



**TRADE FORWARD**  
SOUTHERN AFRICA

# KNOWLEDGE GUIDE SERIES

## Registering as an Exporter in Botswana



### What this Knowledge Guide covers

- 1 Who must register as an exporter when exporting from Botswana?
- 2 Important aspects to exporting from Botswana
- 3 Paperwork and related resources

#### 1 Who must register as an exporter when exporting from Botswana?

##### Basic exporter requirements:

Potential exporters from Botswana are required to undertake a number of steps to be able to export.

##### 1 Register as a company and obtain tax number

A person wishing to export goods must first register a company, and obtain a tax number. This applies to individuals, companies and other entities that may have a tax obligation.

##### 2 Obtain a trader identification number (TIN)

A trader identification number (TIN) must then be obtained from the Botswana Unified Revenue Service (BURS).

##### 3 Register as an exporter

Exporters who wish to export goods under Preferential Trade Agreements should register for this with BURs. Certain goods require export licenses; a list of products that are subject to restrictions can be obtained from BURs.

Any business wishing to export goods from Botswana must be formally incorporated as a business in the country. A trader identification number (TIN) can be obtained from the Botswana Unified Revenue Service (BURS) and is applicable to all importers and exporters with an annual threshold of at least P20,000. [Further details and registration link: bit.ly/BURS-TIN](https://bit.ly/BURS-TIN)

##### Traders wishing to export under a preferential trade agreement:

An application process to BURs must be completed when a trader wishes to export on a preferential basis to a country where Botswana enjoys special market access.

##### Information requirements:

The trade agreement being utilised, and name of target country (country of importation)   
▶ Name of the exporting company   
▶ Physical address of exporting company   
▶ Contact details of production manager   
▶ Names of directors and nationalities   
▶ List of products intended for export, including tariff classification codes   
▶ List of raw materials used and detailed information of processes involved   
▶ Origin criteria relevant to the product   
▶ Company details and production layout

##### Trade in plant goods and goods subject to permit or phytosanitary certificate:

Traders wishing to import or export plants and plant products must apply for the relevant permit and and phyto-sanitary certificate (where applicable) from Division of Plant Protection.

[Further details at the following link: bit.ly/Botswana-plant-permits](https://bit.ly/Botswana-plant-permits)

#### 2 Important aspects to exporting from Botswana

##### Computerisation of customs procedures

▶ Regular importers and exporters may use BURs' **Direct Trader Input (DTI)** facility, allowing traders to compile and submit customs declarations electronically. BURs installs the customs declaration software on the trader's computer. This has the following advantages:

- Quick self-service, avoiding delays and queues
- Direct access to customs declarations on the BURs server
- Access to updated trade related information
- The possibility of integrating the DTI facility with a company's own internal systems

◉ More info and registration: [bit.ly/BURS-DTI](https://bit.ly/BURS-DTI)

##### Payment of taxes

- ▶ When goods are cleared through Botswana customs, the relevant declarations and supporting documents must be lodged with BURs and the relevant duties and taxes paid.
- ▶ Importers of goods into Botswana are required to pay VAT on the value of the imported goods. Customs duties are also applicable on goods imported from outside of the SACU area (or which do not originate in a SACU country) at the rate applicable to such goods.
- ▶ Exporters may however claim back the duties paid on imported raw materials used ("duty drawback") once the goods have been exported.

##### Restricted and regulated trade

- ▶ Some goods are subject to trade prohibitions or restrictions, and traders should familiarise themselves through the BURs (Customs & Excise Division) offices.
- ▶ Products that are subject to restrictions or special regulations include wild animals and their derivative products (such as trophies), plant material, fresh produce and bulbs.
- ▶ Prohibited products include a wide range of semi precious stones (mineral products).

◉ More info : [bit.ly/Botswana-Restrictions](https://bit.ly/Botswana-Restrictions)

##### Botswana: Exporting under preference

Exporters from Botswana enjoy preferential market access to many countries, either on a non-reciprocal basis (for example, to the United States under the AGOA preference scheme), or to countries with which Botswana has a trade agreement, such as the United Kingdom, the European Union, or regionally with Member States of the SADC Free Trade Area. Preferential market access means that importers of Botswana-made goods normally do not need to pay import duties, making them more competitive. Such preferences are only available when the product *originates* in Botswana. The **Rules of Origin** as stipulated in each agreement specify the minimum local working and processing (or content) that is considered sufficient to confer 'Made in Botswana' origin status.

#### 3 Paperwork: Links to exporter registration forms and related resources

◉ Scan the code with your phone or follow the abbreviated web links below

