

**ENGINEERS REGISTRATION ACT**  
(Cap. 61:06)

**ENGINEERS REGISTRATION REGULATIONS, 2016**  
(Published on 10th June, 2016)

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**SCHEDULES**

IN EXERCISE of the powers conferred on the Minister of Infrastructure, Science and Technology by section 20 of the Engineers Registration Act, and after consultation with the Board, the following Regulations are hereby made —

#### PART I — *Preliminary*

- Citation                    1. These Regulations may be cited as the Engineers Registration Regulations, 2016.
- Interpretation            2. In these Regulations, unless the context otherwise requires —  
“Committee” means a Disciplinary Committee appointed by the Board under regulation 17 (1);  
“engineering documents” includes design calculations, drawings, specifications and technical reports;  
“improper conduct” means conduct referred to in regulation 13 (3); and  
“practice of engineering” means the rendering of or offering to render any service or work the performance of which requires education, training and experience in the field of engineering and the application of knowledge in the mathematical, physical and applied sciences to such services or work.

#### PART II — *Registration*

- Categories of registration    3. (1) A person who is resident in Botswana and is desirous to be registered in the engineers profession shall apply to the Engineer Registration Board to be registered as —  
(a) a professional engineer;  
(b) a registered engineer;  
(c) an engineering technologist, either as —  
    (i) a professional engineering technologist,  
    (ii) a registered engineering technologist, or  
    (iii) a graduate engineering technologist;  
(d) an engineering technician, either as —  
    (i) a professional engineering technician,  
    (ii) a registered engineering technician, or  
    (iii) a graduate engineering technician; or  
(e) a graduate engineer.
- (2) An engineer who is registered under subregulation (1) (b) shall undertake the practice of engineering under the supervision of a professional engineer registered under subregulation (1) (a) and who holds a practising certificate in respect of a branch of engineering in which he or she is qualified to practise.
- (3) An engineer who is registered under subregulation (1) (e) shall undertake the practice of engineering under the supervision and control of an engineer registered under subregulation (1) (a) or (1) (b) who holds a practising certificate in respect of the branch of engineering in which he or she is qualified to practise.
- (4) Notwithstanding the provisions of subregulation (1), the engineering disciplines in respect of which a person may apply for registration as an engineer are —

- (a) civil engineering;
- (b) electrical and electronic engineering;
- (c) mechanical engineering;
- (d) mining engineering;
- (e) environmental engineering;
- (f) industrial engineering;
- (g) chemical engineering;
- (h) metallurgical engineering;
- (i) aeronautical engineering;
- (j) mechatronics engineering;
- (k) building services engineering;
- (l) telecommunications engineering;
- (m) computer engineering;
- (n) agricultural engineering; or
- (o) structural engineering.

4. (1) An application for registration as an engineer shall —

- (a) in respect of the categories specified in regulation 3 (1) (a), (b), (c) and (d) be in Form 1 set out in Schedule 1; and
- (b) in respect of the category specified in regulations 3 (1) (e) be in Form 2 set out in Schedule 1.

Application for registration

(2) An applicant for registration under subregulation (1) shall —

- (a) state the qualifications upon which he bases his application and shall attach certified copies of such certificates or other documents as are necessary to support his qualifications; and
- (b) pay an application fee as set out in Schedule 2.

(3) An application for temporary registration in respect of any engineering category under regulation 3 (1) shall be —

- (a) made in Form 3 set out in Schedule 1;
- (b) accompanied by a fee set out in Schedule 2; and
- (c) supported by an engineer registered under these Regulations who is in the same engineering discipline as the applicant.

(4) The Registrar may, in writing —

- (a) require an applicant to provide such further information as the Registrar may consider relevant to the application; or
- (b) require that a statement made in connection with an application be supported by a solemn declaration.

5. (1) Upon receipt of an application under regulation 4, the Board may direct that an applicant be registered if, after consideration of the application, the Board is satisfied —

Registration

- (a) in the case of an application for registration under any of the categories specified in regulation 3 (1) (a), (b), (c) or (d) that the applicant —
  - (i) meets the requirements specified in section 8 of the Act, and
  - (ii) has demonstrated his competence as measured against standards as may be determined by the Board for registration under that category;
- (b) in the case of an application for registration under regulation 3 (1) (e), that the applicant —
  - (i) meets the requirements specified in section 8 (b) and (c) of the Act, and
  - (ii) has passed any other examination or interview as the Board may determine, or
  - (iii) has presented evidence of prior learning in engineering; or

(c) in the case of an application for temporary registration, that the applicant meets the requirements specified in section 9 (1) of the Act.

(2) For the purposes of subregulation (1) (b) (iii) "prior learning" means the previous learning and experience of a learner, howsoever obtained, against the learning outcomes required for a specified profession.

(3) Where the Board directs that an applicant be registered as an engineer, the Registrar shall, within thirty (30) days of such registration —

(a) issue, to the applicant, a certificate of registration; and

(b) record such registration in the register.

(4) A certificate of registration shall be in Form 4 set out in Schedule 1.

Disqualification  
from  
registration

6. (1) The Board shall refuse an application of a person who has, whether within or outside Botswana, been removed from an office of trust on account of improper conduct.

(2) The Board may refuse an application for registration under regulation 5 (1) (a) where the Board is satisfied that the applicant does not have the necessary practical experience in engineering.

(3) Where the Board refuses an application in terms of subregulation (2), an applicant shall not make another application before the expiration of 12 months after his last application.

Registration  
and  
other fees

7. (1) A person whose registration has been approved by the Board and has been duly notified of such approval of registration shall pay a registration fee set out in Schedule 2.

(2) A person who fails to pay fees referred to in subregulation (1) within two months from the date of notification shall be deemed to have withdrawn his application for registration under these Regulations.

(3) A subsequent application for a similar category, by a person referred to in subregulation (2) shall not be considered before the expiry of a period of six months from the date on which the previous application was approved unless that person pays the outstanding fees.

(4) Notwithstanding the provisions of subregulation (3), the Board may consider an application before the expiry of the period of six months if it is satisfied that the failure to pay the registration fee in respect of the previous application was due to sufficient cause or reasons.

Removal of  
name from  
register

8. (1) The Board may direct that the name of an engineer be removed from the register if an engineer —

(a) has failed to notify the Registrar of his current address despite the fact that he had been requested to do so;

(b) has been registered on information subsequently proved to be false; or

(c) has been convicted by the Board for improper conduct.

(2) The provisions of section 10 (3) and (4) of the Act shall apply to the removal of an engineer's name from the register under this regulation.

(3) If an engineer who is registered under —

(a) regulation 5 (1) (c) becomes entitled to be registered under regulation 5 (1) (b); or

(b) regulation 5 (1) (b) becomes entitled to be registered under regulation 5 (1) (a),

the Board shall, upon his registration, direct that the register be updated to reflect the changes.

(4) Notwithstanding anything in this regulation, the removal of an engineer's name from the register shall not absolve such engineer from liability for any fee, arrears or administrative fines imposed by the Board during the period that such engineer was registered.

(5) An engineer whose name has been removed from the register under this regulation, shall return his certificate of registration to the Registrar within thirty (30) days from the date on which he is directed by the Registrar in writing to do so.

9. (1) An application for restoration of name to the register of engineers shall be in Form 5 set out in Schedule 1.

Restoration of  
name to register

(2) The Board may, on application for restoration of name to the register under subregulation (1), direct that an engineer whose name was removed from the register under regulation 7 be restored to the register.

10. (1) The register for engineers shall be open for inspection by any member of the public upon payment of inspection fee set out in Schedule 2.

Inspection of  
the register

(2) Copies or extract from the register shall be made available to members of the public upon payment of fee set out in Schedule 2.

### PART III — *Practising Certificate*

11. (1) An engineer who intends to practise as an engineer shall apply to the Board for a practising certificate authorising him to practise in the category of engineering in which he is registered.

Practising  
certificate

(2) An application under subregulation (1) shall be in such form as the Board may determine and shall be accompanied by —

(a) a declaration in writing, stating —

(i) the names of the applicant, and

(ii) the applicant's principal address or any addresses at which he practises or intends to practise in Botswana;

(b) a copy of certificate of registration; and

(c) the fee set out in Schedule 2.

(3) The Board may upon receipt of an application under subregulation (2), issue to the engineer a practising certificate authorising such engineer to engage in engineering work within the category of engineering during the period for which the certificate is issued.

(4) The Board shall not issue a practising certificate where —

(a) the applicant is insolvent;

(b) the declaration referred to in subregulation (2) contains a statement that to its knowledge is false in a material particular; or

(c) the Board is not satisfied that the applicant has complied with the requirements relating to continuing professional development determined by the Board.

(5) A practising certificate shall be in Form 6 set out in Schedule 1.

(6) A practising certificate issued under these Regulations shall specify the address of the principal place of practise and all other places of practise of the engineer to whom the practising certificate is issued.

(7) An engineer whose application for a practising certificate has been refused by the Board may, within thirty (30) days after being notified of such refusal, appeal to the High Court.

Cancellation of practising certificate

**12.** (1) The Board may cancel a practising certificate of any engineer registered under these Regulations on any of the grounds specified in regulation 11 (4) regardless of whether any such ground existed at the time the practising certificate was issued.

(2) The Board shall not cancel any practising certificate under subregulation (1) unless the engineer concerned has been given an opportunity to be heard, either personally or through a legal representative.

(3) Any engineer whose practising certificate has been cancelled under this regulation may, within 30 days after being notified of such cancellation, appeal to the High Court.

(4) Where the name of an engineer is removed from the register, the practising certificate of such engineer shall be deemed cancelled and the Registrar shall enter the date of cancellation on the register.

Renewal of practising certificate

**13.** (1) An engineer who has been issued with a practising certificate shall, within three months before the certificate expires, apply for renewal of the certificate, in Form 7 set out in Schedule 1.

(2) The Board shall, where the applicant continues to meet the eligibility requirements and demonstrates the required standards of an engineer, renew the practising certificate.

(3) An application made under subregulation (1) shall be accompanied by an annual practising fee as set out in Schedule 2.

#### PART IV — *Inquiry procedure*

Improper conduct

**14.** (1) The Board shall, in consultation with the Minister, set out a Code of Conduct and Ethics for engineers.

(2) The Board shall be responsible for the administration of the prescribed Code of Conduct and Ethics and shall ensure that it is available to members of the public.

(3) An engineer who fails to comply with the Code of Conduct and Ethics commits a disciplinary offence termed improper conduct.

Inquiry to be held

**15.** The Board shall hold an inquiry into the conduct of an engineer where —

- (a) the Board has reasonable grounds to suspect that an engineer has committed an act which may render him guilty of improper conduct; or
- (b) a complaint, charge or allegation of improper conduct has been brought against an engineer by any person.

Investigation of improper conduct

**16.** (1) The Board shall appoint an Investigating Committee to which the Board shall refer any matter referred to in regulation 15.

(2) The Investigating Committee shall consist of three members, one of whom shall be an engineer.

(3) At the instance of the Board, the Investigating Committee shall —

- (a) investigate the matter referred to it in terms of this regulation; and
- (b) obtain evidence to determine whether in its opinion an engineer concerned may be charged and, if so, recommend to the Board the charge or charges that may be preferred against such engineer.

(4) The Investigating Committee shall not question an engineer concerned unless the Investigating Committee informs him that —

- (a) he has the right to be assisted or represented by a legal representative or other person; and
- (b) he is not obliged to make any statement and should he make any statement such statement may be used in evidence against such engineer.

(5) The Investigating Committee shall, after the conclusion of an investigation, submit a report making its recommendations to the Board regarding any matter referred to it in terms of this regulation.

(6) The Registrar shall act as secretary to the Investigating Committee.

17. (1) The Board may, after considering a report of the Investigating Committee, charge an engineer with improper conduct if the Board is satisfied that there are sufficient grounds for a charge to be preferred against such engineer.

Charge of  
improper  
conduct

(2) The Board shall furnish a charge sheet to the engineer concerned by hand or registered mail.

(3) A charge sheet shall inform the engineer charged —

- (a) of the details and nature of the charge;
- (b) that he shall in writing, admit or deny the charge;
- (c) that he may, together with the admission or denial submit a written explanation regarding the improper conduct with which he is charged; and
- (d) of the period, which shall not be less than 21 days, within which his admission or denial under paragraph (b) shall be submitted to the Board.

(4) If an engineer who is charged in terms of subregulation (3) admits the charge, such admission shall be considered unequivocal plea of guilt to improper conduct as charged:

Provided that he shall first be given an opportunity to explain his conduct.

18. (1) The Board shall appoint a Disciplinary Committee to hear a charge of improper conduct if an engineer who has been charged denies the charge.

Appointment  
of Disciplinary  
Committee

(2) The Committee shall consist of —

- (a) a person who specialises in the engineering category to which the charge relates;
- (b) an engineer who is registered under regulation 5 (1) (a); and
- (c) a person admitted in terms of the Legal Practitioners Act.

(3) The Registrar shall act as a secretary of the Committee.

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19. (1) The Board may, for the purposes of this regulation, appoint a person with specialised knowledge to assist the Committee in performing its functions.

Inquiry  
procedure

(2) The Board may, for the purposes of a hearing, summon any person —

- (a) who in its opinion may be able to give material information concerning the subject of the hearing; or
- (b) who it believes has in his possession or custody or under his control any book, document or object which has any bearing on the subject matter of the hearing,

to appear before the Committee to be questioned or to produce a book or document for purposes of a hearing.

(3) A summons issued in terms of subregulation (2) shall be —

- (a) as set out in Schedule 3;
- (b) signed by the chairman or, in his absence, the vice-chairman of the Board; and

(c) served on the person concerned personally or by registered mail.

(4) The Committee may retain any book or document produced in terms of subregulation (2) for the duration of the hearing.

(5) The chairman of the Committee may call upon and administer an oath to, or take an affirmation from, any witness at the hearing who was summoned in terms of subregulation (2).

(6) At a hearing the engineer charged —

- (a) may personally be present;
- (b) may be represented by a legal representative;
- (c) has the right to be heard;
- (d) may call witnesses;
- (e) may cross-examine any person called as a witness in support of the charge;
- (f) shall have access to any book or document produced in evidence;
- (g) may admit the charge at any time before the Committee makes its determination; and
- (h) shall, in the case where he makes an admission in terms of paragraph (g), be deemed to be guilty of improper conduct as charged.

(7) The law relating to privilege, as applicable to a witness summoned to give evidence or to produce a book, document or object in a civil trial before a court shall, with the necessary modifications, apply in relation to the examination of, or the production of any book, document or object to the Committee by any person called in terms of this regulation as a witness.

(8) The record of evidence which has a bearing on the charge before the Committee, and which was presented before any commission which investigated an event or conduct is admissible without further evidence being led if —

- (a) the record is accompanied by a certificate from the chairman of such commission; and
- (b) the certificate certifies that the investigation was lawful, reasonable and procedurally fair.

(9) If the improper conduct with which an engineer is charged amounts to an offence of which he has been convicted by a court, a copy of the court record shall be sufficient proof of the commission by such engineer of the disciplinary offence charged, unless the conviction has been set aside on appeal.

Proceedings  
after hearing

20. (1) The Disciplinary Committee shall within 30 days of conclusion of a hearing —

- (a) make a determination on whether an engineer who has been charged is guilty of improper conduct;
- (b) where an engineer is guilty of improper conduct, the Committee shall take cognisance of any aggravating or mitigating circumstances;
- (c) inform an engineer charged and the Board of its decision; and
- (d) inform an engineer charged of his right of appeal.

(2) An engineer who is found guilty of improper conduct in terms of this regulation may —

- (a) address the Committee in mitigation; and
- (b) call witnesses to give evidence on his behalf in mitigation.

(3) Where in its determination, the Committee finds an engineer guilty of improper conduct it may —

- (a) reprimand or caution the engineer convicted of improper conduct and notify the Board;
- (b) impose an administrative fine not exceeding P25 000 on the convicted engineer and notify the Board;
- (c) recommend to the Board that registration of the convicted engineer be suspended for a period not exceeding one year; or
- (d) recommend to the Board that the certificate of registration and practising certificate of the engineer convicted of improper conduct be cancelled and that such engineer's name be removed from the register.

(4) The Board shall publish the findings and the sanction imposed in terms of subregulation (3) in the *Gazette* and any newspaper with nation-wide circulation.

#### PART V — *Miscellaneous*

21. The fee payable in respect of inspection of the register or documents relating to any entry thereon or copies of or extracts therefrom shall be as set out in Schedule 2.

Fees

22. (1) The Registrar shall quarterly in every financial year publish by notice in the *Gazette* and any newspaper with nation-wide circulation a list containing —

Publication of names of engineers

- (a) the names and addresses of engineers remaining on the register; and
- (b) the names and addresses of engineers removed from the register.

(2) The Registrar shall as soon as practicable after a practising certificate is cancelled cause to be published by notice in the *Gazette* and any newspaper with nation-wide circulation the names and addresses of an engineer whose practicing certificate has been cancelled.

23. (1) The Board shall issue an official rubber stamp to an engineer who is issued with a practising certificate under regulation 11 for use when approving or certifying engineering documents.

Engineer's official rubber stamp

(2) An approval or certification given by an engineer for purposes of subregulation (1) shall, in addition to such engineer's signature and date, have the engineer's rubber stamp affixed thereto.

(3) The Board may authorise the use of an electronic form of official rubber stamp.

(4) An engineer to whom an official rubber stamp is issued shall pay such fee as the Board may determine.

24. Any person who makes a statement that is false or misleading in a material particular in relation to an application for registration commits an offence and shall be liable to a fine not exceeding P5 000 or to imprisonment for a term not exceeding six months, or to both.

Offences

25. The Engineers Registration (Registration and Practising Certificate Fees) are hereby revoked.

Revocation of S. I. No. 30 of 2015

SCHEDULES

SCHEDULE 1

FORM 1  
(reg.4 (1) (a))

**Application for Registration as a Professional or Registered Engineer**

I hereby apply to have my name placed in the Register of the Engineers Registration Board as a Professional or Registered .....(Please tick appropriate box below):

<b>Engineer</b>	
<input type="checkbox"/> Engineer	<ul style="list-style-type: none"><li>• Completion of a recognized four or more years Bachelor of Engineering Degree or Bachelor Science in Engineering. (BEng/ BSc Eng); and</li><li>• Four years post qualification engineering experience</li></ul>

<b>Engineering Technologist</b>	
<input type="checkbox"/> Engineering Technologist	<ul style="list-style-type: none"><li>• Completion of a recognized three-year Bachelor of Engineering Technology (BTech) qualification or equivalent; and</li><li>• Four years post qualification engineering experience</li></ul>

<b>Engineering Technicians</b>	
<input type="checkbox"/> Engineering Technician	<ul style="list-style-type: none"><li>• Completion of a recognized two-year Diploma or Advanced Diploma (Dipl/ HND) engineering qualification or equivalent; and</li><li>• Four years post qualification engineering experience</li></ul>

In the branch of ..... Engineering.

I enclose copies of my educational qualifications and details of my experience.

I enclose my Report on Post-Graduate Engineering Experience.

I have not been convicted of any criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in any country.

I have been convicted of a criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in any country. The particulars of such offence are as follows:

.....

.....

.....

I hereby declare that if I am registered, I shall perform my duties and discharge my responsibilities in compliance with:

- (1) The Engineers Registration Act and Regulations
- (2) Code of Conduct and Ethics, and
- (3) All laws and regulations in my engineering practice

I hereby authorize the Engineers Registration Board to seek verification on the information submitted in any manner and by any means as it deems appropriate.

Name: ..... Date:.....

Signature:.....

**DOCUMENTS TO BE SUBMITTED**

Item	Particulars	(Please tick)
1	Application shall be accompanied by an application fee of P2,500.00 and a registration fee of P1,500.00 payable directly to the Engineers Registration Board bank account.	
2	Copy of degree/diploma certificates	
3	Copy of identity document	
4	Summary of Post-graduate Professional Experience	
5	Report on Post-graduate Engineering Experience	
6	Copy of Professional Registration certificate(s) with other regulatory body(ies)	
7	Copy of membership certificate(s) of professional institution(s)	

**A1.1: PERSONAL DETAILS**

<b>1: TITLE</b>	<b>2: FIRST AND MIDDLE NAMES</b>	<b>3: SURNAME</b>	<b>4: GENDER (please tick)</b>			
				M		F

<b>5: NATIONALITY</b>	<b>6: ID NO. (for Botswana Citizens)</b>	<b>7: PASSPORT DETAILS (Non Botswana Citizens)</b>
		No.
		Expiry Date:

<b>8: POSTAL ADDRESS</b>	<b>9: PHYSICAL ADDRESS</b>	<b>10: CONTACT DETAILS</b>
		Tel:
		Mobile:
		Email:

**A1.2: CURRENT EMPLOYMENT DETAILS**

<b>11: NAME OF ORGANISATION</b>	<b>12: DESIGNATION</b>	<b>10: CONTACT DETAILS</b>
		Tel:
		Fax:
		Website (if any)

**A1.3: ENGINEERING DISCIPLINE FOR REGISTRATION**

<b>14: ENGINEERING DISCIPLINE (e.g. Mechanical, Civil, etc.)</b>

**A1.4: ACADEMIC HISTORY**

(NOTE: Attach certified copies of certificates. Copies of certified copies are not acceptable)

<b>15: ACADEMIC QUALIFICATION(S)</b>				
<b>Level of Qualification (eg. Degree, Diploma, etc.)</b>	<b>Course of Study (e.g. Civil, Mechanical)</b>	<b>Years of Attendance</b>		<b>Awarding Institution</b>
		<b>From</b>	<b>To</b>	

**A1.5: MEMBERSHIP OF ENGINEERING INSTITUTIONS/PROFESSIONAL BODIES/  
PROFESSIONAL REGISTRATION WITH OTHER ENGINEERING BOARDS**

<b>16: MEMBERSHIPS</b>				
<b>Name of Institution/ Registration Body</b>	<b>Country</b>	<b>Class of Membership or Registration</b>	<b>Membership/ Registration No.</b>	<b>Expiry date (if any)</b>

**A1.6: SUMMARY OF POST-GRADUATE ENGINEERING WORK EXPERIENCE**

Date of Employment		Title and Cost of project, position held, degree of responsibility	Duration						Total Duration	*Competence Elements Acquired (Refer to Appendix A)	Name and Address of Employer	To be verified by either employer (name, signature, designation, company stamp) or Registered Professional Engineer (name, signature, registration No., stamp)
			In Design or Research		In Supervision or Investigation		Operations & Maintenance					
From	To	Yrs	Mths	Yrs	Mths	Yrs	Mths	Yrs	Mths			

\*Refer to 'Appendix A - Checklist for Professional Assessment'

**1. Report on Post-Graduate Engineering Experience**

- (a) The applicant (Academic Qualifications and Experience Route) is required to submit a separate 2,000 – 4,000 words Report on Post-Graduate Engineering Experience (word count of the report should be indicated). In the Report on Post-Graduate Engineering Experience, the applicant is required to describe in detail his involvement in not more than four projects that he regards as the highlights of his professional experience in the branch of engineering that he is seeking registration.
- (b) For each project, the applicant shall describe his involvement in the technical, managerial, contractual, regulatory and other areas that he was involved in. He shall describe his personal contribution and responsibilities, the problems faced, the solution(s) found, the engineering and other judgments made and the impact the solution(s) and judgments generated.
- (c) In preparing his report, he shall refer to the Checklist for Professional Assessment as may be determined by the Board and demonstrate how he has achieved all of the elements of competence in the Checklist (competence element(s) addressed should be indicated in the headings of the write-up or in the margins of the pages). The wording of the report for each project should be such as to clearly indicate how these elements have been demonstrated.

**2. Certificate of Good Conduct and Character**

For the purpose of section 8 (1) (c) of the Engineers Registration Act, the three certificates of good conduct and character of the applicant shall be given by three responsible persons who are not immediately related to the applicant, but who have known the applicant for two years or more and have had opportunities of judging his conduct and character.

I..... (name)

As..... (designation)

Of.....(organisation and address)

.....  
certifies that I have, in a professional manner, known

..... (name of applicant)

From ..... To .....  
(mm/yyyy) (mm/yyyy)

I had the opportunities of judging his/her character, this is to say:

.....  
.....  
.....

.....  
.....  
.....  
.....  
I believe him/ her to be a person of good conduct and a fit and proper person to be registered as a professional engineer in Botswana.

Dated this ..... day of ..... 20.....

Signature:.....

**PAYMENTS**

**\*Please refer to the fee schedule in the Eligibility Criteria**

- (1) The accepted method of payment is direct deposits into the ERB bank account or Point of Sale payment at ERB offices.
- (a) No cash will be accepted at ERB Offices. Cheques sent to ERB by post will also not be accepted. ERB will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account.
  - (b) When payments are made at the Bank, an applicant must quote their Omang Number (Citizens) or Passport Number (Non-Citizens).

**ERB Banking Details**

Account name	:	<b>Engineers Registration Board</b>
Bank Name	:	<b>Barclays Bank Botswana</b>
Branch name	:	<b>Barclays House Branch</b>
Branch code	:	<b>290267</b>
Swift code	:	<b>BARCBWGX</b>
Account No.	:	<b>1014427</b>

**APPLICATION FOR REGISTRATION AS ENGINEERING GRADUATE**

**APPLICATION FOR REGISTRATION AS:**

<b>Graduate Engineer</b>	
<input type="checkbox"/>	

<b>Engineering Technologists</b>	
<input type="checkbox"/>	

<b>Engineering Technicians</b>	
<input type="checkbox"/> Graduate Engineering Technician	<ul style="list-style-type: none"> <li>• Completion of a recognized two-year Diploma or Advanced Diploma engineering qualification or equivalent.</li> </ul>

**DOCUMENTS TO BE SUBMITTED**

Item	Particulars	(Please tick)
1	Application shall be accompanied with an application fee of P500.00 payable directly to the Engineers Registration Board bank account.	
2	Copy of degree/diploma certificates	
3	Copy of Academic transcripts showing subjects taken	
4	Summary of Post-graduate Professional Experience	
5	Copy of identity document	
6	Copy of Registration certificate with other regulatory body (ies)	
7	Copy of membership certificate(s) of professional institution(s)	
8	Summary of post graduate experience	

**Application for Registration as a Graduate Engineer**

I hereby apply to have my name placed in the Register of the Engineers Registration Board as a Graduate Engineer in the branch of ..... engineering.

I enclose copies of my educational qualifications and details of my experience

I have not been convicted of any criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in any country.

I have been convicted of a criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in any country. The particulars of such offence are as follows:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby declare that if I am registered, I shall perform my duties and discharge my responsibilities in compliance with:

- (4) The Engineers Registration Act and Regulations
- (5) Code of Conduct and Ethics, and
- (6) All laws and regulations in my engineering practice

I hereby authorize the Engineers Registration Board to seek verification on the information submitted in any manner and by any means as it deems fit and proper.

Name: ..... Date: .....

Signature: .....

**A1.1: PERSONAL DETAILS**

<b>1: TITLE</b>	<b>2: FIRST AND MIDDLE NAMES</b>	<b>3: SURNAME</b>	<b>4: GENDER (please tick)</b>			
				M		F

<b>5: NATIONALITY</b>	<b>6: ID NO. (for Botswana Citizens)</b>	<b>7: PASSPORT DETAILS (Non Botswana Citizens)</b>
		No.
		Expiry Date:

<b>8: POSTAL ADDRESS</b>	<b>9: PHYSICAL ADDRESS</b>	<b>10: CONTACT DETAILS</b>
		<b>Tel:</b>
		<b>Mobile:</b>
		<b>Email:</b>

### **A1.2: CURRENT EMPLOYMENT DETAILS**

<b>11: NAME OF ORGANISATION</b>	<b>12: DESIGNATION</b>	<b>10: CONTACT DETAILS</b>
		<b>Tel:</b>
		<b>Fax:</b>
		<b>Website (if any)</b>

### **A1.3: ENGINEERING DISCIPLINE FOR REGISTRATION**

<b>14: ENGINEERING DISCIPLINE (e.g. Mechanical, Civil, etc.)</b>

### **A1.4: ACADEMIC HISTORY**

(NOTE: Attach certified copies of certificates)

<b>15: ACADEMIC QUALIFICATION(S)</b>				
<b>Level of Qualification (e.g. Degree, Diploma, etc.)</b>	<b>Course of Study (e.g. Civil, Mechanical)</b>	<b>Years of Attendance</b>		<b>Awarding Institution</b>
		<b>From</b>	<b>To</b>	

**A1.5: MEMBERSHIP OF ENGINEERING INSTITUTIONS/PROFESSIONAL BODIES/PROFESSIONAL REGISTRATION WITH OTHER ENGINEERING BOARDS**

<b>16: MEMBERSHIPS</b>				
<b>Name of Institution/ Registration Body</b>	<b>Country</b>	<b>Class of Membership or Registration</b>	<b>Membership/ Registration No.</b>	<b>Expiry date (if any)</b>

**A1.6 SUMMARY OF POST-GRADUATE ENGINEERING WORK EXPERIENCE**

**\*Please indicate as not applicable if you have no work experience**

Date of Employment		Title and Cost of project, position held/degree of responsibility	Duration						Total Duration		Name and Address of Employer	To be verified by either employer (name, signature, designation, company stamp) or Registered Professional Engineer (name, signature, registration No., stamp)
			In Design or Research		In Supervision or Investigation		Operations & Maintenance		Yrs	Mths		
From	To		Yrs	Mths	Yrs	Mths	Yrs	Mths	Yrs	Mths		

### 3. PAYMENTS

**\*Please refer to the fee schedule in the Eligibility Criteria**

(2) The accepted method of payment is direct deposits into the ERB bank account or Point of Sale payment at ERB offices.

- (a) No cash will be accepted at ERB Offices. Cheques sent to ERB by post will also not be accepted. ERB will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account.
- (b) When payments are made at the Bank, an applicant must quote their Omang Number (Citizens) or Passport Number (Non-Citizens).

#### **ERB Banking Details**

Account name	:	<b>Engineers Registration Board</b>
Bank Name	:	<b>Barclays Bank Botswana</b>
Branch name	:	<b>Barclays House Branch</b>
Branch code	:	<b>290267</b>
Swift code	:	<b>BARCBWGX</b>
Account No.	:	<b>10144277</b>

**APPLICATION FOR TEMPORARY REGISTRATION AS AN ENGINEER  
(PROFESSIONAL REGISTERED ENGINEER CATEGORY)**

**A1.1: PERSONAL DETAILS**

1: TITLE	2: FIRST AND MIDDLE NAMES	3: SURNAME	4: GENDER (please tick)			
				M		F

5: NATIONALITY	6: PASSPORT DETAILS (Non Botswana Citizens)	
	No.	
	Expiry Date:	

7: POSTAL ADDRESS	8: PHYSICAL ADDRESS	9: CONTACT DETAILS
		Tel:
		Mobile:
		Email:

**A1.2: CURRENT EMPLOYMENT DETAILS**

10: NAME OF ORGANISATION	11: DESIGNATION	12: CONTACT DETAILS
		Tel:
		Fax:
		Website (if any)

**A1.3: ENGINEERING DISCIPLINE FOR REGISTRATION**

13: ENGINEERING DISCIPLINE (e.g. Mechanical, Civil, etc.)

**A1.4: ACADEMIC HISTORY**

(NOTE: Attach certified copies of certificates.)

14: ACADEMIC QUALIFICATION(S)				
Level of Qualification (eg. Degree, Diploma, etc.)	Course of Study (e.g. Civil, Mechanical)	Years of Attendance		Awarding Institution
		From	To	

**A1.5: MEMBERSHIP OF ENGINEERING INSTITUTIONS/PROFESSIONAL BODIES/PROFESSIONAL REGISTRATION WITH OTHER ENGINEERING BOARDS**

15: MEMBERSHIPS				
Name of Institution/Registration Body	Country	Class of Membership or Registration	Membership/Registration No.	Expiry date (if any)

**A1.6: APPLICATION FOR PRACTISING CERTIFICATE**

16: PRACTISING CERTIFICATE	Please tick		Note: If YES please include payment of the prescribed fee
I request to be issued with a Practising Certificate	Yes		
	No		

**A1.7: SUMMARY OF POST-GRADUATE ENGINEERING WORK EXPERIENCE**

Date of Employment		Title and Cost of project, position held, degree of responsibility	Duration				Total Duration		*Competence Elements Acquired	Name and Address of Employer	To be verified by either employer (name, signature, designation, company stamp) or Registered Professional Engineer (name, signature, registration No., stamp)
			In Design or Research		In Supervision or Investigation		Yrs	Mths			
From	To	Yrs	Mths	Yrs	Mths	Yrs	Mths				

**\*Refer to Checklist for Professional Assessment\***

**1.8 DESIGNATED WORK IN BOTSWANA**

(a) Position to be held: .....

(b) Name and address of person or entity offering employment/assignment:  
.....  
.....  
.....

(c) Description of project: .....

(d) Duration of assignment (stipulate dates): from \_\_\_\_\_ to \_\_\_\_\_

(e) Contact person of person or entity offering employment/assignment:  
Name: ..... Tel No.: .....  
E-mail:.....

**1.9 LOCAL SPONSOR**

Name of Sponsor: .....

ERB Registration No.:.....

Address: .....

Tel No.:..... Fax No.: .....

E-mail: .....

**ENDORSEMENT BY LOCAL SPONSOR**

Name:..... Signature:.....

Designation: .....

Company/Organization: .....

Date:.....

**1.10 DECLARATION BY APPLICANT**

I, (name)..... as a citizen of (country)  
.....and holder of passport number .....

do solemnly and sincerely declare that I have been engaged by (company name)

.....  
of address .....

.....  
in the position of .....with further particulars as furnished below:

(a) Description of project and applicant's assignment:

.....  
.....  
.....  
.....

(b) Duration of assignment (stipulate dates): from.....to .....

I make this solemn declaration conscientiously believing the same to be true,

.....  
(Signature of Applicant)

This day.....(day) of..... (month).....(year)

Before me:.....  
(Commissioner of Oaths)

**1.11 DECLARATION BY LOCAL SPONSOR**

I, (name)..... as a  
 Professional Engineer of Registration No.:.....and ID No.....  
 and being the sponsor of (name of applicant):.....  
 hereby certify that the details given by the applicant for Temporary Registration are true.  
 I make this solemn declaration conscientiously believing the same to be true.

.....  
 (Signature of Sponsor)

**1.12 CRIMINAL RECORD**

- I have not been convicted of any criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in any country.
- I have been convicted of a criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in (name of country). The particulars of the offence:

.....  
 .....  
 .....

Name:.....

Signature:..... Date:.....

**DOCUMENTS TO BE SUBMITTED WITH THIS FORM**

Item	Particulars	(Please tick)
1	Application shall be accompanied by an application fee of P2,500.00 and a registration fee of P20, 000.00 payable directly to the Engineers Registration Board bank account.	
2	Copy of degree/diploma certificates	
3	Copy of identity document	
4	Detailed Curriculum Vitae	
5	Report on Post-graduate Engineering Experience	
6	Copy of Professional Registration certificate(s) with other regulatory body(ies)	
7	Copy of membership certificate(s) of professional institution(s)	
8	A fee of P5,000.00 for a Practising Certificate	

## **CERTIFIED TRUE COPY**

All non-original documents submitted with this application must be duly certified. Copies of certified copies **will not be accepted.**

### **REPORT ON POST-GRADUATE ENGINEERING EXPERIENCE**

1. The applicant is required to submit a separate 2,000 – 4,000 worded Report on Post-Graduate Engineering Experience (word count of the report should be indicated). In the Report on Post-Graduate Engineering Experience, the applicant is required to describe in detail his involvement in not more than four projects that he regards as the highlights of his professional experience in the branch of engineering that he is seeking registration.
2. For each project, the applicant shall describe his involvement in the technical, managerial, contractual, regulatory and other areas that he was involved in. He shall describe his personal contribution and responsibilities, the problems faced, the solution(s) found, the engineering and other judgments made and the impact the solution(s) and judgments generated.
3. In preparing his report, he shall refer to the Checklist for Professional Assessment and demonstrate how he has achieved all of the elements of competence in the Checklist (competence element(s) addressed should be indicated in the headings of the write-up or in the margins of the pages). The wording of the report for each project should be such as to clearly indicate how these elements have been demonstrated.

**CERTIFICATE OF REGISTRATION**

This is to certify that

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has been registered in accordance with the applicable provisions of the  
Engineers Registration Act, (Cap. 61:06) as a

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In the discipline of

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Given under the corporate seal of the Engineers Registration Board of Botswana

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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*Registrar*

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*Chairperson*

Registration No.: \_\_\_\_\_

**APPLICATION FOR RESTORATION OF NAME TO REGISTER**

**CONTACT DETAILS**

<b>Full name:</b>	<b>Registration No.:</b>
<b>Business/Employer name and address</b>	
<b>Business details:</b>	
<b>Business/Employer phone number:</b>	
<b>Mobile phone number:</b>	
<b>Fax number:</b>	
<b>Email address:</b>	

**FITNESS TO PRACTISE**

If your answer to any of the following questions is “Yes”, please provide details on separate but attached page/s.

<p><b>Do you have a conviction, for any of the following:</b></p> <p>(a) a criminal offence;</p> <p>(b) an offence under the Engineers Registration Act; or</p> <p>(c) any other offence relating to the practice of engineering or any law applicable in any country?</p> <p>(d) has there been a cancellation, suspension or order made against your registration to practise as an engineer on disciplinary grounds under any law applicable in Botswana or elsewhere, or your membership of an association of professional engineers, whether in Botswana or elsewhere.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p>Has any application by you for registration as an engineer been refused by the Board or any registration board?</p> <p>Prior to this application —</p> <p>(i) have you been declared bankrupt;</p> <p>(ii) have you entered into composition with your creditors; or</p> <p>(iii) have you applied to take advantage of the law on bankruptcy?</p>	<p>Yes / No</p>
<p><b>Is there any other issue</b> which could affect your ability to competently practise as an engineer, including for example the current state of your mental or physical health?</p>	<p>Yes / No</p>
<p><b>CPD – have you maintained competency in the practice of engineering in the area/s of engineering for which you are registered?</b></p> <p><b>Are you currently registered under an approved CPD Assessment Scheme</b></p> <p><b>NAME OF SCHEME:.....(approved scheme must be identified here in order to satisfy ‘yes’, otherwise your application will be recorded as a ‘no’)</b></p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>

**Applicant's Declaration**

I, .....(name of applicant), do hereby make application for my name to be restored to the register and by virtue of the particulars contained in this application sincerely declare that the particulars shown in this application and also in any other documents provided with this application are true and correct in every particular.

Applicant's Signature:

Date:

<p>On completion of the application, please forward it together with any documentation required, and your fees to:</p>	<p>The Registrar Engineers Registration Board Plot No. 145, Unit 3, Kgale Terrace P.O. Box 1909 ADD Poso House GABORONE</p> <p>Telephone No. + 267 391 4446 Fax No. + 267 397 3626</p>
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**PRACTISING CERTIFICATE**

The Engineers Registration Board certifies that

---

is entitled to practice as an Engineer

In the category of

---

In Botswana, subject to compliance with the Engineers

Registration Act, (Cap. 61:06)

Practicing Certificate Number:

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Membership Number:

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Date of Issue:

---

Expiry Date:

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This certificate remains the property of the Engineers Registration Board and must not in any circumstances be altered or otherwise defaced. Engineers Registration Board retains the right to demand the return of this certificate at any time.

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*REGISTRAR*

**APPLICATION FOR RENEWAL OF PRACTISING CERTIFICATE**

(To be completed by the Applicant in BLOCK LETTERS)

1. Application for renewal of Practising Certificate for the year ..... of:
2. Name: .....
3. Omang/Passport No.: .....
4. Registration No.: .....
5. Address (if there is any change): .....  
.....  
.....  
.....
6. Telephone No.: .....
7. Fax No.: .....
8. E-mail: .....
9. Details of payment enclosed:

I hereby apply for the renewal of the Practising Certificate which expires on .....  
day of ..... and I enclose herewith the prescribed fee.

.....  
(Signature)

.....  
Date

**SCHEDULE 2**  
*(reg. 4, 10, 11, 13, 21)*

**Schedule of Fees**

Item	Type of Fee	Amount (BWP)
<b>Professional Engineer Category</b>		
1	Application fee/Processing Fee	2 500
2	Processing Fee for transition from Engineering Graduate Category	2 000
3	Processing Fee for uninterrupted transition from Engineering Graduate Category	2 000
4	Interrupted transition from Engineering Graduate Category	4 000
5	Registration Fee	1 500
6	Annual Practising Certificate (Professional Engineers only)	5 000
7	Temporary Registration Fee	20 000
8	Duplicate Certificate	500
<b>Graduate Engineer Category</b>		
9	Application fee/processing fee	500
10	Annual Practising Certificate	450
<b>Inspection of the Register</b>		
11	Inspection of register or related document	150
12	Copy or extract from the register or related document	P10 per page

SCHEDULE 3

(reg. 19 (3))

WITNESS SUMMONS

To.....

You are hereby notified that a hearing in terms of regulation 16 (1) of the Engineers Registration Regulations, ("the Regulations") will be held at.....

on the.....day of .....20.....

at.....when a charge of alleged improper conduct against.....will be considered.

The Engineers Registration Board is of the opinion that you may be able to give material information concerning this inquiry. You are requested to provide the hearing with the following documents that you may have in your possession:-

- 1. All documents including electronic documents relating in any way to, or recording of any of the matters related to this inquiry.
- 2. Minutes and notes (including agendas and pre-meeting literature) etc. relating to all and any meetings where any of the aforesaid matters were discussed.
- 3. Plans, specifications, designs and/or one or more of the documents as set out in the list below.

Therefore, in terms of regulations 18 (2) of the Regulations, you are hereby summoned to appear before the Disciplinary Committee of the Board at the time and place specified above, to give evidence and to produce the documents specified below.

Your attention is respectfully directed to the provisions of section 14 of the Engineers Registration Act, and regulation 18 of the Regulations copies of which are enclosed.

.....  
*Signature*

Served on.....  
*Designation/Capacity*

By:.....

## **DOCUMENT LIST**

The following specific documents which may be directly or indirectly related to the inquiry should be produced:

- 1.
- 2.

MADE this 24th day of May, 2016.

**NONOFO E. MOLEFHI,**  
*Minister of Infrastructure, Science  
and Technology.*