



REPUBLIC OF BOTSWANA

## TRADE ACT

### APPLICATION FORM

**A. PROPOSED BUSINESS**

Type of business/licence applied for .....

Location of proposed business .....

**B. PARTICULARS OF APPLICANT**

**1. For Business Names**

Name and Address

Business Name

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**2. For Companies**

(a) Registered name of company.....

(b) Trading name of company if different from (a).....

Percentage share of citizen equity holding.....

Particulars of shareholders:

Name	Nationality	Address	% share in equity holding
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**C. PARTICULARS OF LAND PREMISES**

1. Plot no. or Land Board certificates no .....
2. Date of plot allocation .....
3. The plot is zoned: **(commercial / industrial)**
4. If the premises are leased, state the name of the owner  
.....
5. Size of the premises (sqm of floor space) .....
6. Have your premises been inspected and certified suitable by the  
Environmental Health Unit of the Council? **(YES/NO)**

**D. RESIDENCE AND WORK PERMITS (FOR EXPATRIATE APPLICANTS ONLY)**

1. Date of expiry of the residence permit .....
2. Date of expiry of the work permit .....

**E. GENERAL INFORMATION**

1. Have you ever been convicted in the last 2 years, of any offence involving  
dishonestly? **(YES/NO)**
2. If so, give particulars of each conviction .....  
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I certify the information supplied in my application is true to the best of my  
knowledge and belief.

Date ..... Applicant's signature .....

Tel: ..... Cell: .....

**For Official use only**

Application received by: Name of Officer: .....

Date ..... Signature .....

**Decision by the Licensing Committee**

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Date ..... Chairperson's Signature .....

The application must submit the following with the application form for a trading licence:

1. Certificate of incorporation, Form 2, Form 4, share certificates and / or business name.
2. Proof of availability of business premises (written undertaking lease in lieu of the agreement of the deed)
3. Satisfactory Physical Planner's report for zoning purposes.
4. Satisfactory Environmental Health report for the premises.
5. Certified copies of Work and residence permits for expatriates and identity card for citizens.