



**TITLE: MINIMUM REQUIREMENTS FOR REGISTRATION OF SERVICES, SUPPLIES AND CONSULTANTS**

DOCUMENT NO: CRE.WI.02

REVISION NO: 03

EFFECTIVE DATE: 01.08.2019

**Minimum Requirements for Registration of Services (Code 100- Code 199)**

Code	Sub code	Other Mandatory Requirements
Code 100 up to Code 199	ALL sub codes	Submit License from relevant authority
Code 100	Sub Code 01	Submit a Security License from Ministry of Defence, Justice and Security
Code 101	Sub Code 01	Submit license from Department of Tourism under Ministry of Environment, Natural Resources Conservation and Tourism
Code 101	Sub Code 02	Submit Restaurant License from the Ministry of Investment, Trade and Industry/Council
Code 101	Sub Code 03	Submit Canteen and Catering License/Restaurant license from Ministry of Investment, Trade and Industry/Council
Code 102	ALL sub codes	Submit license from Ministry of Environment, Natural Resources Conversation and Tourism
Code 103	ALL sub codes	Submit license from Department of Waste Management and Pollution Control
Code 103	Sub code 10	Submit Blasting License
Code 104	ALL sub codes	Submit Workshop License from Ministry of Investment, Trade and Industry/Council
Code 111	ALL sub codes	Submit Workshop License from Ministry of Investment, Trade and Industry/Council
Code 112	Sub code 01	Submit a Radiation License from Department of Radiation plus a workshop License from Ministry of Investment, Trade and Industry/Council
Code 112	Sub code 02	Submit Workshop License from Ministry of Investment, Trade and Industry/Council
Code 113	ALL sub codes	Submit Air Craft Maintenance certificate from Civil Aviation Authority of Botswana
Code 114	Sub code 01	Submit a Workshop License from Ministry of Investment, Trade and Industry/Council
Code 115	Sub code 01	Submit a Workshop License from Ministry of Investment, Trade and Industry/Council
Code 117	ALL sub codes	Submit a Broadcasting license from Botswana Communications Regulatory Authority (BOCRA)
Code 118	Sub codes 01, 02, 03 and 04	Submit a license from Botswana Communications Regulatory Authority (BOCRA)
Code 119	Sub code 01	Reserved for Botswana Post
Code 119	Sub code 02	Submit a license from Botswana Communications Regulatory Authority (BOCRA)
Code 120	Sub codes 01, 02, 03, 04,05,06,08 and 09	Submit personnel with a minimum qualification of a certificate in ICT
Code 120	Sub code 07	Submit an ISP license from Botswana Communications Regulatory Authority (BOCRA)
Code 127	ALL sub codes	Submit License from Non-Bank Financial Institutions Regulatory Authority (NBFIRA)
Code 128	Sub code 01	Submit relevant license from Botswana post.
Code 129	Sub code 01	Submit relevant Air Operator certificate from Civil Aviation Authority of Botswana
Code 129	Sub code 02	Submit Road Transport Permit from Department of Road Transport and Safety under Ministry of Transport and Communications
Code 129	Sub code 04	This is reserved for Botswana Railways



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Code	Sub code	Other Mandatory Requirements
Code 130	Sub code 01	Submit relevant Air Operator certificate from Civil Aviation Authority of Botswana
Code 130	Sub code 02	Submit Road Transport Permit from Department of Road Transport and Safety under Ministry of Transport and Communications
Code 130	Sub code 04	This is reserved for Botswana Railways
Code 131	Sub code 03	Submit Trade License (Hire Service) from Ministry of Investment, Trade and Industry
Code 131	Sub code 04	Submit Air operator license from Civil Aviation Authority of Botswana (CAAB)
Code 132	ALL sub codes	Submit a cleaning license from Ministry of Investment, Trade and Industry/Council
Code 134	Sub Code 01	Submit Air Operator Certificate from Civil Aviation Authority of Botswana and Authorization from Ministry of Health and Wellness.
Code 134	Sub Code 02	Authorization from Ministry of Health and Wellness and Road Transport Permit from Department of Road Transport and Safety
Code 134	Sub Code 03	Submit Health practitioners license from Health Practitioners Council/Ministry of Health and Wellness
Code 134	Sub Code 04	Submit facilities plus license from Ministry of Health and Wellness
Code 134	Sub Code 05	Submit a practitioner's license from Ministry of Agricultural Development and Food Security
Code 134	Sub Code 06 and 07	A minimum of relevant Diploma plus 2-year post qualification for non-health practitioners. Health practitioners must submit practicing license
Code 135	Sub Code 01	Submit a license from Botswana Unified Revenue Service
Code 136	ALL sub codes	Submit an Auctioneering License from Ministry of Investment, Trade and Industry/Council.
Code 139	Sub Code 01	Submit a laundromat License from Ministry of Investment, Trade and Industry/Council
Code 139	Sub Code 02	Submit a salon License/hair beauty from Ministry of Investment, Trade and Industry/Council
Code 139	Sub Code 07	Submit a Printing License/Internet License/Photocopying License from Ministry of Investment, Trade and Industry/Council
Code 139	Sub Code 08	Submit a workshop License from Ministry of Investment, Trade and Industry/Council
Code 139	Sub Code 12	Submit florist license from Ministry of Investment, Trade and Industry/Council
Code 139	Sub Code 13	Submit license from Department of Waste Management and Pollution Control
Code 139	Sub Code 15	Submit funeral parlour license from Ministry of Investment, Trade and Industry/Council
Code 139	Sub code 18	Submit Personnel with a relevant first degree plus 5 years experience
Code 139	Sub code 23	Submit a workshop License from Ministry of Investment, Trade and Industry/Council
Code 140	Sub Code 01	Submit a workshop License from Ministry of Investment, Trade and Industry/Council plus certificate of competency from BOBS for a personnel.
Code 142	Sub Codes 01 and Sub code 02	Submit relevant Air Operator Certificate from Civil Aviation Authority of Botswana
Code 142	Sub Code 03	Submit Accreditation certificate from Botswana Qualification Authority for the organisation, an accredited trainer
Code 143	Sub Codes 01 and Sub code 02	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 144	Sub Codes 01 and Sub code 02	Submit Accreditation certificate from Botswana Qualification Authority for the trainer and organisations
Code 145	Sub Code 01	Submit Health practicing License from Health practitioners Council/Ministry of Health and wellness for health professional. Non health professionals submit at least a diploma in health and safety plus 2 years post qualification experience.
Code 145	Sub Code 02	Submit a workshop License from Ministry of Investment, Trade and Industry/Council
Code 145	Su Code 04	Submit Blasting License



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**Minimum Requirements for Registration of Suppliers (Code 200 - Code 299)**

<b>Code</b>	<b>Subcode</b>	<b>Other Mandatory Requirements</b>
Code 200 up to Code 299	ALL sub codes	Submit a Trade License from Ministry of Investment, Trade and Industry/Council
Code 200	Sub code 02 & sub code 03	Submit special license from Ministry of Agricultural Development and Food Security
Code 200	Sub code 04	Submit an Authorisation letter from the Department of Agricultural Research under Ministry of Agricultural Development and Food Security.
Code 200	Sub code 07	Submit Agro chemicals distributor license from Ministry of Agricultural Development and Food Security
Code 202	Sub code 01 & sub code 02	Submit pharmaceutical supply license from Ministry of Health and Wellness
Code 202	Sub code 06	Submit a Radiation License from Department of Radiation
Code 203	Sub code 02	Submit a license from Botswana Communications Regulatory Authority (BOCRA)
Code 208	Sub code 01 & sub code 09	Submit a motor dealer license from Ministry of Investment, Trade and Industry/Council
Code 211	Sub code 16	Submit a funeral parlour License from Ministry of Investment, Trade and Industry/Council
Code 211	Sub code 22	Submit License of sale of Explosives
Code 212	ALL sub codes	Submit Industrial license from Department of Industrial Affairs, Ministry of Investment, Trade and Industry.
Code 212	Sub code 02 & sub code 03	Submit Department of Veterinary Service Director's Authority and Industrial License from Department of Industrial Affairs, Ministry of Investment, Trade and Industry.
Code 212	Sub code 04	Submit Industrial License from Department of Industrial Affairs, Ministry of Investment Trade and Industry plus an Authorisation letter from the Department of Agricultural Research under Ministry of Agricultural Development and Food Security
Code 212	Sub code 06	Submit Agro chemicals distributor license from Ministry of Agricultural Development and Food Security and Industrial License from Department of Industrial Affairs, Ministry of Investment, Trade and Industry.
Code 213	ALL sub codes	Submit Industrial license from Department of Industrial Affairs, Ministry of Investment, Trade and Industry.
Code 213	Sub code 12 & sub code 13	Submit Industrial License from Department of Industrial Affairs, Ministry of Investment, Trade and Industry and pharmaceutical supply license from Ministry of Health and Wellness
Code 213	Sub code 14	Submit a Printing license from Ministry of Investment, Trade and Industry
Code 213	Sub code 22	Submit Manufacturer's License



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**Minimum Requirements for Registration of Consultants (Code 300- Code 399)**

Code	Sub Code	Other Mandatory Requirements	Software requirement	Qualification of Key Staff			Experience of Company
				Academic Qualification	No. of Key Staff Required	Key staff Experience	
Code 301 up to Code 399	ALL	Applicant should have an Office with furniture, telephone line, fax machine, computer, printer	Should have relevant design software where applicable	Degree or professional qualification in relevant field	1	5 years	None
Code 301 up to Code 399	ALL	Applicant should submit a practicing license/accreditation from relevant authority where applicable					
Code 301 up to Code 399	ALL	Applicant should submit signed copies of Curriculum Vitae of Key staff					
Code 301 up to Code 399	ALL	Applicant should provide National Identification Card number (Omang number) for citizen key staff and/or Certified copies of passports for Non Citizen key staff.					
Code 301 up to Code 399	ALL	Applicant should submit proof of permanent employment of key staff					
Code 301 up to Code 399	ALL	Submission of copies of academic certificates for key staff					
Code 301 up to Code 399	ALL	Submission of BOTA Accreditation where applicable					
Code 309	ALL	Applicant is required to have a laboratory and relevant equipment to carry out the tests					
Code 310	ALL	Applicants is required to have relevant surveying equipment					



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Code	Subcode	Other Mandatory Requirements
Code 301	ALL sub codes	Submit personnel with a valid Architect Registration Certificate and Practicing certificate from Architecture Registration Council (ARC).
Code 302	ALL sub codes	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 303	ALL sub codes	Submit personnel with a valid registration and practicing license and the individual should have attained the level of professional Engineer from Engineers Registration Board (ERB)
Code 304	ALL sub codes	Submit personnel with a valid registration and practicing license and the individual should have attained the level of professional Engineer from Engineers Registration Board (ERB)
Code 305	ALL sub codes	Submit personnel with a valid registration and practicing license and the individual should have attained the level of professional Engineer from Engineers Registration Board (ERB)
Code 306	ALL sub codes	Submit personnel with a valid registration and practicing license and the individual should have attained the level of professional Engineer from Engineers Registration Board (ERB). Non-Engineers submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 307	ALL sub codes	Submit personnel with a valid registration and practicing license and the individual should have attained the level of professional Engineer from Engineers Registration Board (ERB)
Code 308	Sub code 01 & sub code 02	Submit personnel with a valid registration and practicing license and the individual should have attained the level of professional Engineer/Technologist from Engineers Registration Board (ERB)
Code 308	Sub code 03	Submit personnel with a valid registration and practicing license and the individual should have attained the level of professional Engineer from Engineers Registration Board (ERB). Non-Engineers submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 309	ALL sub codes	Submit personnel with a valid registration and practicing license and the individual should have attained the level of professional Engineer from Engineers Registration Board (ERB). Non-Engineers submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 310	ALL sub codes	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 311	Sub code 01	Submit Personnel with a relevant first degree and a professional project management course plus 5 years post qualification experience
Code 311	Sub code 02	submit personnel with a valid practicing certificate and license from a professional body for professionals required to register plus a professional project management course



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**Minimum Requirements for Registration of Consultants (Code 300 - Code 399)**

<b>Code</b>	<b>Subcode</b>	<b>Other Mandatory Requirements</b>
Code 312	Sub code 01 & sub code 02	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 312	Sub code 03	Submit Personnel with a relevant first degree plus 5 years post qualification experience/ Air transport license.
Code 313	Sub code 01, 02, 04, 05 and 06	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 313	Sub code 03	Submit personnel with a valid registration and practicing license and the individual should have attained the level of professional Engineer/Technologist from Engineers Registration Board (ERB).
Code 314	Sub code 01, 02, 04 and 05	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 314	Sub code 06	Submit personnel registered with Botswana Institute of Chartered Accountants (BICA) as a Certified Auditor and Auditing firm registered with BICA.
Code 314	Sub code 07	Submit personnel registered with Botswana Institute of Chartered Accountants (BICA) as an Associate Chartered Accountant and Accounting firm registered with BICA.
Code 315	ALL sub codes	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 316	ALL sub codes	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 317	ALL sub codes	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 318	ALL sub codes	Submit personnel with a valid practicing license from Law society of Botswana
Code 319	ALL sub codes	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 320	ALL sub codes	Submit Personnel with a valid practicing license from Department of town planning
Code 321	ALL sub codes	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 322	ALL sub codes	Submit Personnel with a relevant first degree plus 5 years post qualification experience
Code 323	Sub code 01	Submit Personnel with a degree in; Energy Engineering, Electrical, Mechanical, Civil, Architects and Environmental Engineers, Scientist, or related qualification, plus 5 years' experience