

Registration requirements for Clearing Agency

- The prospective applicant must be a Botswana company, registered with the Registrar of Companies and domicile in Botswana.
- At least one of the Directors must be resident in Botswana.
- Company Directors, Managers and employees, who will be directly dealing with Customs related matters, must be fully conversant with the provisions of the Customs and Excise Act and procedures. To prove conversancy, the applicant must have worked for a reputable Customs Clearing Company for at least two (2) years or for the Division of Customs and Excise.
- The Company Directors, Managers and employees, who will be directly dealing with Customs related matters, should not have committed any Customs related offences during the preceding five (5) years
- The applicant must lodge a security bond of a nominal fee of P20 000.00 with the Commissioner of Customs and Excise, through a recognized financial Institution (bank or insurance company) accredited to the Central Bank of Botswana. **This only applies after approval of the application.**

Application forms

The following forms should be completed and submitted together with a covering letter.

- FORM CE 185 - Registration/licensing of Customs and Excise Clients (General application form)
Annexure
- CE 185B -client type (used to identify the purpose of the application)
- CE 185C - bond form(For lodging security bond)

Documentary Evidence

The following documents must be attached to the application to verify conformity with the requirements for registration:

- Form 2 – Register of directors and secretaries
- Form 3 – Certificate of Incorporation
- Form 4- Shareholders Certificate
- Form 5- Notice of situation of registered office
- Form 8-Notice of Issue of Shares
- Certified copies of title deed (**in case of owned premises**)
- Certified copies of lease agreement (**in case of leased premises**)
- Copies of IDs for Directors, Managers and clearing clerks
- Certified copies of educational qualifications
- Copies of reference(s)/testimonial(s) from previous employers to prove conversancy of Customs procedures and requirements.
- Certified Copy of Valid Tax Clearance Certificate
- Company Profile

NB:

- The applicant must submit a letter of commitment for financial guarantee from his/her prospective surety prior to approval and it should also be noted that the security bond must be lodged within 21 working days from date of approval.
- All customs clearing agents should be affiliates of a registered and recognized Freight Forwarders Association, therefore new applicants should submit their membership cards to the commissioner Customs and Excise within three months of approval.

**CLIENT TYPE – CLEARING AGENT****Clearing Agent Particulars::**

Please supply all trade names and physical addresses if the business is conducted from a different address or under a different name

Trade name of business:

Physical address: Street name and number
 Building name and floor number
 Plot number
 City/Town/Village
 Street name

Trade Name of business:

Physical address: Street name and number
 Building name and floor number
 Plot number
 City/Town/Village
 Street name

Trade name of business:

Physical address: Street name and number
 Building name and floor number
 Plot number
 City/Town/Village
 Street name

Please state the Customs and Excise Regional Office where you will be controlled from):

Please state the employee at each place where business will be conducted with Customs and Excise.

Name	Place (Customs and Excise Office)

Authority to apply:

I/We.....(name of applicant) herein represented by

(1).....Capacity.....

(2).....Capacity.....

being duly authorised thereto by virtue of –

(a) *a resolution passed at a meeting of the Board of Directors

held at.....on theday

of.....(year).....; or

(b)*express consent in writing of all the members of the close corporation/*partnership/*trustees of the trust; or

(c) *being a person having the management of any other association; or hereby apply for licensing as a Clearing Agent

The under-mentioned original or certified copies must accompany the application:

(a) Registration certificate of business – as issued by the Registrar of Companies

(b) Resolution/consent or other authority as applicable

(c) Plans of premises showing the exact location of the warehouse

(d) Certified certificates of clearing clerks, managers, directors

(e) Identity/passport documents of

- Individual
- Partnership – all members/partners/trustees
- Company – all Directors, including Managing Director and Financial Director

Declaration:

I hereby –

(a) declare that the particulars in the application and all enclosures are true and correct; and

(b) undertake to –

(i) inform the Botswana Unified Revenue Service immediately of any changes in the particulars furnished in the application;

(ii) comply with such Customs and Excise laws and procedures

Initials and surname.....	Status (eg. Director).....	
Signature.....	Date.....	Place.....