



Application Requirements for a Licence to Provide Commercial Postal Services in Botswana

Applicants should furnish the Authority with the following information:

Particulars of the Applicant

- A covering Letter or application letter;
- Provide certified copy of certificate of incorporation or certificate of registration of the company;
- A complete ownership profile must be provided, listing all the Shareholders, their nationalities, their physical and postal addresses and their shareholding. Provide certified copies of shareholding certificates and certified copies of national identity card or passport.
- Disclose the Directorship of the company.
- It must be indicated whether the company is a member of a group, and if so, give details of the ownership profile of the parent company;
- The nature of the company must be disclosed i.e. whether it is a private or public company incorporated in terms of the Companies Act.

- The company must have a registered office in Botswana. Provide details of Registered Office.
- Provide contact details of the Registered Office including the Physical address, Postal Address, Contact telephone and the corporate email address.

2 Business Plan

Provide a 3-year business plan of your proposed project. The business plan must at a minimum show the following:

- A market analysis of the postal sector and what gaps have been identified. A clear strategy on how the applicant intends to fill identified gaps in the market;
- Services to offer and how such services will benefit the market;
- Description of aftersales support structures for customers, where applicable;
- Target market;
- Network Coverage;
- Pricing for the services;
- 3 year financial projections of the Cash Flows and Income Statement;
- A statement of commitment indicating the date of commencement of operations; and

- Proof of funding.

The following are provisional fees for Postal Operators:

LICENCE CLASSIFICATION	FEE TYPE	AMOUNT
Commercial Postal Operator Licence	Initial Licence Fee	P20 000
	Renewal Licence Fee	P20 000
	Annual Licence Fee	0.5% of Annual Net Turnover for Licensed Services
	Universal Access Fee	1% of Annual Net Turnover for Licensed Services

Note: All licence fees attract a 12% Value Added Tax. BOCRA reserves the right to change these fees from time to time, after consulting the relevant stakeholders. Licence is valid for 10 years.