



CHECKLIST

PURCHASE ORDER FINANCING

REQUIRED DOCUMENTS		TICK
1.	Company Profile or business brief for new projects	
2.	Company resolution to borrow	
3.	Certified copies of Shareholders IDs	
4.	Personal Balance sheets of Shareholders	
5.	Original Purchase Order	
6.	Written confirmation of the Purchase Order from the offtaker(s) including order amount, claims made to date, willingness to Cede payments to CEDA.	
7.	Working capital breakdown	
8.	CVs of Shareholders & Directors and/or Management	
9.	Certified copy of Marriage Certificate where applicable	
10.	Certified copy of Deeds Marriage Instrument (Form A or B)	
11.	Spousal consent and Certified copy of Omang of the spouse	
12.	Certificate of incorporation	
13.	Company re-registration forms and Share Certificates	
14.	Copy of licence to operate the business	
15.	Atleast 3 Quotations from suppliers	
16.	Atleast 6 months Company bank statements (for existing businesses)	
17.	Atleast 6 months Personal bank statements	
18.	Tax Clearance Certificate	
19.	Consent for Agreement of Deed of Cession over payments (if not paid by Ministry of Finance and Economic Development-Accountant General)	
20.	Completed CEDA application form	
21.	KYC Forms and proof of residence	
22.	Lease Agreement	
23.	Curriculum Vitae, Certified copy of Omang, professional and academic certificates of the successor	

CEDA DATA PRIVACY NOTICE

CEDA collects your personal data (directly from you or via third parties like credit bureaus) to provide financial services, verify your identity, assess risk, communicate with you, and meet legal obligations.

Your data is:

- Used only for the purposes it was collected for
- Retained if legally or operationally necessary
- Shared with third-party providers under strict contractual protections
- Transferred internationally only where equivalent data protection standards apply

Under the Botswana Data Protection Act 2024, you have the right to **access, correct, or delete** your personal data by contacting: **dataprotection@ceda.co.bw**

By submitting the form, you **consent** to this data use and may **withdraw consent** at any time, subject to any overriding legal or contractual obligations.

CEDA NETWORK

GABORONE BRANCH

Physical Address

Plot 5129, Gaborone Main Mall Corner
Pilane and Queens Road

Postal Address

Private Bag 00504, Gaborone, Botswana
T : +267 3181022, F : +267 3181022

KANYE BRANCH

Physical Address

Maswabi Complex, Plot. No. 1264,
Sebonego Ward, Kanye

Postal Address

Private Bag 16, Kanye, Botswana
T : +267 544-0324, F : +267 544-1109

MOLEPOLOLE BRANCH

Physical Address

Plot 470, Borakanelo Ward, Molepolole

Postal Address

P. O. Box 3271, Molepolole, Botswana

T : +267 5920000, F : +267 5915318

PALAPYE BRANCH

Physical Address

Riverview Mall A1 Road,
Plot 8717 Unit 17, Palapye

Postal Address

Private Bag 24, Palapye, Botswana
T : +267 4920279, F : +267 4920235

PHIKWE BRANCH

Physical Address

Behind Barclays Bank (next to Coop), Main Mall

Postal Address

Private Bag 190, Selebi Phikwe, Botswana

T : +267 262 2377, F : +267 262 2374

FRANCISTOWN BRANCH

Physical Address

Plot No 323676 (Unit 6,7,8) Donga
Along Marang Road

Postal Address:

P. O. Box 1845, Francistown, Botswana

T : +267 241-2775, F : +267 241-6045

LETLHAKANE BRANCH

Physical Address

Plot 10297, Mokgobelele Ward, Letlhakane

Postal Address

Private Bag 55, Letlhakane, Botswana

Tel: 297 6254

HUKUNTSI BRANCH

Physical Address

Macheng Mall, Plot No. 158, Unit 7

Postal Address

P.O Box ,131 Hukuntsi Botswana

T : +267 6510170 F: 267 6510169

MAUN BRANCH

Physical Address

Tsheko Road (Next to Standard Chartered
Bank and Behind Center Lodge), Old Mall

Postal Address

P/Bag 393, Maun, Botswana,

T : +267 686-4169, F : +267 686-4858

SHAKAWÉ BRANCH

Physical Address

Acacia Mall - Unit 10, Plot 180, Shakawe
Botswana

Postal Address

Private Bag 16, Shakawe.

Tel: 6875090. Fax: 6875093

KASANE BRANCH

Physical Address

Plot 5085-Nunga Road (Within the Rural
Administration Centre)

Postal Address

P O Box 63, Kasane

Tel : 625 0183 Fax: 6250185

TSABONG BRANCH

Physical Address

Plot No. 7069, Tsabong Rural Administra-
tive Centre (RAC)

Postal Address

Private Bag 23, Tsabong

T: +267 654 0208 F: +267 654 0208

GHANZI BRANCH

Physical Address

Plot 1299 (Opposite Bus Rank, Next to
Delta Pharmacy)

Postal Address

P. O. Box 792, Ghanzi, Botswana

T : +267 659-7331, F : +267 659-7595

TUTUME BRANCH

Physical Address

Plot No 1551, Magapatona Ward
Sefalana Shoppers Complex

Postal Address

T : +267 298 7003