

*Statutory Instrument No. 99 of 2024*

ROAD TRAFFIC ACT  
(Cap. 69:01)

ROAD TRAFFIC (MANUFACTURERS, SUPPLIERS AND EMBOSSEERS OF  
IDENTIFICATION PLATES) REGULATIONS, 2024  
*(Published on 27th September, 2024)*

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IN EXERCISE of the powers conferred on the Minister of Transport and Public Works by sections 11 and 24 as read with section 130 of the Road Traffic Act the following Regulations are hereby made -

\*Requirement for converting foreign driving licences into Botswana driving licences:

- a) copy of the foreign driving licence containing the name of the applicant. A photograph of the applicant, the issue date and expiry date of the driving licence;
- b) a completed DL form as prescribed under the second Schedule; and
- c) an eye screening slip issued by the Department or eye doctor.

MADE this 13th day of September, 2024.

ERIC MOTHIBI MOLALE,  
*Minister of Transport  
and Public Works.*

## PART I — Preliminary

1. These Regulations may be cited as the Road Traffic (Manufacturers, Suppliers and Embossers of Identification Plates) Regulations, 2024. Citation
2. In these Regulations unless the context otherwise requires — Interpretation
- “embosser” means a person issued with a licence under regulation 5 to emboss an allocated registration number or a motor trade number of a vehicle on an identification plate;
- “manufacturer” means a person issued with a licence under regulation 5 (1) to manufacture an identification plate; and
- “supplier” means a person issued with a licence under regulation 5 (1) to supply identification plates.

## PART II — Manufacturers, Suppliers and Embossers of Identification Plates Licence

3. (1) A person shall not manufacture, supply or emboss an identification plate or a personalised identification plate unless the person is licensed under these Regulations. Prohibition of manufacturing, supplying and embossing without licence
- (2) A person who manufactures, supplies or embosses an identification plate or a personalised identification plate without a licence commits an offence.
4. (1) A person who wishes to establish or carry on a business as a manufacturer, supplier or embosser of identification plate or a personalised identification plate shall apply to the Director in Form 1 set out in Schedule 1. Application for licence
- (2) An application made in accordance with subregulation (1) shall be accompanied by —
- (a) an application fee set out in Schedule 2;
  - (b) a certified copy of an applicant's identity card or passport;
  - (c) if an applicant is a company --
    - (i) the company's certificate of incorporation, share certificate and a tax clearance certificate,
    - (ii) company resolution, and
    - (iii) certified copy of the company director's identity card or passport;
  - (d) a police clearance; and
  - (e) such other information, as may be required, in writing, by the Director.
- (3) The Director may, when considering an application under subregulation (1), require an applicant or an applicant's representative to attend an interview conducted by the Director.
5. (1) The Director may, after considering an application made in regulation 4, issue the applicant with a licence, in Form 1, set out in Schedule 2. Issue of licence
- (2) Where an application for licensing is refused, the --
- (a) Director shall within 14 working days notify the applicant, in writing, stating the reasons for refusing the application; and
  - (b) applicant may re-apply for licensing with the condition that a new application fee shall be payable.
6. A licence issued under these Regulations shall, unless cancelled or surrendered, be valid for one year from the date on which it was issued. Period of validity of licence
7. (1) A licensee may, not later than three months before the expiry of the licence issued to the licensee, apply for the renewal of the licence to the Director in Form 1 set out in Schedule 1 and such application shall be accompanied by a fee set out in Schedule 2. Renewal of licence

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|   | (2) Where the Director approves an application for the renewal of a licence in subregulation (1), the Director shall issue an applicant with a licence in Form 1 set out in Schedule 1.   |
|   | (3) Where the Director does not approve an application in subregulation (1), the Director shall, within 14 working days notify the applicant, in writing, stating the reasons for the non-approval.   |
| Licence not transferable                          | 8. A licence issued under these Regulations shall not be transferable.  |
| Suspension, cancellation and surrender of licence | 9. (1) The Director may, at any time, suspend or cancel a licence where the licensee contravenes the provisions of the Act.<br>(2) Where the Director wishes to suspend or cancel a licence he or she shall —<br>(a) notify the licensee, in writing state the reasons for such suspension or cancellation; and<br>(b) inform the licensee to show cause, in writing, within a specified period, which period shall not be more than 21 days, why the suspension or cancellation should not be effected.<br>(3) The Director shall, after consideration of the written representations under subregulation (4) —<br>(a) effect suspension or cancellation of the licence under subregulation (1); or<br>(b) give the licensee 14 days' written notice within which the licensee shall remedy any defect found by the Director in the licensee's operations.<br>(4) The Director shall, where a licensee fails to remedy a defect under subregulation (5) suspend or cancel a license.<br>(5) Where a licence is suspended or cancelled, the licensee shall within seven days of receipt of a notice of suspension or cancellation, surrender the licence to the Director. |
| Display of licence                                | 10. A person issued a licence under these Regulations 5, shall display the licence at all times in a conspicuous place on the premises of the licensee.   |
| Amendment of licence                              | 11. (1) A licensee who wishes to amend the particulars of the licence, shall apply to the Director in Form 1 set out in Schedule 1, and such application shall be accompanied by a fee set out in Schedule 2.<br>(2) Where an application referred to in subregulation (1) complies with the requirements of the Act, the Director may in writing approve the amendments.<br>(3) A licensee whose application has been approved under subregulation (2) shall submit the licence to the Director for endorsement of the amendments.   |
| Inspections                                       | 12. An authorised officer or police officer may without prior notice —<br>(a) enter the premises of a licensee and conduct an inspection;<br>(b) inspect record of the licensee; and<br>(c) question any person regarding the operation of the premises.  |
| Register  | 13. (1) The Director shall keep and maintain a register of licensees.<br>(2) The register shall specify the —<br>(a) particulars of the licensee; and<br>(b) address and the name of its agents and branches if any.<br>(3) The register shall be accessible to the public.   |

### PART III — *Obligations of Licensees*

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| Licenses' specifications<br>S.I No. 139 of<br>1974 | 14. A licensee shall issue identification plates or personalised identification plates as prescribed under the Road Traffic Regulations. |
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15. (1) A licensee shall keep and maintain records of the — Keeping of records
- (a) name, address and contact number of person issued with an identification plate or personalised identification plate;
  - (b) date of manufacture, supply or embossment of an identification plate or personalised identification plate;
  - (c) chassis number and engine number of the vehicle to which an identification plate or personalised identification plate is fitted; and
  - (d) such other information, as may be required, in writing, by the Director.
- (2) A licensee shall keep all original records and documents required in terms of this regulation in a secure and orderly manner, which shall be available for inspection by the Director.

*PART IV — Miscellaneous Provisions*

16. A person aggrieved by any decision of the Director under these Regulations may in writing appeal to the Minister within 14 days of notification of the decision. Appeals
17. A person who commits an offence under these Regulations is liable — Offences and penalties
- (a) if the licensee is a natural person, to a fine not exceeding P5 000 or to imprisonment for a term not exceeding six months in default of payment; or
  - (b) if the licensee is a company, to a fine not exceeding P5 000 and to have the licence cancelled by the Director.
18. The Road Traffic (Manufacturers and Suppliers of Number Plates) Regulations are hereby revoked. Revocation of S.I. No. 53 of 1992

SCHEDULES

SCHEDULE 1  
FORM 1

(Revised MARCH 2024)



REPUBLIC OF BOTSWANA

DEPARTMENT OF ROAD TRANSPORT SERVICES

APPLICATION FOR VEHICLE IDENTIFICATION PLATE OR PERSONALISED  
IDENTIFICATION PLATE MANUFACTURER/SUPPLIER/EMBOSSER'S  
LICENCE

*(regulations 4 (1), 5 (2), 7 (1), and 11 (1))*

✓ Please tick where applicable

Personalised     Manufacturer     Supplier     Embosser  
 NEW     RENEWAL     DUPLICATE     AMENDMENT

NAME OF APPLICANT: \_\_\_\_\_

BUSINESS/COMPANY NUMBER (100% Citizen owned) \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_

PHYSICAL ADDRESS:

PLOT NUMBER: \_\_\_\_\_ LOCATION: \_\_\_\_\_ TOWN: \_\_\_\_\_

CONTACT DETAILS:

TEL NUMBER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

I DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF:

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE AND STAMP: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

APPROVAL:  REJECTION:

LICENCE NUMBER: \_\_\_\_\_ ISSUING OFFICE: \_\_\_\_\_

OFFICER'S NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

FORM 2



REPUBLIC OF BOTSWANA

DEPARTMENT OF ROAD TRANSPORT SERVICES

**VEHICLE IDENTIFICATION PLATE OR PERSONALISED IDENTIFICATION  
PLATE MANUFACTURER/SUPPLIER/EMBOSSER'S LICENCE**  
*(regulations 5 (1) and 7 (2))*

LICENCE NUMBER: \_\_\_\_\_

This licence entitles

\_\_\_\_\_

*LICENCE HOLDER*

\_\_\_\_\_

*PHYSICAL ADDRESS*

to be a manufacturer/supplier/embosser of Vehicle Identification Plates from

\_\_\_\_\_ to \_\_\_\_\_

DATE STAMP

Fee: P \_\_\_\_\_ Issue date: \_\_\_\_\_

Name of Licensing Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

Issuing office: \_\_\_\_\_

1. This licence is not transferable.
2. The licence holder is required to keep records of all identification plates or personalised identification plates manufactured, supplied or embossed and such records may be open for inspection by authorised officers.
3. The Director shall suspend or cancel the licence at any time for breach of any of the regulations related to this licence.

**SCHEDULE 2**

**FEES**

|  |           |
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| Application for identification plate<br>manufacturer/supplier/embosser | P5 000.00 |
| Renewal of licence   | P945.00   |

MADE this 23rd day of September, 2024.

**ERIC MOTHIBI MOLALE,**  
*Minister of Transport and Public Works.*