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REPUBLIC OF BOTSWANA

MINISTRY OF TRADE AND INDUSTRY,  
PRIVATE BAG 004,  
GABORONE  
BOTSWANA

ALL CORRESPONDENCE MUST BE ADDRESSED TO  
PERMANENT SECRETARY

**APPLICATION FORM**  
**TO REGISTER UNDER THE ECONOMIC DIVERSIFICATION DRIVE**  
**(EDD) INITIATIVE**  
*(To be completed in duplicate)*

**1. PARTICULARS OF THE COMPANY**

a) Name of the company: .....

b) Ownership (Particulars of Shareholder)

NAME	CITIZENSHIP	% OF SHARES
.....	.....	.....
.....	.....	.....

c) Postal Address: ..... Email: .....  
Telephone No.: ..... Fax No.: .....  
Contact Person: ..... Designation: .....  
Plot No.: ..... Location: .....  
City/Town/Village: .....

2. CERTIFICATE OF INCORPORATION OR REGISTRATION NO: .....

3. LICENCE OR EXEMPTION REFERENCE NO: ..... EXPIRY DATE: .....

4. GOODS/SERVICES PRODUCED: .....  
.....  
.....

5. NUMBER OF EMPLOYEES: .....

6. INVESTED CAPITAL (IN PULA): .....

7. ANNUAL TURNOVER (IN PULA): .....

8. PRODUCTION CAPACITY

a) Production during the previous year..... (Specify year):

Product(s) (Specify)	Units	Quantity	Value
.....	.....	.....	.....
.....	.....	.....	.....

b) Capacity projections (new companies/expansions)

Product(s) (Specify)	Units	Quantity	Value
.....	.....	.....	.....
.....	.....	.....	.....

9. TENDERS AWARDED DURING THE PREVIOUS YEAR (specify year):

Products	Value (in Pula)	Name of Awarding Authority
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

10. DECLARATION BY THE APPLICANT OR COMPANY'S AUTHORIZED REPRESENTATIVE

I hereby declare that:

- i. Information provided in this form is correct to the best of my knowledge
- ii. Goods and services supplied shall be locally produced
- iii. Authorised officers shall be allowed access to the company's books of accounts, labour records (payroll), production records and premises at anytime.

NAME: .....

DESIGNATION: .....

SIGNATURE: ..... DATE: .....

DATE STAMP: .....

**FOR OFFICIAL USE ONLY**

1. Date of receipt of application.....
2. Date of approval of application.....
3. Communication date.....
4. Category.....

## CHECKLIST

Before submitting the application, please ensure the following are included:

1. Two copies of the application form dully completed.
2. (a) Copy of most recent financial statement.  
(b) New enterprises are allowed to submit projected financial statements provided the enterprise has been in operation for less than a year, (for the first year of application only)
3. Copy of current valid relevant license or registration certificate from a competent authority, (for manufacturing/industrial license attach the copy of the receipt for annual fee).
4. Copy of registration and/or incorporation certificate issued by the Registrar of Companies and Intellectual Property. (For new applications only).
5. Copy of Tax Clearance certificate and/or VAT registration certificate

**NB.** Please note that EDD Guidelines require the following for tendering purposes:

- For turnover thresholds up to P5 million only implementation of product standards and/or implementation of a Quality Management System are required or parts thereof.
- For turnover thresholds of above P5 million quality certification will be required. Quality certification should be sought from BOBS or other recognized certifying bodies depending on the nature of the product/service.