

*Statutory Instrument No. 81 of 2020*

**INDUSTRIAL DEVELOPMENT ACT**  
(Act No. 23 of 2019)

**INDUSTRIAL DEVELOPMENT REGULATIONS, 2020**  
(Published on 20th May, 2020)

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**SCHEDULES**

IN EXERCISE of the powers conferred on the Minister of Investment, Trade and Industry by section 38 of the Industrial Development Act, the following regulations are made —

*PART I — Preliminary*

1. These regulations may be cited as Industrial Development Regulations, 2020. Citation
2. In these regulations — Interpretation  
“certificate holder” has the same meaning assigned to it under the Act;  
“Director” has the same meaning assigned to it under the Act;  
“industrial licence” has the same meaning assigned to it under the Act;  
“licensee” has the same meaning assigned to it under the Act;

“manufacturing enterprise” has the same meaning assigned to it under the Act;  
“micro manufacturing enterprise” means a business entity as defined under regulation 10 (1) (a);  
“registration certificate” has the same meaning assigned to it under the Act;  
“small manufacturing enterprise” means a business entity as defined under regulation 10 (1) (b); and  
“the Act” means the Industrial Development Act.

## PART II — *Industrial Licences*

Industrial licences reserved for citizens	<p>3. An industrial licence to operate any of the following manufacturing enterprises shall be reserved for citizens in terms of section 5 (5) (a) of the Act —</p> <ul style="list-style-type: none"> <li>(a) bread and confectionery;</li> <li>(b) ice making;</li> <li>(c) meat processing;</li> <li>(d) peanut butter;</li> <li>(e) purification and bottling of water;</li> <li>(f) traditional sour milk; and</li> <li>(g) sorghum;</li> </ul>
Industrial licence application and fee	<p>4. (1) An application to the Director for an industrial licence under section 6 of the Act shall be made in Form AIL 1 as set out in Schedule 1.</p> <p>(2) An industrial licence issued under section 9 (1) of the Act shall be in Form AIL 2 as set out in Schedule 1.</p> <p>(3) The fee payable for the issue of an industrial licence under section 9 (1) of the Act is P500.</p> <p>(4) The annual licence fee payable under section 9 (3) (b) of the Act is P500.</p>
Application to manufacture new or different product	<p>5. (1) An application to the Director by a licensee under section 10 (1) of the Act to manufacture a new or different product shall be made in Form AIL 3 as set out in Schedule 1.</p> <p>(2) The fee payable under section 10 (2) of the Act by a licensee for the issue of an industrial licence to manufacture a new or different product is P250.</p>
Application to change location of manufacturing enterprise	<p>6. (1) An application to the Director by a licensee under section 10 (3) of the Act to change the location of a manufacturing enterprise shall be made in Form AIL 4 as set out in Schedule 1.</p> <p>(2) The fee payable by a licensee for the change of location of a manufacturing enterprise is P500.</p>
Application to operate from additional premises	<p>7. (1) An application to the Director by a licensee under section 10 (3) of the Act to operate from additional premises shall be made in Form AIL 5 as set out in Schedule 1.</p> <p>(2) The fee payable by a licensee to operate from additional premises is P500.</p>
Notice to change the business name of manufacturing enterprise	<p>8. A notice by the licensee of a change of the business name of a manufacturing enterprise under section 10 (7) of the Act shall be in Form AIL 6 as set out in Schedule 1.</p>
Application to transfer an industrial licence	<p>9. (1) An application to the Director by a licensee under section 12 of the Act to transfer an industrial licence to another person shall be made in Form AIL 7 as set out in Schedule 1.</p>

(2) The fee payable for the transfer of an industrial licence to a person other than the licensee or for the transfer of an industrial licence to another person is P500.

### PART III — *Registration Certificates*

**10.** (1) Subject to subregulation (2), the following types of manufacturing enterprises are exempted from the requirement to be registered in terms of section 15 (3) of the Act —

- (a) a micro manufacturing enterprise which —
  - (i) employs less than 6 people including the owner; and
  - (ii) has an annual turnover of not exceeding P100 000; and
- (b) a small manufacturing enterprise which —
  - (i) employs less than 25 people including the owner; and
  - (ii) has an annual turnover over P100 000 but not exceeding P1 500 000.

Micro and small manufacturing enterprises exempted from obtaining registration certificate

(2) An application for an exemption from the requirement to obtain a registration certificate in terms of section 15 (3) of the Act shall be made in Form IRC 1 as set out in Schedule 2.

**11.** A registration certificate to operate any of the following manufacturing enterprises shall be reserved for citizens in terms of section 16 (2) (a) of the Act —

Registration certificates reserved for citizens

- (a) bricks;
- (b) burglar bars, gates and windows;
- (c) candles;
- (d) fencing materials excluding gum poles;
- (e) floor polish;
- (f) packaging;
- (g) protective clothing;
- (h) roof trusses;
- (i) school furniture;
- (j) school uniforms;
- (k) screen printing and embroidery;
- (l) signage, including electronic signage;
- (m) traditional crafts; and
- (n) traditional leather products.

**12.** (1) An application to the Director for a registration certificate under section 17 (1) of the Act shall be made in Form IRC 2 as set out in Schedule 2.

Registration certificate and fee

(2) The annual registration fee payable for the issue of a registration certificate under section 18(1) of the Act is P500.

(3) A registration certificate issued under section 18 (1) of the Act shall be in Form IRC 3 as set out in Schedule 2.

**13.** (1) An application to the Director by a certificate holder under section 20 of the Act to transfer a registration certificate to another person shall be made in Form IRC 4 as set out in Schedule 2.

Application to transfer registration certificate

(2) The fee payable for the transfer of a registration certificate is P500.

**14.** The Industrial Development Regulations are hereby revoked.

Revocation of S.I. No. 25 of 2008



REPUBLIC OF BOTSWANA

FORM AIL 1

APPLICATION FOR INDUSTRIAL LICENCE

(INDUSTRIAL DEVELOPMENT ACT)

(reg. 4 (2))

**1. PARTICULARS OF APPLICANT(S)**

Name of Applicant/Enterprise .....  
(In block letters)

Trading Name (if other than enterprise name).....

Company Registration No..... Date:.....

**a) Ownership:**

Particulars of Shareholders:

Names	Nationality	Omang/ Passport No.	No. of Shares	Date of Birth	Gender	Disability(yes/no)
1.....	.....	.....	.....	.....	.....	.....
2.....	.....	.....	.....	.....	.....	.....
3.....	.....	.....	.....	.....	.....	.....
4.....	.....	.....	.....	.....	.....	.....

**b) Management:**

Particulars of Directors:

Names	Nationality	Omang/Passport No.	Designation
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

**2. LOCATION OF MANUFACTURING ESTABLISHMENT:**

Plot No..... City/Town/Village.....  
Ward Name.....

**3. COMMUNICATION ADDRESS (for the applicant)**

Postal Address: .....  
Telephone No: ..... Fax:.....  
Mobile No: .....

Consultants: (if any)

Name: .....  
Postal Address: .....  
Telephone: ..... Mobile No: ..... E-mail: .....

**4. PRODUCTS TO BE MANUFACTURED: (PLEASE GIVE DETAILS)**

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

**5. PROJECTED EMPLOYMENT:**

a) Cadre	Citizens	F	M	Non-Citizens	F	M
Total						
Managers/Supervisors	.....	.....	.....	.....	.....	.....
Skilled Staff	.....	.....	.....	.....	.....	.....
Unskilled Workers	.....	.....	.....	.....	.....	.....
Others	.....	.....	.....	.....	.....	.....
Total	.....	.....	.....	.....	.....	.....

**6. TECHNICAL KNOW-HOW:**

Names	Experience (professional/academic)
.....	.....
.....	.....
.....	.....
.....	.....

**7. PROCUREMENT OF MACHINERY AND RAW MATERIAL:**

**a) Raw Material:**

Details of Raw Materials	QUANTITY			Total	VALUE (BWP)
	Local	Imported	Source (Country)		
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
<b>Total</b> .....	.....	.....	.....	.....	.....

**b) Machinery:**

Details of Machinery	SOURCE OF SUPPLY			Total	VALUE (BWP)
	Local	Imported	Country		
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
<b>Total</b> .....	.....	.....	.....	.....	.....

**8. MARKETING:**

(a). Local Buyers (tick where appropriate)

- Government
- Parastatals
- Private entities
- Individuals
- Other (specify) .....

(b). If you have buyers in other countries, name the country/s: .....

.....

.....

**9. SALES**

Projected Sales for Next Year:

PRODUCTS	QUANTITY				Total	VALUE (BWP)
	Local	Export	Destination (Country)			
.....	.....	.....	.....	.....	.....	
.....	.....	.....	.....	.....	.....	
.....	.....	.....	.....	.....	.....	
.....	.....	.....	.....	.....	.....	

**10. INVESTMENT**

.....

**11. OTHER INFORMATION:**

a) Has any director or shareholder been convicted within or outside Botswana of any serious criminal offence involving dishonesty?

If so, give details: .....

.....

b) Has any director or shareholder been sequestered or declared bankrupt within or outside Botswana?

If so, give details: .....

.....

.....

c) When do you expect to commence your manufacturing operations?

Give expected date.....

**12. DECLARATION:**

I solemnly declare that information given in the application is correct to the best of my knowledge and I have not tried to conceal anything.

Name of authorised representative: .....

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

ID/Passport No.....

Telephone No: .....

Mobile No: .....

**For official use only**

(The applicant must be issued with an acknowledgement letter upon receiving the application)

**1. Receipt of Application:**

Date: ..... Application fee Receipt No: .....

Signature of Licensing Officer: .....

**2. Verification of the application:**

Officer's Name: .....

Remarks: .....

.....

.....

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

3. Decision of the Director: .....

Signature of the Director: ..... Date: .....

4. Communication of Decision (where applicable):

Letter Ref: .....

5. Licence No: ..... Date: .....



**REPUBLIC OF BOTSWANA**

**FORM AIL 2**

**INDUSTRIAL LICENCE  
INDUSTRIAL DEVELOPMENT ACT  
(reg. 4 (2))**

**Licence No. ....**

A licence is hereby granted to

.....  
.....

Location: .....

At Plot No/Ward: .....

For purpose of manufacturing the following products:

.....  
.....

subject to payment of an annual fee during the month of: .....

The Licence is valid for an indefinite period subject to compliance with the conditions upon which it is issued.

.....  
.....

.....

Licensing Officer

Station:.....



REPUBLIC OF BOTSWANA

FORM AIL 3

APPLICATION TO MANUFACTURE ADDITIONAL (NEW OR DIFFERENT) PRODUCTS  
INDUSTRIAL DEVELOPMENT ACT  
(reg. 5 (1))

**1. PARTICULARS OF APPLICANT(S)**

Name of Applicant/Enterprise .....  
*(In block letters)*

Trading Name *(if other than enterprise name)*.....

Enterprise Registration No: ..... Date: .....

**2. LOCATION OF MANUFACTURING ESTABLISHMENT:**

Plot No..... Town/Village.....

Ward Name.....

**3. NEW OR ADDITIONAL PRODUCT(S) TO BE MANUFACTURED: (PLEASE GIVE DETAILS)**

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

**4. REASONS FOR ADDITIONAL PRODUCT/S:**

.....  
.....

Name of authorised representative: .....

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

ID/Passport No.....

Telephone No: .....

Mobile No: .....

**For official use only**

*(the applicant must be issued with an acknowledgement letter upon receiving the application)*

1. Receipt of Application:

File No.....

Date: ..... Application fee Receipt No: .....

Signature of Licensing Officer: .....

2. Verification of the application:

Officer's Name: .....

Remarks: .....

.....

.....

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

5. Decision of the Director.....

Signature of the Director: .....

1. Communication of Decision:

Letter Ref: ..... Date: .....

Licence No: ..... Date: .....



REPUBLIC OF BOTSWANA

FORM AIL 4

APPLICATION TO CHANGE THE LOCATION OF A MANUFACTURING ENTERPRISE
INDUSTRIAL DEVELOPMENT ACT
(reg. 6 (1))

Name of Enterprise: .....

Location: .....

Licence No: ..... Issued on the.....

Products being manufactured under this licence:
.....
.....
.....

Additional place will be at ..... Plot No: .....

Reasons for the application:
.....
.....
.....

PROJECTED EMPLOYMENT:

Table with 7 columns: Cadre Total, Citizens, F, M, Non-Citizens, F, M. Rows include Managers/Supervisors, Skilled Staff, Unskilled Workers, Others, and Total.

PROCUREMENT OF MACHINERY AND RAW MATERIALS:

a) Raw Material:

Table with columns: Details of Raw Materials, QUANTITY (Local, Imported, Source Total (Country)), and VALUE (BWP). Includes a Total row at the bottom.

**b) Machinery:**

Details of Machinery	SOURCE OF SUPPLY			VALUE (BWP)
	Local	Imported	Country	
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
Total.....	.....	.....	.....	.....

Name of authorised representative: .....

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

ID/Passport No: .....

Telephone No: .....

Mobile No: .....

**For official use only**

*(the applicant must be issued with an acknowledgement letter upon receiving the application)*

**1. Receipt of Application:**

File No.....

Date: ..... Application fee Receipt No: .....

Signature of Licensing Officer: .....

**2. Verification of the application:**

Officer's Name: .....

Remarks: .....

.....

.....

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

**5. Decision of the Director.....**

Signature of the Director: .....

**1. Communication of Decision:**

Letter Ref: ..... Date: .....

Licence No: ..... Date: .....



2. Verification of the application:

Officer's Name: .....

Remarks: .....

.....

.....

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

5. Decision of the Director.....

Signature of the Director: .....

6. Communication of Decision:

Letter Ref: ..... Date: .....

Licence No: ..... Date: .....



REPUBLIC OF BOTSWANA

FORM AIL 6

NOTIFICATION TO CHANGE OF NAME  
(INDUSTRIAL DEVELOPMENT ACT 2019)

(reg. 8)

Name of Enterprise: .....

Location:..... Licence No:

..... Issued on the..... Products being  
manufactured under this licence:

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

New name .....

Trading Name: .....

Name of authorised representative: .....

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

ID/Passport No.....

Telephone No: .....

Mobile No: .....



REPUBLIC OF BOTSWANA

FORM AIL 7

APPLICATION TO TRANSFER AN INDUSTRIAL LICENCE
INDUSTRIAL DEVELOPMENT ACT
(reg. 9(1))

Name of Enterprise: ..... Location: .....
Licence No: ..... Issued on the ..... Products being
manufactured under this licence:
.....
..... Licence to be transferred
to.....

Reasons for the application: .....
.....
.....

Name of authorised representative: .....

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

ID/Passport No:.....

Telephone No: .....

Mobile No: .....

For official use only

(the applicant must be issued with an acknowledgement letter upon receiving the application)

1. Receipt of Application:

File No.....

Date: ..... Application fee Receipt No: .....

Signature of Licensing Officer: .....

2. Verification of the application:

Officer's Name: .....

Remarks: .....  
.....  
.....

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

3. Decision of the Director.....

Signature of the Director: .....

4. Communication of Decision:

Letter Ref: ..... Date: .....

Licence No: ..... Date: .....



**REPUBLIC OF BOTSWANA**

**FORM IRC 1**

**APPLICATION FOR EXEMPTION OF MICRO & SMALL ENTERPRISES**

**INDUSTRIAL DEVELOPMENT ACT**

*(reg. 10 (2))*

**Note:** This form is to be completed in **BLOCK LETTERS**, and the relevant documents should be attached as per application check list.

- a) Name of Applicant (Citizen only): ..... ID No. ....
- b) Business Name/Company .....
- c) Names of Shareholders: (1) ..... (2) .....
- d) Postal Address: ..... Contact Number/s: .....
- e) Business Location: Plot: ..... Ward: ..... Town/City/Village: .....

f) List of products to be manufactured/services provided/line of trade:

.....

.....

.....

g) Name the raw materials to be used to manufacture the above products/services:

.....

.....

.....

h) Number of employees: ..... (Citizens only)

i) Annual turnover: P..... (Total sales for the whole year)

**Declaration**

I solemnly declare that the information given in the application is correct to the best of my knowledge.

Signature: .....

Date: .....



REPUBLIC OF BOTSWANA

FORM IRC 2

APPLICATION FOR REGISTRATION CERTIFICATE

INDUSTRIAL DEVELOPMENT ACT  
(reg. 12 (1))

**1. PARTICULARS OF APPLICANT(S)**

Name of Applicant/Enterprise .....  
(In block letters)

Trading Name (if other than enterprise name).....

Company Registration No..... Date: .....

**a) Ownership:**

Particulars of Shareholders:

<i>Names Disability(yes/no)</i>	<i>Nationality</i>	<i>Omang/ Passport No</i>	<i>No. of Shares</i>	<i>Date of Birth</i>	<i>Gender</i>
1.....	.....	.....	.....	.....	.....
2.....	.....	.....	.....	.....	.....
3.....	.....	.....	.....	.....	.....
4.....	.....	.....	.....	.....	.....

**b) Management:**

Particulars of Directors:

<i>Names</i>	<i>Nationality</i>	<i>Omang/Passport No.</i>	<i>Designation</i>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

**2. LOCATION OF MANUFACTURING ESTABLISHMENT:**

Plot No..... City/Town/Village.....  
Ward Name.....

**3. COMMUNICATION ADDRESS (for the applicant)**

Postal Address: .....

Telephone No: ..... Fax.....

Mobile No: .....

Consultants: (if any)

Name: .....

Postal Address: .....

Telephone: ..... Mobile No: ..... E-mail: .....

**4. PRODUCTS TO BE MANUFACTURED: (PLEASE GIVE DETAILS)**

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

**5. PROJECTED EMPLOYMENT:**

b) Cadre	Citizens	F	M	Non-Citizens	F	M
Total	.....	.....	.....	.....	.....	.....
Managers/Supervisors	.....	.....	.....	.....	.....	.....
Skilled Staff	.....	.....	.....	.....	.....	.....
Unskilled Workers	.....	.....	.....	.....	.....	.....
Others	.....	.....	.....	.....	.....	.....
Total	.....	.....	.....	.....	.....	.....

**6. TECHNICAL KNOW-HOW:**

Names	Experience (professional/academic)
.....	.....
.....	.....
.....	.....
.....	.....

**7. PROCUREMENT OF MACHINERY AND RAW MATERIAL:**

**a) Raw Material:**

Details of Raw Materials	<u>QUANTITY</u>				<u>VALUE</u> (BWP)
	Local	Imported	Source (Country)	Total	
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
Total.....	.....	.....	.....	.....	.....

**b) Machinery:**

Details of Machinery	<u>SOURCE OF SUPPLY</u>			<u>VALUE</u> (BWP)
	Local	Imported	Country	
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
Total.....	.....	.....	.....	.....

**8. MARKETING:**

- (a). Local Buyers (tick where appropriate)
- Government
  - Parastatals
  - Private entities
  - Individuals
  - Other (specify) .....

- (b). If you have buyers in other countries, name the country/s: .....
- .....
- .....
- .....

**9. SALES**

Projected Sales for Next Year:

PRODUCTS	QUANTITY				VALUE (BWP)
	Local	Export	Destination (Country)	Total	
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

**10. INVESTMENT**

.....

**11. OTHER INFORMATION:**

d) Has any director or shareholder been convicted within or outside Botswana of any serious criminal offence involving dishonesty?

If so, give details: .....

e) Has any director or shareholder been sequestered or declared bankrupt within or outside Botswana?

If so, give details: .....

.....

.....

f) When do you expect to commence your manufacturing operations?

Give expected date.....

**12. DECLARATION:**

I solemnly declare that information given in the application is correct to the best of my knowledge and I have not tried to conceal anything.

Name of Applicant: .....

Signature of Applicant: ..... Date: .....

ID/Passport No: .....

Telephone No: .....

Mobile No: .....

**For official use only**

(The applicant must be issued with an acknowledgement letter upon receiving the application)

**1. Receipt of Application:**

Date: ..... Application fee Receipt No: .....

Signature of Licensing Officer: .....

**2. Verification of the application:**

Officer's Name: .....

Remarks: .....

.....

.....

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

**3. Decision of the Director: .....**

Signature of the Director: ..... Date: .....

**4. Communication of Decision (where applicable):**

Letter Ref: .....

5. Licence No: ..... Date: .....



**REPUBLIC OF BOTSWANA**

**FORM IRC 3**

**REGISTRATION CERTIFICATE  
INDUSTRIAL DEVELOPMENT ACT  
(reg. 12 (3))**

Certificate No. ....

Certificate is hereby granted to .....

Location: .....

At Plot No/Ward: .....

For purpose of manufacturing the following products:  
.....

subject to payment of an annual fee during the month of: .....

The Certificate is valid for an indefinite period subject to compliance with the conditions upon which it is issued.

.....

Licensing Officer

Station:.....



REPUBLIC OF BOTSWANA

FORM IRC 4

APPLICATION FOR TRANSFER OF REGISTRATION CERTIFICATE  
INDUSTRIAL DEVELOPMENT ACT  
(reg. 13 (1))

Name of Enterprise: ..... Location:  
.....

Licence No: ..... Issued on the..... Products being  
manufactured under this licence:

.....  
.....  
.....Licence to be transferred  
to.....

Reasons for the application:

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

Name of authorised representative: .....

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

ID/Passport No: .....

Telephone No: .....

Mobile No: .....

**For official use only**

*(the applicant must be issued with an acknowledgement letter upon receiving the application)*

1. Receipt of Application:

File No.....

Date: ..... Application fee Receipt No: .....

Signature of Licensing Officer: .....

2. Verification of the application:

Officer's Name: .....

Remarks: .....

.....

.....

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

3. Decision of the Director.....

Signature of the Director: .....

4. Communication of Decision:

Letter Ref: ..... Date: .....

Licence No: ..... Date: .....

MADE this 11th day of May, 2020.

**PEGGY O. SERAME,**  
*Minister of Investment, Trade and Industry.*