

ANNEXURE B - LIST OF DOCUMENTS TO BE SUBMITTED

- a) Application cover letter.
- b) Company profile with company physical address and banking details.
- c) Certificate of Incorporation and/or Registration of Business Name certified and issued by the Companies and Intellectual Property Authority (CIPA).
- d) Register of Shareholders/Directors issued and certified by the Companies and Intellectual Property Authority (CIPA).
- e) Certified copy of identity document(s) for shareholder(s)/Director(s). In the event a company is a shareholder (Shareholder Company), a Certificate of Incorporation accompanied by register of shareholders as well as identity documents of shareholders of Shareholder Company must be submitted.
- f) Valid Tax Clearance Certificate issued by the Botswana Unified Revenue Service or TAX PIN with certificate number.
- g) References from previous clients
- h) Waste management plan
- i) Certified copy of Economic Diversification Drive (EDD) certificate, where applicable.
- j) Certified copy of Trading License.
- k) Brief CVs of key staff