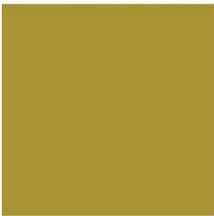




REPUBLIC OF BOTSWANA

MINISTRY OF INVESTMENT, TRADE AND INDUSTRY

INFORMATION BROCHURE



MANDATE

The Ministry of Investment, Trade and Industry's mandate is to create a conducive environment for the promotion of Investment and development of Sustainable Industries and Trade, with a view to diversifying and growing the economy, creating wealth and employment, so that there is prosperity for all.

In line with this Mandate, the Ministry has to achieve the following high level deliverables:

- Creation of Sustainable Industries and Trade;
- Economic Diversification:
 - Export development;
 - Foreign Direct Investment (FDI); and
 - Expansions and Domestic Investment.
- Wealth and Employment Creation;
- Citizen Economic Empowerment;
- Entrepreneurship Development;
- Poverty Eradication; and
- Facilitating Investment through ease of doing business

MITI STRATEGIC FOUNDATIONS

Vision Statement

Prosperity through vibrant, diversified and competitive industries.

Mission Statement

The Ministry of Investment, Trade and Industry facilitates the promotion of investment and the development of sustainable industries and trade.

Values:

Professionalism,
Integrity,
Teamwork,
Innovative

STRUCTURE OF THE MINISTRY

The Ministry has five (5) Departments, three (3) Units, twenty five (25) regional offices and eleven (11) Parastatals through which it executes its mandate.

1. DEPARTMENT FOR CO-OPERATIVE DEVELOPMENT (DCD):

Promotes formation and registration of Co-operative business enterprises through education, training and advising co-operatives on matters relating to Co-operative management in order to ensure profitable and sustainable enterprises for a growing and diversified economy;

SERVICES

- **Encourage the formation of Co-operative Societies** by providing information on co-operative principles and practice and by facilitating registration;
- **Register Co-operative Societies** and ensure their compliance with the Co-operative Societies Act;
- **Promote cooperative governance** assist in the organisation and efficient operation of Co-operative Societies;
- **Audit and inspect registered Co-operative Societies;**
- **Provide technical advice and training** for officers of Co-operative Societies as well as member education for members;
- Registration of a Co-operative Society cost P20.00 (In case of, a Primary Co-operative Society, except for a Savings and Credit Co-operative Society, at least 10 people qualified for membership enables registration, while for other Primary Co-operatives, a minimum of 20 is required. However, for a Secondary Co-operative only two (2) primary Co-operative Societies can register a Co-operative).

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- National Policy for Cooperative Development, 2009
- Co-operatives Societies Act, 2013
- Co-operative Transformation Strategy



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2. DEPARTMENT OF TRADE AND CONSUMER AFFAIRS (DTCA):

Promotes the growth and development of internal trade, fair business practices, as well as consumer protection and welfare through implementation of policies and legislation in order to contribute to the economic growth of Botswana.

SERVICES

- **Registration of a Consumer Complaint-** allows consumers to lodge complaints concerning their dissatisfaction on products or services they purchase from local traders.
- **Issuance of Liquor License-** offered to companies or individuals who desire to obtain a liquor licence so as to legally sell alcoholic beverages to the public.
- **Issuance of Trade License-** offered to Individuals or companies who desire to obtain a trade license in order to legally sell goods and services in Botswana.

NO	Type of License	License Fee	NO	Type of License	License Fee
1	Agent	P1000.00	24	General Dealer	P250.00
2	Agricultural Shop	P1000.00	25	General Hire Service	P500.00
3	Amusement Arcade	P500.00	26	Gymnasium	P1000.00
4	Auctioneer's	P1200.00	27	Haberdashery	P750.00
5	Baby Shop	P1000.00	28	Hair or Beauty Parlour	P750.00
6	Bookshop	P750.00	29	Household Shop	P1500.00
7	Car Wash	P150.00	30	Industrial Hardware	P1000.00
8	Cellphone Shop	P1000.00	31	Internet Café or Copy Shop	P500.00
9	Cleaning Services	P200.00	32	Jewellery Shop	P1000.00
10	Commercial Hardware	P1000.00	33	Laundromat	P100.00
11	Cosmetics Shop	P1000.00	34	Motor Dealer's	P1500.00
12	Curio Shop	P500.00	35	Optician Shop	P1000.00
13	Department Store	P2000.00	36	Petrol Filling Station	P500.00
14	Distributor	P1500.00	37	Pharmacy or chemist	P750.00
15	Driller's	P1000.00	38	Plant Hire Service	P500.00
16	Dry-clean	P1500.00	39	Restaurant	P1000.00
17	Dry-clean Depot	P500.00	40	Sunglass Shop	P1000.00

18	Electrical Shop	P1000.00	41	Supermarket	P1500.00
19	Florist	P250.00	42	Takeaway	P150.00
20	Fresh Produce	P250.00	43	Toy Shop	P1000.00
21	Funeral Parlour	P1500.00	44	Wholesale	P1500.00
22	Furniture Shop	P1500.00	45	General Clothing	P750.00
23	Workshop	P1500.00			

License reserved for citizens of Botswana;

Auctioneer's Licence
 Car Wash Licence
 Dry-clean depot Licence
 Florist Licence
 Funeral Parlour Licence
 General Clothing Licence
 Laundromat Licence
 Takeaway Licence
 Internet Café or Copy Shop Licence

Agent's Licence
 Cleaning Services Licence
 Curio Shop Licence
 Fresh Produce Licence
 General Dealer's Licence
 General Hire Service Licence
 Petrol Filling Station Licence
 Hair or Beauty Parlour Licence

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Consumer Protection Act, 1998
- Liquor Act, 2003
- Trade Act, 2003

CONTACTS

Tel: 3911233

3. DEPARTMENT OF INDUSTRIAL AFFAIRS (DIA):

Promotes the development of industry through formulation and review of policies and legislation aimed at stimulating investment, sustainable industries and economic growth and diversification.

SERVICES

- **Issuance of Industrial License-** All manufacturing enterprises must have Industrial Licence, which are issued by the Industrial Licensing Authority (ILA) and the Regional Licensing Committees. These licences are valid for an indefinite period subject to compliance with conditions upon which they are issued. Issuance of Industrial Licence cost P200.00 and administration fee of P50.00. Removal of Industrial Licence costs P200.00.
- **Administration of SACU incentive programmes in the form of rebates.**
- **Issuance of Export Permit for Scrap Metal Waste-** the objective of this instrument is to improve accessibility of the scrap metal to local metal foundries/processors in order for them to maximise their production. Implementation of these regulations is anticipated to increase domestic production and attract foreign direct investment which would lead to employment creation.

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Industrial Development Policy, 2014
- Industrial Development Act, 2006
- SADC Industrialisation Strategy

As part of the Industrial Development Policy the following initiatives have been undertaken;

- **Textile and Clothing Industry-** the Strategy was developed in 2012 with a view to enhance competitiveness of the Textile and Clothing Industry.
- **Restrictions on Importation of Salt-** the main objective of the Regulations is to promote salt packaging locally and attract more investment, which would in turn create employment. The Regulations restrict the importation of salt to a minimum of package of 100 kg.
- **Restrictions on Exportation of Scrap Metal Waste-** the main objective of the Regulations is to control exportation of scrap metal and facilitate access of scrap metal by domestic processors and recyclers.
- **Restriction on Importation of Bottled Water-** the measure is intended to promote the competitiveness of domestic water bottling sector, attract new investment into the sector and create more employment. The Regulations restrict the importation of bottled natural and mineral water to packages of more than 10 litres.
- **Rebate items-** Manufacturers are rebated on the cost of inputs or raw materials provided the final product is destined for export markets outside the SACU region. Rebates are designed to improve the competitiveness of SACU Manufacturing companies by providing relief to companies on the costs on raw materials.

CONTACTS

Tel: 3957406

4. DEPARTMENT OF INTERNATIONAL TRADE (DIT):

Promotes trade development and creation of market access through bilateral, regional and multilateral trade agreements/ treaties a view to; Industrial development; economic diversification; export-led growth and economic integration.

SERVICES

- **Coordination of Trade Negotiations ;** DIT plays a leading role in the trade policy making process through the National Committee on Trade Policy and Negotiations (NCTPN), discussing and identifying positions for Botswana's trade negotiations, and coordinating the formulation and implementation of the trade policy.
- **Monitor the implementation of the National Trade Policy:** The National Trade Policy of 2010 was developed with the objective to facilitate the achievement of adequate and reliable market access for Botswana's goods and services. The Policy aims to enable local producers and consumers to have access to the widest choice of international inputs, goods and services; and to provide a conducive environment for industrial development, economic diversification, export-led growth and economic integration.
- **Import Control:** The Department regulates imports through the issuance of import permits as per the Control of Goods, Price and Other Charges Act (CAP 43:08) for industrial goods and processed agricultural products. Import permits are issued for goods imported from outside the Southern African Customs Union (SACU). In addition, goods from Malawi and Zimbabwe also do not require an import permit because of preferential agreements that Botswana has with these two countries. Import permits are issued subject to payment of P50.00 (for industrial goods and processed agricultural products) or P100.00 (for bread loaves and pie pastries) as application fee.
- **Issuance of Rebate Certificates;** The Department also issues rebate certificates for exemption from paying customs duty on donated goods. These are issued to non-profit making organisations

such as hospitals/clinics, educational organizations, religious organizations, welfare organizations or sporting organizations.

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- National Trade Policy
- National Export Strategy (NES)
- Aid for Trade Strategy
- Non-Tariff Barriers (NTBS) Strategy

CONTACTS

Tel: 3685300

5. DEPARTMENT OF CORPORATE SERVICES (DCS):

Provides Strategic direction and guidance in the provision of corporate services functions through effective mobilisation, management and utilisation of resources (Human and Financial) to ensure effective execution of the Ministry's core mandate.

Tel: 3601200

I. ECONOMIC DIVERSIFICATION DRIVE UNIT (EDDU):

Develops diverse industries through coordinating development and implementation of sector strategies and promotion of locally produced goods and services;

SERVICES

- Promote local production and consumption of locally produced goods and services through procurement.
- Facilitate implementation of Enterprise Development Programmes to improve competitiveness for existing and potential new Enterprises through capacity building and technical support.
- Coordinate development and implementation of Sector strategies ;
 - Priority Sectors/ Sub Sectors identified include; Primary Production (Grains, Livestock, etc), Agro Processing (dairy, horticulture, meat, etc), Creative Industries (including Arts and Crafts), Textile and Clothing, Leather and Leather Products and Services/ Support Sectors.
 - The Dairy, Leather and Textile and Clothing Strategies have already been developed and under implementation.

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Citizen Economic Empowerment Policy (CEEP), 2012
- Economic Diversification Drive Strategy, 2011

II. RESEARCH AND POLICY DEVELOPMENT UNIT (RPDU):

Conducts economic policy research as well as formulates and support implementation, monitoring and evaluation of economic policies and strategies to contribute to sustainable and diversified economy;

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

The following policies and strategies are being formulated;

- National Entrepreneurship Policy for Botswana
- National Quality Policy for Botswana
- Middle Class Strategy

III. DOING BUSINESS UNIT (DBU): Coordinates and facilitates all efforts aimed at diversifying the economy through the development of globally competitive enterprises to enable growth and meaningful contribution of different sectors of the economy.

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Investment facilitation law
- Better regulation strategy

CONTACTS

Tel: 3601200

PARASTATALS

COMPANIES AND INTELLECTUAL PROPERTY AUTHORITY (CIPA):

Responsible for the incorporation of companies, registration of business names and trademarks, and protection of intellectual property rights through the administration of four (4) pieces of legislation, namely; the Companies Act (CAP 42:01), Registration of Business Names Act (CAP 42:05), Copyright and Neighbouring Rights Act (CAP 68:02) and Industrial Property Act (CAP 68:03). It exists to protect the interests of investors and rights holders and to contribute to making Botswana a preferred business destination in Africa;

SERVICES

Company Name Reservation
Business Name Reservation
Patents Registration

Company Name Registration
Business Name Registration
Trademark Registration

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Copyright and Neighbouring Rights Act, 2008
- Registration of Business Names Act, 2009
- Registration of Business Names Act, 2009
- Companies and Intellectual Property Authority (CIPA) Act, 2011

CONTACTS

Tel: 395 3261/ 367 3700

LOCAL ENTERPRISE AUTHORITY (LEA):

Promotes and facilitates entrepreneurship and SMME development through targeted basic and advanced business development services, and other capacity building interventions to help Batswana start and grow their businesses into internationally competitive and sustainable enterprises.

SERVICES

- Basic and Advanced Training
- Business Advisory
- Business Plan facilitation
- Market Access facilitation
- On-Site Monitoring and Coaching
- Mentoring
- Facilitation of technology adoption and diffusion •Innovation
- Incubation programme

Other services include export promotion, trade show readiness and participation, clustering, and Intellectual property rights as well as facilitation of Partnership Agreements like Joint Ventures and Franchising.

- LEA Incubators: (Francistown Industrial Business Incubator, Gaborone Leather Industries Incubator, Glen Valley Horticulture Incubator, Pilane Multipurpose Business Incubator and Kutla Incubation Centre in Gaborone)
- LEA Branch Offices: Maun, Kasane, Francistown, Masunga, Serowe, Tsabong, Kanye, Molepolole, Gaborone, Mochudi, Ramotswa, Selibe-Phikwe, Ghanzi.

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Small, Micro and Medium Enterprises Policy, 1998
- Small Business Act

CONTACTS

HEAD OFFICE

Fairgrounds Office Park Lot 50676

2nd Floor, Block A Private Bag 191 Gaborone, Botswana

Tel: (+267) 3644000 Fax: (+267 3644001)

Toll-free: 0800 155 155 website: www.lea.co.bw Facebook: Local Enterprise Authority

CITIZEN ENTREPRENEURIAL DEVELOPMENT AGENCY (CEDA):

A development investment arm of Government for SMME's that provides financial, technical assistance and other appropriate support to funded SMME's for the development of competitive and sustainable Enterprises;

SERVICES

CEDA finances all business proposals that are financially viable and sustainable in the long term, start-ups and expansion of existing businesses.

LOAN LIMITS

CEDA offers the following categories of loans:

- P500 to P500, 000 (attracts an interest rate of 5% per annum)
- P500, 001 to P4 million (attracts an interest rate of 7.5%)
- Applicant will also be eligible for loans up to P30 million which are given at the prevailing prime lending rate under the Structured Finance product.

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Small, Micro and Medium Enterprises Policy, 1998
- Small Business Act

CONTACTS

HEAD OFFICE

CEDA House

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PG Matante Road CBD

Private Bag 00504

Gaborone

Phone: +267 317 0895

Fax : +267 317 0896

Website: www.ceda.co.bw



BOTSWANA BUREAU OF STANDARDS (BOBS):

A parastatal organisation responsible for development of national standards and promotion of quality assurance for competitiveness of traders and protection of the consumer and environment; BOBS endeavours to serve Batswana through standardisation and quality assurance activities, which will bring about improved life through globally accepted standards of the environment, goods and services.

SERVICES

- Standardisation
- Testing and Calibration
- Certification
- Training
- Inspections

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Standard Act 1995
- Weights and Measures Act 2007
- Standards Import and Inspection Regulation 2009

CONTACTS

BOBS HEAD OFFICE

Physical address: Plot No. 55745, Airport Road

Block 8, Gaborone

Tel: 3903200 Fax: 3903120 Toll Free: 0800 600 900

Website: www.bobstandards.bw

Email: info@hq.bobstandards.bw

Facebook: @BotswanaBureauofStandards

Twitter: @Bobsmarketing



COMPETITION AUTHORITY (CA):

Responsible for the prevention of, and redress for anti-competitive practices in the economy, and the removal of constraints on free play of competition in the market. The Competition Authority falls under the guidance of the Competition Commission.

SERVICES

- Prevent any anti-competitive conduct in the economy.
- Investigate and resolve all complaints of anti-competitive conduct in the market.
- Advise government on laws that have an anti-competitive effect.
- Investigate anti-competitive conduct such as bid rigging, price fixing, allocating of customers, etc.
- Regulate the merging of enterprises.
- Advise the Government on all international agreements that have a Competition element.
- Initiate market studies in identified sectors of the economy.

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Competition Policy, 2005.
- Competition Act 2009.

CONTACTS

Telephone: +267 3934278

Walk-in: (Plot 28 Matsitama Road, Main Mall Gaborone

Post: Private Bag 00101, Gaborone

Email: Info@competitionauthority.co.bw

Facebook: Competition Authority Botswana

Fax: +267 3121013

www.competitionauthority.co.bw

GAMBLING AUTHORITY (GA):

Responsible for regulating gambling activities in Botswana through licensing of different types of gambling, licensing of gambling machines and employees, collection of levies, monitoring of compliance and continuous updating of Regulations to ensure compliance with and adherence to socially and internationally acceptable operational requirements and standards.

SERVICES

The Gambling Authority is responsible for the general supervision of gambling in Botswana and this includes:

- Regulating and controlling the development of gambling establishments in Botswana;
- Defining areas in which gambling establishments may be established and operated with the approval of the Minister;
- Receiving, considering and deciding on applications for licences, to verify information contained in or submitted therein and to issue, refuse, suspend or revoke licences;
- Receiving, considering and deciding on applications for the transfer of licences;
- Ensuring that sums of money as may be due by licensees are duly paid and accounted for;
- Ensuring that licensees maintain gambling establishments in respect of which they are licensed, to the standards set out in the Act, thereby ensuring safe and fair gambling throughout Botswana.
- Implementation of programmes and strategies aimed at preventing addictive or compulsive gambling and rehabilitating compulsive gamblers;
- Promote responsible and safe gambling practices in Botswana by putting in place measures to prevent problem gambling.

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Gambling Act, 2012.
- Gambling Policy, 2002.

CONTACTS

www.gamblingauthority.co.bw

Email: info@gamblingauthority.co.bw

Tel: +267 395 7672

Fax: + 267 318 2585

Postal: Private Bag BR161, Gaborone

Physical: West Wing, Fairgrounds Office Park, Gaborone

BOTSWANA TRADE COMMISSION (BOTC):

Regulates imports and exports through the administration of trade remedies and tariff investigations.

SERVICES

-

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Botswana Trade Commission Act, 2013.

BOTSWANA DEVELOPMENT CORPORATION (BDC):

An investment arm of Government mandated to provide, facilitate and support the financing of commercially viable enterprises locally and internationally to contribute to pioneer new industries, grow the private sector, diversify the economy and create wealth for the shareholder.

SERVICES

- BDC's primary mandate is to drive the industrialisation of the country by providing financial assistance to investors with commercially viable projects.
- BDC provides both debt and equity financing to commercially viable projects.

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

○

CONTACTS

www.bdc.bw

Botswana Development Corporation

Fairscape Precinct, Plot 70667, The Tower

Fairgrounds

P/Bag 160, Gaborone

Tel: (267) 365 1300

Fax: (267) 390 3114, 397 3539, 390 4193, 391 3567

BOTSWANA INVESTMENT AND TRADE CENTRE (BITC):

Promotes local and foreign investment through encouraging and facilitating export development and promoting the Nation's Brand to contribute to the growth and diversity of Botswana's economy;

SERVICES

- Investment Promotion and Attraction
- Export Promotion and Development
- Management of the Nation Brand
- Botswana One Stop Service Centre (BOSSC) houses relevant government agencies as a single cohesive structure that provides prompt, efficient and transparent services to investors. Services provided to investors through BOSSC include:
 - Company and Business Registration
 - Trade and Business License Applications
 - Entry visas, work and residence permits
 - Work Permit Exemptions
 - Connection of utilities e.g. power, telecommunications and water
 - Income Tax and VAT registration
 - Access to industrial and commercial land
 - Allocation of BITC factory space (subject to availability)
 - Environmental Impact Assessment (EIA) Compliance
 - Provision of information on the Botswana business climate, regulatory regime and investment opportunities
 - Opening a Bank Account
 - Provide specialist business advisory services

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Botswana Investment and Trade Centre Act, 2011
- Investment Strategy for Botswana
- National Export Strategy for Botswana

CONTACTS

www.gobotswana.com

BITC Head Office

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Central Business District (CBD)

Exponential Building

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Fax: +267 3181941/ +267 3170452

Email: enquiries@bitc.co.bw

SPECIAL ECONOMIC ZONES AUTHORITY (SEZA):

Establishes, develops and manages Special Economic Zones (SEZs) in Botswana. SEZs sites are located in the following areas; Sir Seretse Khama International Airport, Gaborone Fairgrounds, Lobatse, Selebi Phikwe, Francistown, Palapye, Tuli Block and Pandamatenga.

SERVICES

The Zones are aimed at:

- Positioning Botswana as a premier investment destination in the Sub-Saharan Region
- Delivering investor friendly services and incentives aimed at enhancing the competitiveness of investors
- Providing supportive operating SEZ environment through delivery of a one stop shop service to enhance investor efficiency
- Providing serviced infrastructure and fit for purpose property solutions to investors
- Targeting value adding sectors that offer market & cost driven investment opportunities, aligned to the needs of investors.

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- Special Economic Zones Policy
- Special Economic Zones Act, 2015

CONTACTS

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invest@seza.co.bw and info@seza.co.bw



SPEDU:

Promotes economic diversification of the SPEDU Region in sectors of tourism, manufacturing, and agri-business to attract investors to the SPEDU Region from both local and international markets in order to create employment, exports and imports substituting products in the SPEDU Region, and ensure sustainability of the economy in other areas without over-reliance on Mining activities.

SERVICES

- Investment Promotion
- Community Economic Facilitation
- Facilitation of land allocation
- Promoting investment viable projects
- Conducting research and product development
- Creating and providing data base for project planning and management
- Lobbying for special dispensations and conducive environment for doing business in the SPEDU Region
- Stakeholder coordination and facilitation of dialogue for projects development
- Providing support for entrepreneurship development
- Addressing barriers to business start- up and growth
- Facilitating market access for projects

POLICIES, LAWS AND STRATEGIES IMPLEMENTED

- SPEDU Revitalisation Strategy
- SPEDU Region Incentives

CONTACTS

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