REGISTRATION REQUIREMENTS

1. Introduction

Customs has been mandated to administer and implement rules of Origin under various trade agreements. In doing this customs is also responsible to ensure correctness of origin on behalf of importing countries hence we are committed to assist each other in verifying origin of goods.

The manual covers registration of exporters under free trade agreements and preferential trade agreements such as SADC, SADC-EPA and GSP. This manual is an integral part of the trade agreement hence should be used together. It should be noted that rules of origin differ from one trade agreement to another. These rules are used to determine the origin or nationality of the products. If goods meet these rules they will be considered as originating hence will be accorded a duty free or reduced rate in the importing country depending on the trade agreement the goods are exported under.

All exporters wishing to export under any trader agreement should register with the Customs Division at the BURS regional office nearer to his company premises. The Customs Division has five regional offices, in Francistown, Selebi Phikwe, Maun, Gaborone and Lobatse. For more information contact the Regional Managers at the contacts addresses below.

Exporters may be manufacturers or distributors. A distributor does not manufacture for export but buys from local manufacturers and sells for export, in this cases the exporter must register and submit a Declaration by producer/manufacturer for the goods meant for exporters. All producers and exporters of goods exported under the trade agreement must be registered.

The registration of exporter is not meant to entitle the goods for automatic exportation but to facilitate trade in ensuring that traders are not delayed at the time of clearance. Exporter must register their companies and goods for export well in time before export to avoid delays. Only registered exporters will be issued with certificate of origin.

2. Requirements

2.1 Application Letters

Any trader who wishes to register as an exporter must make an application to the Commissioner of Customs. The following information should be included in the application letter.

- The trade agreement you wish to export under.
- Country of importation
- Name of company
- Physical address of the company
- Contact details:- production manager’s telephone number, fax number, email address etc.
- Names of directors and their nationalities.
- List of products intended for export, under the agreement, including tariff codes
- List of raw materials used and their tariff codes
State the origin criteria of your products.

- Sketch Plan showing the factory layout and machinery used.
- Certificate of incorporation.
- A detailed step by step manufacturing process of the goods intended for export

**Origin Criteria**

**Wholly originating or wholly produced goods.**

These are local products harvested, mined, cattle born and raised in a Member State.

For the full list of products refer to list of wholly produced goods on the agreement.

**Sufficiently worked or processed goods**

Sufficiently worked or processed goods are goods manufactured from materials imported from third countries. Third countries are countries which are not members of the said trade agreement. All products manufactured from non-originating materials are to undergo working or processes set out in the specific trade Agreement. These processes are either change in tariff heading or percentage calculations criteria or both.

**2.2 Factory Visit/Verification of Manufacturing Process**

Based on the step by step manufacturing process submitted, the customs officers will visit the company premises to verify the process. The visit will ensure that the company exists and that the process does not fall under minor processes listed in the agreement.

**2.3 Submission of Costings**

If the manufacturing process has been approved the producer may prepare costings if his goods are manufactured from imported materials requiring percentage calculation as per list of processes. Calculation should be based on factual costings for each product showing the following costs

1. Material used cost and country of export.
2. List of employees involved in production.
3. Wage sheets for employees.
4. Job descriptions for the employees.
5. Prove of overheads e.g. electricity, rent etc, for production factory only.
6. Any other documents that may be required.

**2.4 Approval of exporters**

If goods are wholly produced the exporter is required to submit application letter and background information only. For manufactured goods cost analyses may be required in addition to the application/background information. The customs officers will vet the information submitted to determine the originating status of the goods. If the goods qualify as originating products the company will be registered as an exporter under the specified agreement. This registration includes registration of individual products. Registration will be done at the regional office and they will make a recommendation to the Commissioner for approval.

**2.5 Registration of additional Products**
Any registered exporter may add new product to the list of registered products. The same procedures of registration will be followed but the background information will not be necessary unless the company had moved or restructured.

2.6 Issuance of certificate of origin
All registered products must be covered by a certificate of origin at the time of export. The certificate can be purchased from the regional office and will be processed with export documents. The certificate will be used in the importing country to rebate full duty or reduce rate depending on the terms of the trade agreement or the product exported.