

FIRST SCHEDULE
TOURISM ENTERPRISE LICENCE
(Regulation 3)

Application Form: Categories A, B, C, D, E, F, G, H & J
(All information supplied in this Form will be treated as confidential)

1. Name of Company _____

2. Trading name of establishment: _____

3. Postal Address _____

4. Physical Address _____

5. Telephone No. _____ Fax No. _____ E-mail: _____

6. Company Secretaries and their contact numbers

7. Certificate of Incorporation No. _____ Dated _____

8. Principal business of the company _____

9. Details of the shareholders of the company: (attach separate sheet if necessary)

Name	Nationality %	Shares Held
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10. Details of Directors of the Company:

Name	Residential Address	Nationality
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11. Has any director or shareholder been convicted within or outside Botswana of any criminal offence or been declared insolvent in any previous business operation?

YES/NO

If yes, please give details

11. Is the Company registered elsewhere?

YES/NO

If yes, provide details of its operations outside Botswana, names and addresses including marketing details

12. Has the Company submitted a manpower training programme to the Department of Labour?

YES/NO

If no, please explain

13. If the company has a head office or support office which does not require a Tourism Enterprise Licence, please provide current level of employment of this office.

No. Citizen Males _____ No. Citizen Females _____

No. Non Citizen Males _____ No. Non Citizen Females _____

14. Please provide job classifications of employees noted in (13):

	Employed		Vacant		Total
	Citizens	Non-Citizens	Citizens	Non Citizens	
Non Supervisory					
Supervisory					
Middle Management					
Senior Management					

15. Does the Company have existing Tourism Enterprise Licences?

YES/NO

16. If the answer to (15) is yes – please give details of licences held:

Licence No.	Category	Expiry Date	Trading Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

17. The following is a list of licence category classifications. If you operate, or intend to operate, more than one hotel/lodge/camp or more than one of the listed activities, a separate licence application form of the relevant category must be completed for each. Please indicate with a tick the category you are applying for:

A Licence: For operations that offer accommodation facilities on a fixed site such as hotels, motels, guesthouses including corporate guesthouses, bed and breakfast, self catering apartments, backpackers tourist accommodation, campsites outside protected areas and cultural villages, including operations that offer such accommodation facilities on a timeshare basis.

B Licence: For operations that offer accommodation facilities on a fixed site such as photographic/hunting camps and lodges, public camping sites or caravan sites that offer game drives and other outdoor activities within wildlife management areas and protected areas, including operations that offer such accommodation facilities on a timeshare basis;

C Licence: Operations that offer off-site facilities such as mobile safaris operators that receive and transport travellers and guests within protected areas;

D Licence: Operations that make, plan or reserve travel arrangements for clients but do not offer accommodation (whether fixed or not) or other tourist services;

E Licence: Operations that receive and transport guests to tourist attractions, including road transfer activities other than within protected areas;

F Licence: Operations that offer motor boating activities other than within their leased land which is in protected areas, private reserves and wildlife management areas;

G Licence: Other enterprises (excluding air charter companies and car rentals) that conduct tourism related activities e.g. hot air ballooning, cycling, bungee jumping, etc.;

H Licence: Operations that offer *mekoro* activities;

I Licence: Foreign based companies that offer tourism related activities in Botswana. They may transfer tourists along the main roads and utilise public facilities. Licence holders are not allowed to conduct their own safaris into the game reserves or national parks, but may hand over to a Botswana licensed operator if they wish to utilise these facilities.

J Licence: Houseboats operations - a mobile self contained accommodation facility that operates in water bodies.

18. If you are applying for a tourist accommodation facility please specify the Classification i.e. guesthouse/self-catering apartments etc. _____

19. a) Number of guest rooms: _____

b) Number of guest beds: _____

c) Number of beds sold during the past 12 months _____

20. Current level of employment (*full time employees only*):

Citizens male: _____ Citizens female: _____

21. Please supply job classification for those employees listed in (8) above:

Non Supervisory	
Supervisory	
Middle Management	
Senior Management	
Professional Guides	

22. In which Game Reserves/National Parks are you going to conduct game drives/mobile safaris? (*Please be area specific if applicable*)

23. What other offsite operations do you intend to undertake?

24. Detail below a description of the planned operation with regards to the following:

Details of service to be provided: _____

Areas/routes that the service will operate: _____

If vehicles have already been acquired, please provide: Size of fleet and carrying capacity, registration numbers, capacity and compliance with the Road Traffic Act (Cap. 69:01) and the Road Transport (Permits) Act (Cap. 69:03). (*please attach relevant documents from the Department of Transport.*)

25. Number of boats and seats available (i.e. 2 x 30 seaters, 3 x 8 seaters, etc) _____

26. In which Areas do you intend to conduct boat trips? _____

27. Where do you intend to dock?

28. Please indicate the category and number of licences your company is applying for.

I, _____, certify that the information given
(Please print name clearly)

on this application form is true and correct. I understand that failure to provide true and correct information could result in rejection or withdrawal of licences.

Position in Company _____

Contact telephone number _____

Signature _____

Dated this _____ day of _____ 20 _____

DOCUMENTATION TO BE PROVIDED WITH THIS APPLICATION

Please provide certified copies or originals of the following:

Copy of Certificate of Incorporation or Certification of Registration

Copy of Form F2 (detailing shareholding in the company from company secretaries)

Copy of objectives of the Company (from Memorandum of Articles of Association)

Copies of relevant (sub) lease or rental agreements

Copies of approval for (sub) lease and/or rental agreements from relevant authorities (i.e. Land Board, Department of Lands)

Proof of payment of lease fees and resource royalties where relevant

Copies of all Professional Guide Licences applicable to this operation

Permission from the relevant authorities for the intended activities.