



REPUBLIC OF BOTSWANA

FORM IRC 2

APPLICATION FOR REGISTRATION CERTIFICATE

(INDUSTRIAL DEVELOPMENT ACT, 2019)
(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:

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 No:

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)		
.....
.....
.....
.....
Total.....

Details of Machinery

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

(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:

.....

.....

.....

Projected Sales for Next Year:

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

10. INVESTMENT (BWP)

.....

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 Application:

Signature of Application: Date:

ID/Passport No.....

Telephone No:

Mobile No:

Email:

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: