

## APPLICATION REQUIREMENTS FOR A PROVISIONAL COMMERCIAL POSTAL OPERATOR LICENCE

1. Botswana Communications Regulatory Authority (herein referred to as BOCRA or the Authority) is mandated through the Communications Regulatory Authority Act (CRA Act) [No. 19 of 2012] to regulate the postal sector in Botswana. BOCRA issues a two (2) years Provisional Commercial Postal Operator Licence to entities offering Collection, Transportation, Sorting and Delivery of mail (or lesser parts of this mail-process) in the following categories:

- a) Addressed letter mail items up to 2kg; and
- b) Parcel mail items up to 20kg.

2. Therefore, all letters and documents above 2kg and parcels above 20kg are outside the scope of postal regulation and therefore are not licensed by BOCRA. Applicants of this licence are required to submit a feasible and comprehensive business proposal with an application cover letter addressed to the Chief Executive of BOCRA and a completed application form attached to this document.



### 3. APPLICATION FORM

#### A. Applicants Company Details

<b>NAME OF ENTITY</b>	
Registered Office Address	
Postal address	
Telephone	
E-mail	
Postal Address	

<b>CONTACT PERSON</b>	
Name	
Telephone	
E-mail	

#### B. Products and Services

<b>SERVICE PROFILE</b>	
Type of Service <i>(Same day delivery, Overnight delivery, Express delivery &amp; Normal delivery)</i>	
Target Market	

Submission date:

Submitted by:

## APPLICATION REQUIREMENTS

### 4. Documents to be enclosed in the business proposal

	Items	Attached	Not attached	Comment
1.	Proof of payment of application fee			
2.	Certificate of incorporation from Companies and Intellectual Property Authority (CIPA)			
3.	Cover letter with summary of services applied for in a letter head and signed			
4.	Area Coverage			
5.	Proposed Tariff Schedule			
6.	Documents of financial capability to commence business operations (certified bank statement or letter of intent)			
7.	Aftersales support structures for customers (e.g. Complaints Handling Procedure)			
8.	Value Added Services (e.g. Track and Trace, Insurance)			
9.	3 Year Financial Projections (Cash Flows and Income Statement)			

*Tick (✓) appropriate box*

**NOTE: All spaces must be completed, and all documents stated in the checklist must be attached. Incomplete applications will not be accepted.**

5. Applicants must pay a non-refundable requisite application fee of five thousand (5000.00) Pula plus VAT at the prevailing rate to the following bank account:

**Botswana Communications Regulatory Authority**  
**Bank Name: First National Banking**  
**Branch Name: Main Mall**  
**Bank Account Number :62011115088**

**Branch Code: 282867**

**Swift Code: FIRNBWGXXX**

6. Applications must be delivered at the following physical or postal address:

**Botswana Communications Regulatory Authority**

**Plot 50671 Independence Avenue**

**Private Bag 00495**

**Gaborone, Botswana**

**T: +267 395 7755**