5920200/201 Fax: (+267) 5920287/5920207/5920858</p>
<p>Town Clerk - Commercial Office Selibe Phikwe Town Council Private Bag 001 Selibe Phikwe Tel: (+267) 2610570 Fax: (+267) 2614854</p>	<p>Town Clerk - Commercial Office Jwaneng Town Council Private Bag 001 Jwaneng Tel: (+267) 5880303 Fax: (+267) 5882609</p>	<p>Council Secretary North East District Council Private Bag 004 Masunga Tel: (+267) 2489242 Fax: (+267) 2489290/263</p>

<p>Town Clerk Sowa Town Council Private Bag SOW 1 Sowa Tel: (+267) 6213440 Fax: (+267) 6213425</p>	<p>Council Secretary Central District Council Private Bag 001 Serowe Tel: (+267) 4630411 Fax: (+267) 4635469</p>	<p>Council Secretary Northwest District Council Private Bag 001 Maun Tel: (+267) 6860241 Fax: (+267) 6860029</p>
<p>Council Secretary Southern District Council Private Bag 002 Kanye Tel: (+267) 5440217 Fax: (+267) 5440103/02/5403307</p>	<p>Council Secretary Kgatleng District Council Private Bag 11 Mochudi Tel: (+267) 5777963 Fax: (+267) 5777216</p>	<p>Council Secretary Chobe District Council Private Bag K30 Kasane Tel: (+267) 6250275/6 Fax: (+267) 6250368</p>
<p>Council Secretary Kgalagadi District Council Private Bag 005 Tsabong Tel: (+267) 6540061/254/6540381 Fax: (+267) 6540259</p>	<p>Council Secretary Ghanzi District Council Private Bag 15 Ghanzi Tel: (+267) 6592057/6596216/6596688 Fax: (+267) 6596420</p>	<p>Council Secretary South East District Council Private Bag 002 Ramotswa Tel: (+267) 5390251/061/ Fax: (+267) 5390201/5380603</p>
<p>Senior Assistant Council Secretary Palapye Administrative Authority Private Bag 72 Palapye Tel: (+267) 4921092 Fax: (+267) 4921541</p>	<p>Senior Assistant Council Secretary Mahalapye Sub- District Council Private Bag 002 Mahalapye Tel: (+267) 4713323 Fax: (+267) 4713205</p>	<p>Senior Assistant Council Secretary Tonota Sub-District Council Private Bag T12 Tonota Tel: (+267) 2484220 Fax: (+267) 2485861</p>

<p>Senior Assistant Council Secretary – Commercial Office Tlokweng Sub-District Council Private Bag T05 Tlokweng Tel: (+267) 3925242 Fax: (+267) 3928809</p>	<p>Senior Assistant Council Secretary Tutume Sub-District Council Private Bag 006 Tutume Tel: (+267) 298721/2987391 Fax: (+267) 2987626/2987533</p>	<p>Senior Assistant Council Secretary Boteti Sub-District Council Private Bag 005 Letlhakane Tel: (+267) 2978278 Fax: (+267) 2978234</p>
<p>Senior Assistant Council Secretary Bobirwa Sub-District Council Private Bag 0013 Bobonong Tel: (+267) 2619274/2629037 Fax: (+267) 2619296</p>	<p>Senior Assistant Council Secretary Okavango Sub-District Council Private Bag 006 Gumare Tel: (+267) 6874040 Fax: (+267) 6874199</p>	<p>Senior Assistant Council Secretary Mogoditshane/Thamaga Sub-District Council Private Bag 006 Mogoditshane Tel: (+267) 3105615/3910291 Fax: (+267) 3105617</p>
<p>Senior Assistant Council Secretary – Moshupa Sub-District Council Private Bag 004 Moshupa Tel: (+267) 5449270 Fax: (+267) 5449296</p>	<p>Senior Assistant Council Secretary Mabutsane Sub District Council Private Bag 04 Mabutsane Tel: (+267) 5889219 Fax: (+267) 5889211</p>	<p>Senior Assistant Council Secretary Good hope Sub-District Council Private Bag 005 Good hope Tel: (+267) 5404183/5486232 Fax: (+267) 5404157/5486241</p>

<p>Senior Assistant Council Secretary Letlhakeng Sub-District Council Private Bag 003 Letlhakeng</p> <p>Tel: (+267) 5943013/5943164 Fax: (+267) 5943171</p>	<p>Senior Assistant Council Secretary</p> <p>Charles hill Sub-District Council Private Bag 002 Charles hill</p> <p>Tel: (+267) 6592057 Fax: (+267) 6592246</p>	<p>Senior Assistant Council Secretary</p> <p>Molepolole/ Lentsweletau Administrative Authority Private Bag 005 Molepolole</p> <p>Tel: (+267) 5922114/5910623 Fax: (+267) 5920287</p>
<p>Senior Assistant Council Secretary – Hukuntsi Sub-District Council Private Bag 12 Hukuntsi</p> <p>Tel: (+267) 6510249 Fax: (+267) 6510244</p>	<p>Senior Assistant Council Secretary Maun Administrative Authority Private Bag 005 Maun</p> <p>Tel: (+267) 6861729 Fax: (+267) 6863214</p>	<p>Senior Assistant Council Secretary Kanye Administrative Authority Private Bag 11 Kanye</p> <p>Tel: (+267) 5403319 Fax: (+267) 5440625/5440103</p>
<p>Senior Assistant Council Secretary Serowe Administrative Authority Private Bag 0023 Serowe</p> <p>Tel: (+267) 4600223 Fax: (+267) 4631136</p>	<p>Senior Assistant Council Secretary Tsabong Sub-District Council Private Bag 005 Tsabong</p> <p>Tel: (+267) 6540061 Fax: (+267) 6540259</p>	

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