

Import Customs Guide **BOTSWANA**

Information from FIDI Africa

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FIDI ACCREDITED INTERNATIONAL MOVER

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
Household Goods (non-diplomatic shipments)	▪ Original CE 101 in duplicate. ▪ Copies of passport including page with date of entry in Botswana. ▪ Detailed inventory for attestation and the declared value for customs. ▪ Long Term or Permanent Work and Residence permit or Exemption Certificate (for foreigners). ▪ Letter of appointment stating that duration of contract is greater than 2 years (for foreigners). ▪ Letter from employer at origin confirming description of appointment in country of origin, duration of appointment and that appointment is terminated + date of termination (for returning Botswana citizens). ▪ Letter of recall from Ministry of Foreign Affairs (returning Botswana officials from Botswana government representations).	▪ Duty Free entry in the following circumstances : ▪ Personal effects, household furniture including equipment necessary for the exercise of the calling, trade or profession of the person, other than Industrial, Commercial or Agricultural Plant excluding Motor vehicles. ▪ The Bona Fide property of a natural person and members of his family, imported for his own use on change of residence to Botswana for the purpose of taking up employment or for the permanent settlement. ▪ Such goods may not be sold or disposed of to other persons within two years from the date of Importation. ▪ A free entry is only permissible if done within 6 months of the date of issue of the work permit. Thereafter duties and taxes would apply.	▪ The following articles may be admitted free of duty/sales tax, but it is advisable not to include any in a shipment of personal effects as this would increase the likelihood of physical examination which could lead to delays and extra charges: ▪ Wines 2 litres free and pay tax for the rest ▪ Spirits and other alcoholic beverages 1 litre ▪ Cigarettes 200 ▪ Cigars 20 ▪ Cigarette or pipe tobacco 250 grammes ▪ Perfumes 50 ml ▪ Toilet water 250 ml ▪ Form CE 101 is subject to an application supported by the following : ▪ A list of effects showing approximate values. ▪ A residence permit and a letter of employment.

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Motor Vehicles (non-diplomatic shipments)	▪ Original customs form CE101 in duplicate. ▪ Registration papers from country of origin, with official translation into English if the original is in a language other than English. ▪ An evaluation of motorized vehicle from accredited dealer or equivalent ▪ Document showing that the vehicle has been in the owner's possession abroad for more than 365 days before the exportation of the vehicle from origin (original purchase invoice, insurance certificate etc.). ▪ Copies of passport including page with date of entry in Botswana. ▪ Long Term or Permanent Work and Residence permit or Exemption Certificate (for foreigners). ▪ Letter of appointment stating that duration of contract is greater than 2 years (for foreigners). ▪ Letter from employer at origin confirming description of appointment in country of origin, duration of appointment and that appointment is terminated + date of termination (for returning Botswana citizens). ▪ Letter of recall from Ministry of Foreign Affairs (returning Botswana officials from Botswana government representations).	▪ A free entry is only permissible if done within 6 months of the date of issue of the work permit. Thereafter duties and taxes would apply. ▪ Duty free entry If : ▪ The vehicle (cars, motorcycle or moped) will not be sold or otherwise disposed of for 2 years from date of importation. ▪ Returning residents are permitted duty free entry, provided that they have been abroad for more than 2 years. ▪ Botswana registration and driver`s license must be changed within 6 months of arrival in the country. ▪ Registration at transport after BURS clearance and Police clearance. ▪ Pre-owned vehicles subject to Interpol verification before Police clearance and registration at transport. ▪ Caravans and Trailers : ▪ Same as for motorized vehicles. ▪ Subject to payment of duties. ▪ If towed in with the car on the initial entry into the country, they are duty free. ▪ On any other occasion, they are subject to duties and taxes on the CIF value.	▪ Only one vehicle per family is duty free. Subsequent entries are subject to duties and taxes. ▪ If duties and taxes are payable, these must be paid in Botswana Pula.
Household Goods (diplomatic status)	▪ Certificate A from accredited diplomatic organization such as foreign embassy, UN organization… ▪ Invoice/declaration of value	▪ The accredited diplomatic organization will submit a completed certificate A form to the Botswana Ministry of Foreign Affairs and get the certificate endorsed by BURS.	

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		▪ The following documents must be attached to the certificate A application: ▪ Diplomatic staff's exemption permit and diplomatic ID card ▪ Packing list ▪ Copy of Bl/AWB	
Vehicles (diplomatic shipments)	▪ Certificate A from accredited diplomatic organization such as foreign embassy, UN organization… ▪ Invoice/declaration of value.	▪ The accredited diplomatic organization will submit a completed certificate A form to the Botswana Ministry of Foreign Affairs and get the certificate endorsed by BURS. ▪ The following documents must be attached to the certificate A application: ▪ Diplomatic staff's exemption permit and diplomatic ID card ▪ Vehicle registration documents from origin, translated into English if required ▪ Copy of Bl/AWB	
Household Goods (technical assistance organizations)	▪ CE 110 form from accredited technical assistance organization (US Peace Corps, GIZ…) ▪ Invoice/declaration of value.	▪ The accredited technical assistance organization will submit a completed CE 110 form to BURS. ▪ The following documents must be attached to the CE 110 application: ▪ Technical assistance staff's exemption permit and passport copy ▪ Packing list ▪ Copy of Bl/AWB ▪ Copy of agreement with Botswana government for technical co-operation	
Vehicles (technical assistance organizations)	▪ CE 110 form from accredited technical assistance organization (US Peace Corps, GIZ…) ▪ Invoice/declaration of value	▪ The accredited technical assistance organization will submit a completed CE 110 form to BURS.	

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		▪ The following documents must be attached to the CE 110 application: ▪ Technical assistance staff's exemption permit and passport copy ▪ Vehicle registration documents from origin, translated into English if required ▪ Copy of Bl/AWB ▪ Copy of agreement with Botswana government for technical co-operation	
Boats	▪ Import Permit issued by the Department of Water Affairs. ▪ Postal address at origin and destination.	▪ No boat, mokoro or aquatic apparatus may be imported into Botswana unless the owner is in possession of an Import Permit.	
Domestic Pets	▪ A valid certificate of identity. ▪ Rabies vaccination. ▪ Movement permit. ▪ Postal address at origin and destination. ▪ Micro chipped certification.		
Seeds, bulbs, plants, trees (...)	▪ Plant Health Certificate from Ministry of Agriculture. ▪ Postal address at origin and destination.	▪ These may be imported subject to plant health restrictions.	▪ South African transit permits may also be required in respect of plants, etc., shipped through South Africa.
Firearms/Ammunitions	▪ Import permit issued by commissioner of Police.	▪ The importation of firearms which do not have the manufacturers serial number or other number by which they can be identified, stamped or engraved on a metal part of the weapon, is totally prohibited.	
Special concessions for technical assistance personnel assigned to the Botswana Government Service	▪ Certificate A for diplomatic shipments. ▪ List of goods and valuation certificate.		▪ Certain additional concessions are available to persons who are appointed to the service of the Government of Botswana under the terms of a technical assistance agreement between the government of Botswana and the Government of a second country or an

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			international organisation. Details of these concessions are available from the Director of Customs and Excise Botswana.
Prohibited Goods		▪ The importation and exportation of the following goods in Botswana is completely prohibited : ▪ Narcotic, habit-forming drugs and related substances in any form. ▪ Military firearms, ammunition and explosives. ▪ Indecent and obscene material such as pornographic books, magazines, films, videos, DVDs and software. ▪ Semi-precious stones such as agate, amethyst, Botswana pink, jade, rose quartz, carnelian, chalcedony, crystal quartz, tourmaline, jasper, tanzanite, garnet, moss agate, tiger's eye, sodalite, aquamarine, azurite and malachite.	▪ It is important to note that possession of prohibited goods is illegal and may result in seizure of such goods and prosecution of the person importing or exporting such goods.
▪ **Duty free allowances**		▪ Personal effects, sporting and recreational effects, new or used : ▪ imported by non-residents of Botswana for their own use; ▪ imported by persons making a bona-fide change of residence to Botswana. ▪ exported by residents of Botswana for their own use whilst abroad and subsequently re-imported by such residents. The goods must be identifiable as those exported from Botswana. ▪ The following articles and consumables	▪ Duty will be payable at the applicable rates where travellers import goods exceeding the above allowances. Travellers importing goods for business or commercial purpose will not qualify for the above allowances. ▪ The concession for new and used goods do not apply to such goods imported by residents of Botswana returning after an absence of less than 48 hours. ▪ With the exception of those relating to tobacco and alcoholic products, the

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		(excluding any goods the importation of which is prohibited), declared at the place where the traveller enters Botswana and not imported on behalf of other persons or by way of trade, may be admitted free of duty and, where applicable, Value Add Tax (VAT) : ▪ Wines - 2 litres ▪ Spirituous and other alcoholic beverages - 1 litre ▪ Cigarettes – 200 ▪ Cigars – 20 ▪ Cigarette or pipe tobacco - 250 grammes ▪ Perfume - 50 ml ▪ Toilet water - 250 ml ▪ Other new or used goods of a total value not exceeding (from outside SACU) - 3000 UA ▪ Other new or used goods of a total value not exceeding (from SACU) – 500 UA ▪ Additional goods imported from outside SACU, new or used of a total value not exceeding 12 000 UA per person, excluding the consumable items detailed above, are admissible at a flat rate of 20%, if the owner so elects. ▪ (UA is equivalent to One South African Rand).	concessions may be claimed by children under the age of 18 years, whether or not their parents or guardians accompany them, provided the goods are for use by the children themselves.

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