



REPUBLIC OF BOTSWANA

**APPLICATION FORM
TO REGISTER UNDER THE PROGRAMME ON
THE USE OF LOCALLY MANUFACTURED GOODS AND SERVICES
(to be completed in duplicate)**

1. PARTICULARS OF THE COMPANY

a) Name of the company:

b) OWNERSHIP (Particulars of Shareholder)

NAME	CITIZENSHIP	NO. OF SHARES
.....
.....

c) Postal Address: **E-mail:**

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. EMPLOYMENT:.....

6. INVESTED CAPITAL:.....

7. ANNUAL TURNOVER:.....

8. PRODUCTION CAPACITY

Production during the previous year, (specify year):

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

9. TENDERS AWARDED DURING THE PREVIOUS 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 any time.

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. Copy of most recent financial statement
3. Copy of current valid relevant licence or a letter of waiver written by a competent authority
4. Copy of Registration Certificate (For new applications only)
5. Copy of Tax and/or VAT registration certificate