



12. Has the Company submitted a manpower training programme to the Department of Labour?

YES/NO

If no, please explain \_\_\_\_\_

13. If the company has a head office or support office which does not require a Tourism Enterprise Licence, please provide current level of employment of this office.

No. Citizen Males \_\_\_\_\_ No. Citizen Females \_\_\_\_\_

No. Non Citizen Males \_\_\_\_\_ No. Non Citizen Females \_\_\_\_\_

14. Please provide job classifications of employees noted in (13):

	Employed		Vacant		Total
	Citizens	Non-Citizens	Citizens	Non Citizens	
Non Supervisory					
Supervisory					
Middle Management					
Senior Management					

15. Does the Company have existing Tourism Enterprise Licences?

YES/NO

16. If the answer to (15) is yes – please give details of licences held:

Licence No.	Category	Expiry Date	Trading Name
_____	_____	_____	_____
_____	_____	_____	_____

**PLEASE NOTE:**

**The following is a list of licence category classifications. Please note that licences are mutually exclusive (i.e. a C or F licence does not entitle the holder to conduct a day drive in the National Parks/Game Reserves, this needs a B licence). If you operate, or intend to operate, more than one hotel/lodge/camp or more than one of the listed activities, a separate licence application form of the relevant category must be completed for each.**

**A Licence:** For operations that offer accommodation facilities on a fixed site such as hotels, motels, guesthouses, and bed & breakfast

**A1 Licence:** For operations that offer accommodation facilities on a fixed site such as photographic and hunting camps, lodges, public camping sites and caravan parks

**B Licence:** For operations that offer game drives within national parks and game reserves and do not remain there to sleep out overnight in non-fixed accommodation.

**C Licence:** For operations that offer facilities off-site such as mobile safari operators that receive and transport travellers and guests and provide them with overnight sleeping accommodation in equipment which is not geographically fixed.

**D Licence:** For travel agent companies that, plan or reserve travel arrangements for clients but do not offer accommodation (whether fixed or not) or other tourist services themselves.

**E Licence:** For operations that receive and transport travellers and guests to places of tourist attractions, including road transfer activities, other than within Protected Areas.

**F Licence:** For operations that offer motor boating activities.

**G Licence:** Other enterprises (excluding air charter companies) that conduct tourism related activities.

**H Licence:** For *Mekoro* Polers and guesthouses with five bedrooms or less who are exempted from holding a Tourist enterprise licence under the Tourism (Licensing) Order 1966.

**I Licence:** Externally based companies who offer tourism related activities within Botswana. They may transport tourists along main roads and utilise public facilities. Holders are not allowed to conduct their own safaris into the game reserves or national parks but may hand over the tourists to a Botswana licensed operator if they wish to utilise these facilities

17. Please indicate the category and number of licences your company is applying for.

\_\_\_\_\_

I, \_\_\_\_\_, certify that the information given  
(Please print name clearly)

on this application form is true and correct. I understand that failure to provide true and correct information could result in rejection or withdrawal of licences.

Position in Company \_\_\_\_\_

Contact telephone number \_\_\_\_\_

Signature \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**DOCUMENTATION TO BE ATTACHED TO THIS COMPANY PROFILE**

Copy of Certificate of Incorporation or Certificate of Registration

Copy Form F2 (from company secretaries)

Copy of objectives of the Company (from the Memorandum of Articles of Association)

Copies of relevant (sub) lease or rental agreements

Copies of approval for (sub) lease and/or rental agreements from relevant authorities (i.e. Land Board, Department of Lands)

Proof of payment of lease fees and resource royalties where relevant