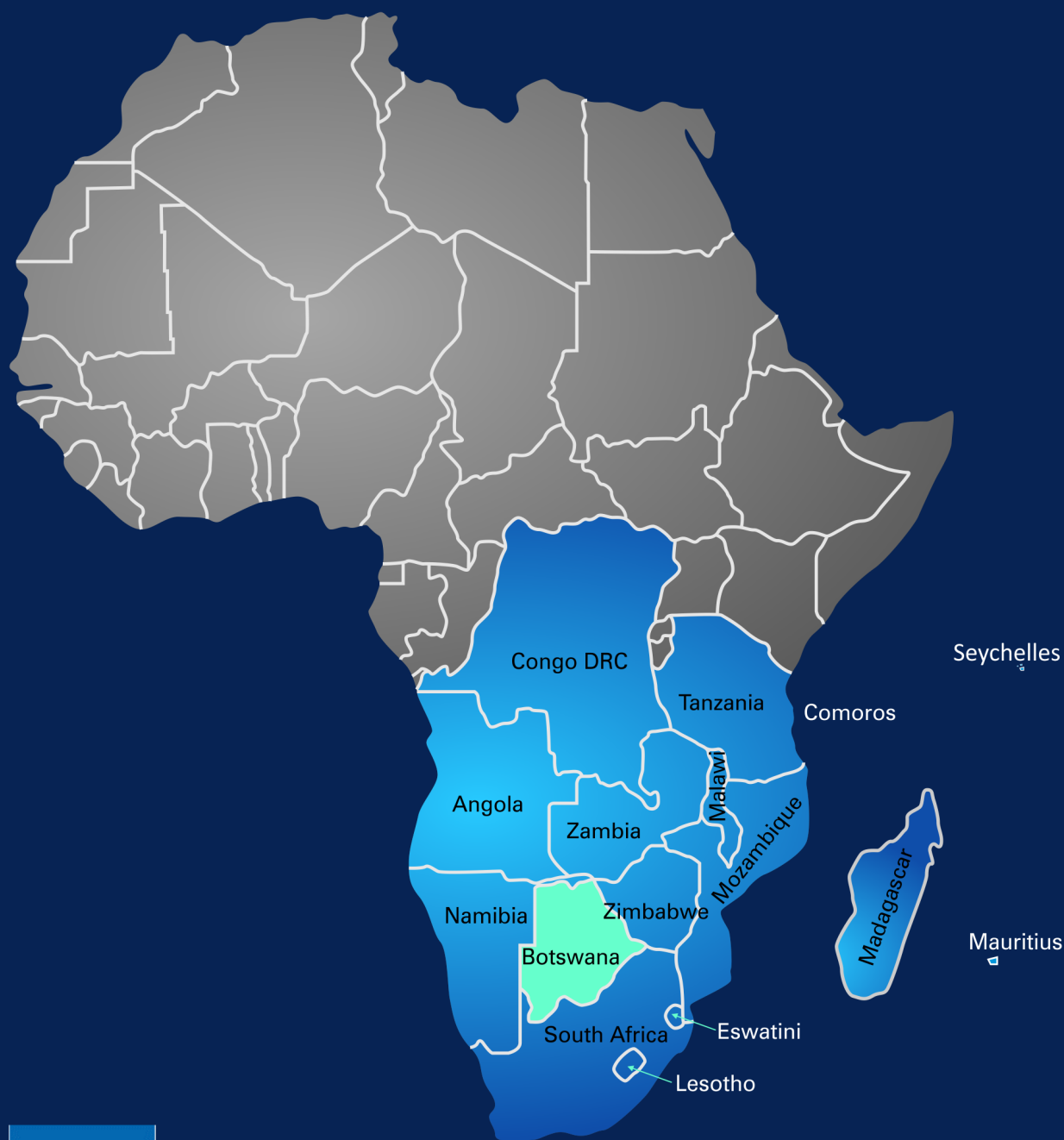


Simplification of Trade Agreements for the Private Sector

Guide to Exporting to the Southern African Development Community



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LIST OF ACRONYMS AND ABBREVIATIONS

AfCFTA	African Continental Free Trade Area
BB	Business Botswana
BEMA	Botswana Exporters and Manufacturing Association
BITC	Botswana Investment and Trade Centre
BOBS	Botswana Bureau of Standards
BOCONGO	Botswana Council of Non-Government Organisations
BTCA	Botswana Textile and Clothing Association
BURS	Botswana Unified Revenue Service
DG	Directorate General
DIT	Department of International Trade
EDTC	Economic Diversification and Trade Council
EPA	Economic Partnership Agreement
EU	European Union
ITC	International Trade Centre
MITI	Ministry of Investment, Trade and Industry
MOA	Ministry of Agricultural Development and Food Security
MOU	Memorandum of Understanding
MRA	Mutual Recognition Agreement
NCTPN	National Committee for Trade Policy Negotiations
PPADB	Public Procurement and Asset Disposal Board
RoO	Rules of Origin
SACU	Southern African Customs Union
SADC	Southern African Development Community
SNC	SADC National Committee
SPS	Sanitary and phytosanitary
STP	SADC Trade Protocol
TBT	Technical Barriers to Trade
ToR	Terms of Reference
TRALAC	Trade Law Centre
UNDP	United Nations Development Programme
UNECA	United Nations Economic Commission for Africa
UNSD	United Nations Statistics Division
US	United States
USD	United States Dollar

Introduction

The Ministry of Investment, Trade and Industry (MITI) of Botswana through its Department of International Trade (DIT) is responsible for trade policy formulation and its implementation, import control, trade negotiations as well as coordinating implementation of international trade agreements. The Ministry works with various institutions and parastatals that drive trade and industry development and this includes the Botswana Investment and Trade Centre (BITC), which is the Investment and Trade Promotion Authority with an encompassing mandate of investment promotion and attraction, export promotion, and development, including management of Brand Botswana on behalf of the Government of Botswana and oversight from the Ministry of Investment, Trade and Industry.

Preferential market access obtained through trade agreements with the European Union (EU), the United States (US) and the Southern African Development Community (SADC) is aimed to spur national priorities, such as economic and trade diversification and the country's competitiveness. Botswana has developed various policies aimed at broadening the industrial base, such as the revised National Trade Policy (2019-2024), the revised National Export Strategy (2019-2024), the National Industrial Policy, and the short and medium- to long-term Economic Diversification Drive Strategy. However, a notable change in the country's export basket has yet to be observed.

The Economic Diversification and Trade Council (EDTC) is currently the highest decision-making national body on trade policy dialogue on negotiations and position building, following the rationalisation of the National Committee for Trade Policy Negotiations (NCTPN). The EDTC brings together all national stakeholders, including ministries, customs authorities, non-governmental organisations, and business representatives such as the Botswana Unified Revenue

Service (BURS), Business Botswana (BB), Botswana Exporters and Manufacturing Association (BEMA) and Botswana Council of Non-Governmental Organisations (BOCONGO). Other bodies that influence trade policy and trade include the Botswana Bureau of Standards (BOBS), Public Procurement and Asset Disposal Board (PPADB) and BITC. The Ministry of Agricultural Development and Food Security (MOA) also plays a critical role in the enforcement of Sanitary and phytosanitary (SPS) measures and the protection of local horticultural producers through permit allocations and/or temporary bans. At the domestic level, MOA controls the movement of livestock as a disease control measure. Additionally, the DIT continues to disseminate information about Trade Agreements to the business community. This initiative is targeted towards trade promotion in the various regions and is undertaken in collaboration with stakeholders such as BITC, Business Botswana and BEMA.

Trade Agreements are technically complex and challenging to understand by the public and the business community, who are their key target users. It should ordinarily follow that if the business community easily understands the Trade Agreements, their utilisation of such agreements will increase, and the benefits thereof will be realised. As such, a simplification of Trade Agreements and tailoring the explanation of those agreements to the needs of the private sector is an important step towards better usage in a drive to yield the maximum benefits.

The work to produce this simplified trade agreement guide was commissioned by the Ministry of Investment, Trade and Industry and led and coordinated by the Department of International Trade with the support of the United Nations Development Programme. The guide was prepared to add momentum towards the trade promotion initiatives of the country by enhancing the business community's understanding of trade opportunities through the SADC Trade Protocol.

1. The SADC market: An Overview

The South African Development Community (SADC) consists of 16 Southern African countries and has been in existence since 1980 (Figure 1). SADC was created with the goal of further socio-economic cooperation and integration, as well as political and security cooperation among its member countries. SADC is a free trade area, meaning that its Members have eliminated most tariffs to the importation of products from other members, and are making efforts to reduce non-tariff barriers such as undue customs delays, reduction of frictions due to standards, etc. SADC member countries include, Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia and Zimbabwe.

Figure 1 SADC member states

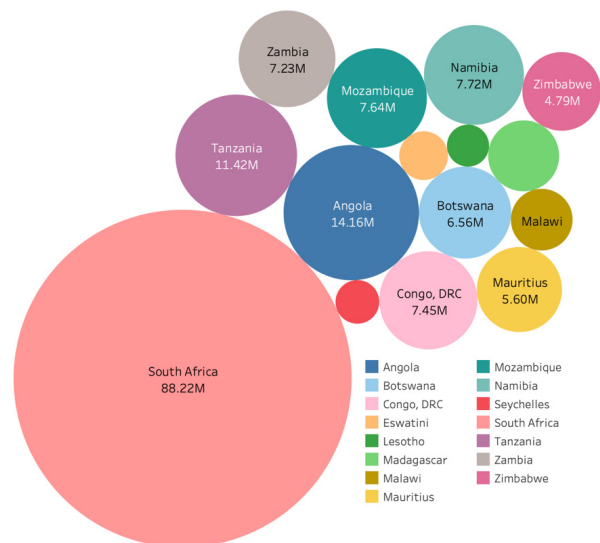


Source: ITC Trademap

Key highlights of SADC:

- SADC region has a consumer base of more than 350 million people.
- In 2019, SADC imported goods worth USD 172 million, with its top importers being South Africa, Angola and Tanzania (Figure 2).
- SADC imports grew by only 1.3% yearly between 2010 and 2019 (source: ITC TradeMap).
- SADC’s most imported products include mineral fuels, mechanical machinery, electrical machinery, vehicles, plastics, etc.
- Intra-SADC trade is dominated by South Africa, which represents 51% of total SADC exports (Source: ITC TradeMap).

Figure 2 Largest importers in SADC in 2019



Source: IEC Trade Insights based on UNSD Comtrade

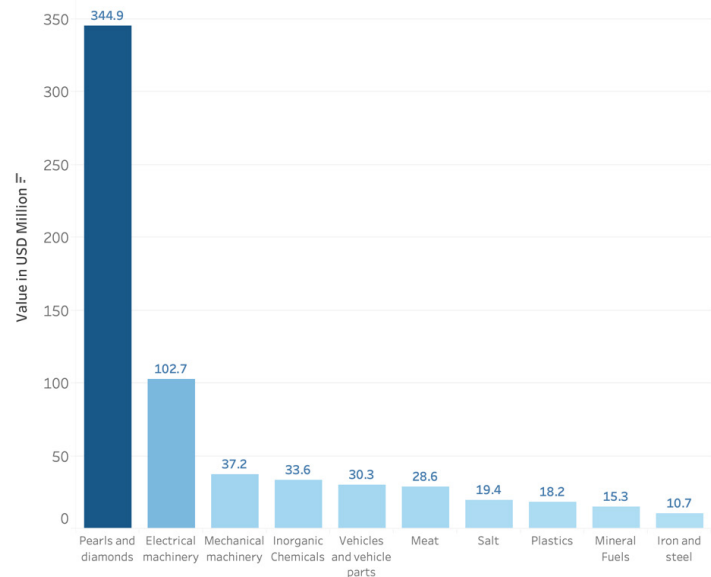
2. Bilateral Trade between Botswana and SADC

Around 91% of Botswana’s exports are made up of precious stones or diamonds. Botswana’s total exports to the world in 2019 reached USD 5.2 billion, of which the country exported USD 4.7 billion of precious stones/diamonds (source: ITC TradeMap). Apart from diamonds and precious stones, the country’s exports consist of meat (USD 61 million) and electrical machinery (USD 104 million). The heavy reliance on diamonds and the weak export basket is one of the reasons for Botswana’s efforts to diversify the economy and exports in particular. As seen in Figure 3, the same pattern is seen for exports to the region, with diamonds dominating the exports to

the region, which account for 47% of the exports to SADC, followed by electrical machinery and mechanical machinery.

Botswana is a member of SADC and party to the SADC Free Trade Area, which gives duty free access to Botswana's exports in SADC region. South Africa and Namibia are the region's key markets for Botswana. In 2019, South Africa had a share of 9.6% in Botswana's total exports with exports worth USD 503 million, followed by Namibia with exports worth USD 159 million and a share of 3% of Botswana's total exports. Botswana's exports to SADC have fallen over the last decade.

Figure 3 Top export products from Botswana to SADC

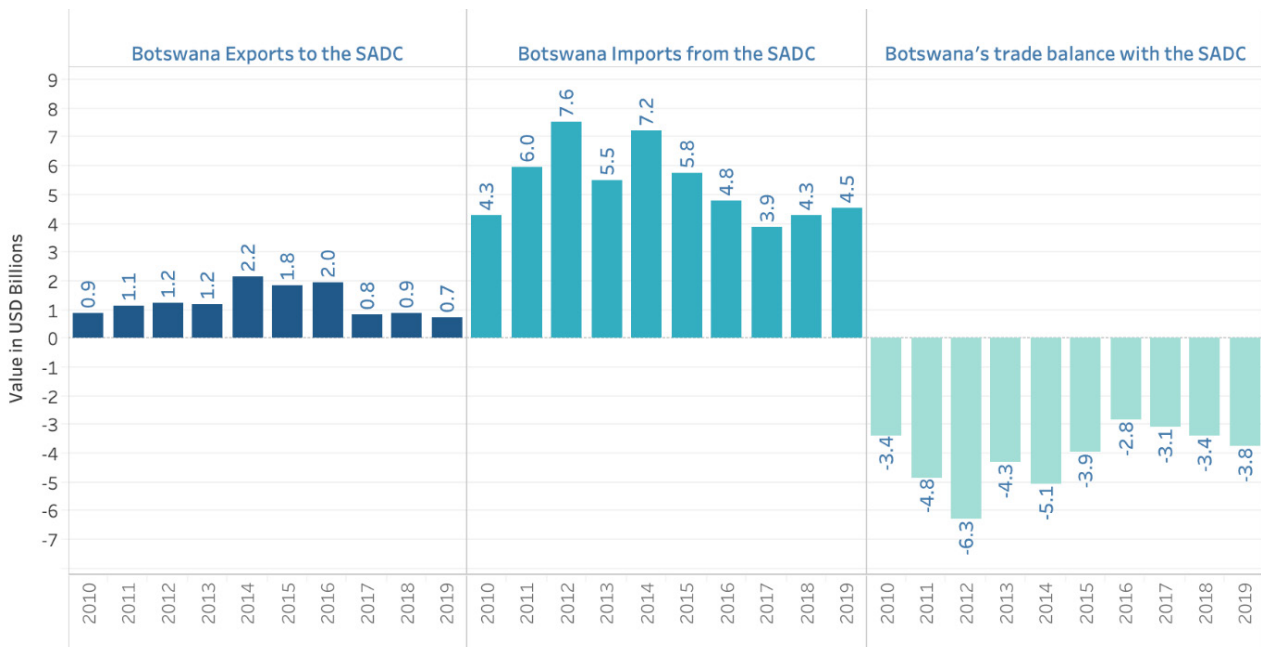


Source: ITC Trademap

Botswana has a negative trade balance with SADC, meaning that it imports more from SADC than it exports to SADC (see Figure 4). In 2019, Botswana exported around USD 0.7 billion to SADC, importing around 6.5 times

more than exports (USD 4.5 billion), giving the country a trade deficit of over USD 3.8 billion. Botswana's exports to SADC have been dominated by trade in diamonds.

Figure 4 Botswana's trade with SADC

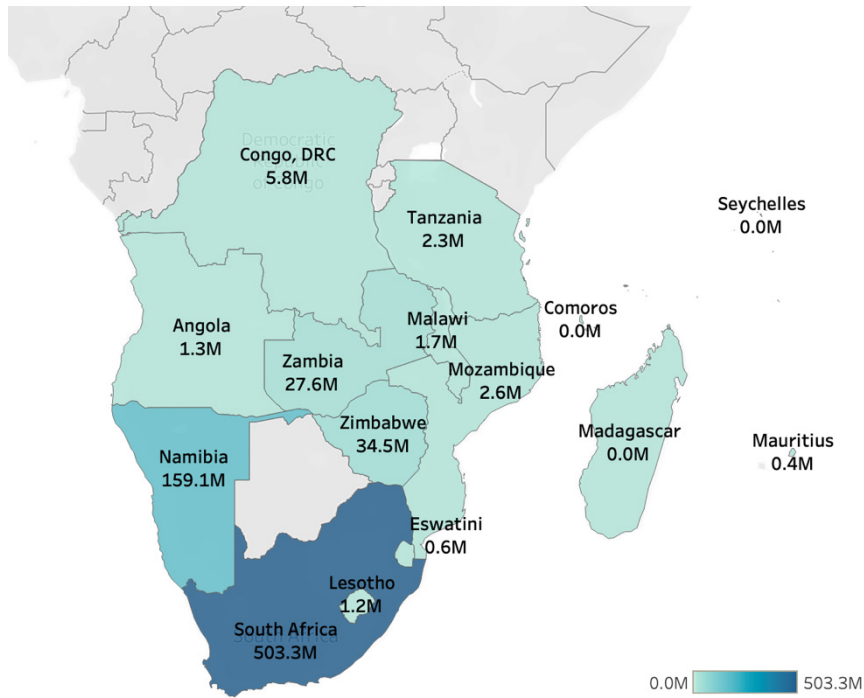


Source: International Economics, ITC Trademap

Botswana's top export product, diamonds, has lower demand in the SADC market as compared to other markets, as many SADC members mine and export their own dia-

monds. Botswana exports predominantly to its neighbours. South Africa is Botswana's first export destination, followed by Namibia, Zimbabwe and Zambia (see Figure 5).

Figure 5 Botswana's exports to individual countries in SADC in 2019 (USD Millions)



Source: International Economics on the basis of ITC Trademap

The SADC market represents untapped potential for Botswana exports besides precious stones. When comparing the top ten imported products by SADC from the World, on the one hand, and the top ten exported products by Botswana to the World, on the other hand, similarities are found in a number of product groups. As shown in

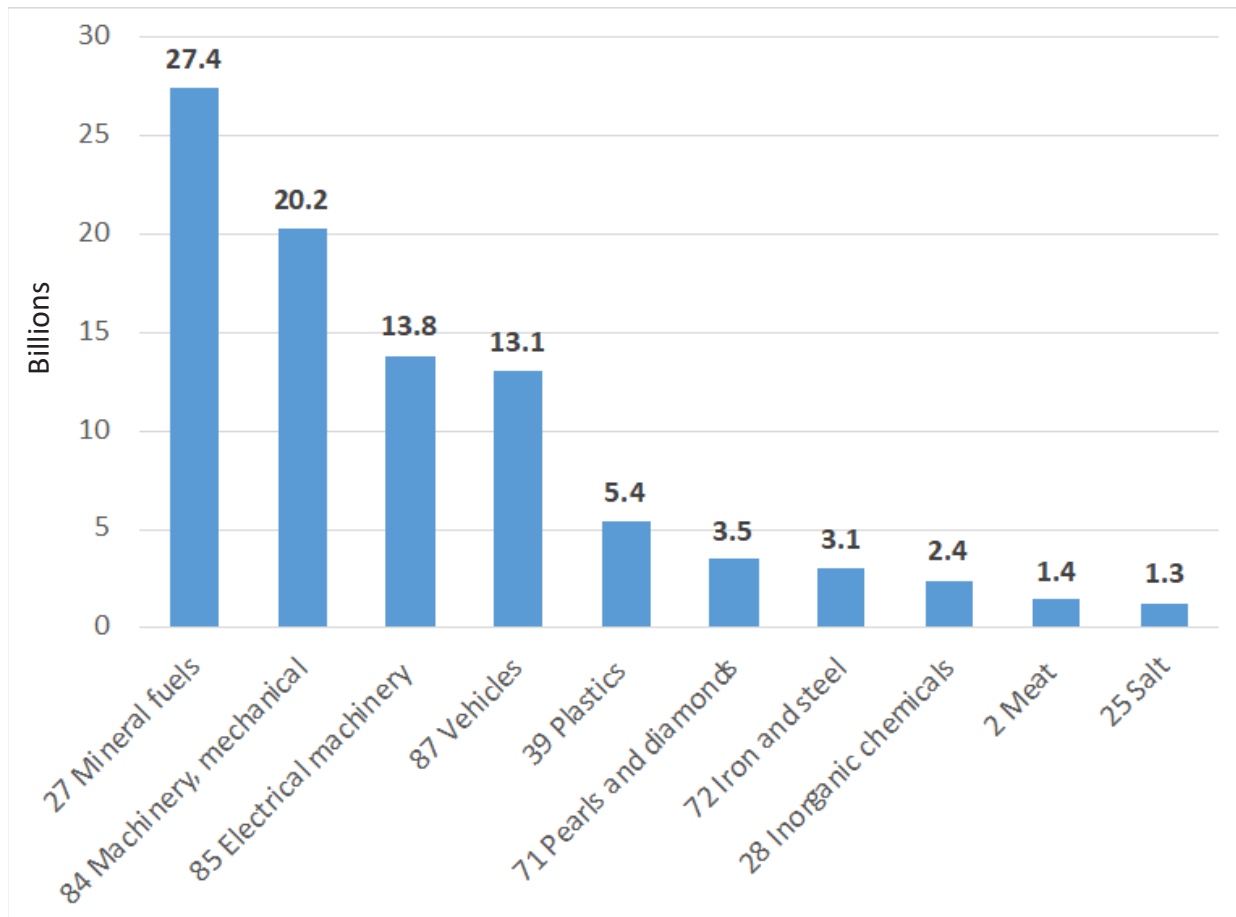
Table 1, the product groups most exported by Botswana are also the product groups most imported by SADC. This indicates the potential for opportunities for Botswanan products in the SADC market. Figure 6 presents the value of imports by product sectors for SADC as a whole.

Table 1 SADC's top imports Vs Botswana's top exports

SADC's top 10 imports in 2019		Botswana's top 10 exports to the World	
HS Code	Product Label	HS Code	Product Label
'27	Mineral fuels, mineral oils	'71	Pearls and Precious Stones
'84	Machinery, mechanical	'85	Electrical machinery
'85	Electrical machinery	'02	Meat
'87	Vehicles	'84	Machinery, mechanical
'99	Commodities not elsewhere specified	'28	Inorganic chemicals
'39	Plastics	'87	Vehicles
'30	Iron and steel	'25	Salt
'73	Articles of iron or steel	'39	Plastics
'71	Pearls and Precious Stones	'27	Mineral fuels, mineral oils
'90	Medical equipment	'72	Iron and steel

Source: ITC Trademap

Figure 6 Demand for Botswana’s top products in SADC, import values for 2019



Source: ITC Trademap

Botswana’s National Export Strategy of 2019-2024, recognises arts and crafts, garments and textiles; jewellery and semi-precious stones, leather and leather products, meat and meat products, light manufacturing and indigenous products as the priority export sectors.

SADC holds immense potential especially in terms of exports from the Light Manufacturing sector. Light manufacturing refers to a less capital-intensive industry, mainly to do with processing, assembling, fabricating etc. In terms of manufacturing parts of machinery, Botswana has an untapped potential of around USD 53 million to SADC, especially in HS 854430 wiring sets for vehicles¹. Machinery was SADC’s second most imported product group, with imports worth more than USD 20 billion in 2019.



¹ITC Export Potential Map.

3. Export Conditions to SADC: The SADC Protocol on Trade

SADC's Protocol on Trade is the most important legal instrument of SADC. The Protocol establishes the SADC Free Trade Area; therefore, the Protocol contains all the obligations member states need to observe. The original texts and descriptions of the Protocol can be found [here](#).²

3.1 Tariff Elimination

The traditional objective of Free Trade Agreements (FTAs) is the elimination of tariffs and custom duties, as well as other protectionist policies between the countries and/or regions that are signatories to them. The SADC Protocol on Trade categorizes goods into three classes for the purposes of tariff reduction:

Category A, for which tariffs must be eliminated (i.e. liberalized) immediately;

Category B, which must be liberalized progressively; and

Category C, which will be liberalized last as they encompass goods that are strategic and/or sensitive to individual member states.

By the time this guide has been produced, all Goods under Categories A and B have been liberalised. The product exclusions (categories C), although small, remain substantial for some countries, and include such products as prepared foodstuff, animals and animal's products, textiles and clothing, etc. for countries such as Tanzania, Mozambique, Madagascar and Zambia.³

3.2 Rules of Origin

While SADC Member States agreed to eliminate or reduce the duties on substantially all products, not all products are eligible to such benefits, unless they 'originate' from a Member State. For example, if a machine comes from different parts from across the world and is then just assembled in Botswana – does it benefit from the zero tariffs? The answer to this question is found in the Protocol's Appendix I of Annex I, on the Rules of Origin. These rules determine the "economic nationality" of the products. There are two main factors that determine such nationality.

i. Wholly obtained: The product must be entirely obtained/sourced in the SADC Member State. These are products that are naturally occurring. For example, live animals born and raised in Botswana, plants harvested or minerals extracted in Botswana, etc. An apple coming from a tree in Botswana, exported as it is, without any further processing, to Zimbabwe, is considered wholly obtained.

ii. Sufficiently worked or processed: Products that are not wholly obtained in a SADC Member State can qualify for the preferential market access under the agreement if these are sufficiently worked or processed in the territory of the parties to the agreement. This is usually defined in three ways, and a combination of the three is usually required, whereby sometimes one or more of these criteria must be met:

a. Value Added. This criteria is used to determine how much value the non-originating materials an exporter can have in the final value of the product (ex-works price).⁴ As an example, for a machine built and assembled in Botswana, to be eligible for exporting under the SADC Free Trade Area (and recognised as originating from Botswana), these conditions must be met:

a. Value Added. This criteria is used to determine how much value the non-originating materials an exporter can have in the final value of the product (ex-works price).⁴ As an example, for a machine built and assembled in Botswana, to be eligible for exporting under the SADC Free Trade Area (and recognised as originating from Botswana), these conditions must be met:

- The product must contain a minimum of 35% regional value added, or
- The non-SADC imported materials must not be worth more than 60% of the value of total inputs used. The formula used to calculate the percentage content of value add-

² <https://www.sadc.int/themes/economic-development/trade/>

³ Sandrey, R. (2013). An analysis of the SADC Free Trade Area. Tralac.

⁴ The 'ex-works' price is the price that the manufacturer receives if the good is picked up at the factory

ed on non-originating materials is to subtract from the ex-factory the customs value of non-originating materials, divide by the ex-factory and multiply by 100.

b. Change of tariff heading. The second criteria is to request a change in the tariff classification of a product. Each traded product has a tariff code, determined by the Harmonised System (HS). For example, a carpenter might import wood (HS 44) from outside of SADC to manufacture a wooden table (HS 94) for exporting to SADC. That change in product code reflects a transformation in the original product – from wood to a table – and it is considered enough to benefit from preferential market access through SADC.

c. Specific processing /Technical requirements Regardless of a change in its classification, a good is considered substantially transformed when the good has under-

gone specified manufacturing or processing operations. For Example, that woven fabrics of wool must be accompanied by at least two preparatory or finishing operations (such as scouring, bleaching, mercerising, heat setting, raising, calendering, shrink resistance processing, permanent finishing, decatizing, impregnating, mending, burling, etc.) where the value of the unprinted fabric used does not exceed 50% of the ex-works price of the product; or for the manufacture or assembly of the vehicle or body entails that the floor panels, body sides and roof panels must be attached to each other and the engine, transmission, axles, radiators, suspension components, steering mechanisms, braking or electrical equipment or instrumentation must be fitted to the floor panels or chassis frame of the vehicle.

A step by step guide to determining origin status of manufactured goods is provided in the table below:

Table 2 Determining Origin

Step 1	Was the product last processed in one of SADC FTA countries? If yes, go to step 2. If no, the product does not qualify.
Step 2	Do any of the materials or components used in the product originate from outside a SADC FTA country? If yes, go to step 3 If no, the product qualifies. Go to Step 8.
Step 3	Determine the HS classification number of the product being manufactured for export to SADC FTA Countries. Usually, the six-digit, subheading level is sufficient.
Step 4	Using the HS classification number, identify the specific rule of origin in Appendix I of Annex I ⁵ that applies to the product. If the rule concerns a. 'wholly obtained', step 5 b. 'change in tariff heading', go to step 6 c. 'value addition criterion', go to step 8 d. specific processing/technical requirements, go to step 9

⁵ https://www.mcci.org/media/1285/sadc_protocol_annex_i.pdf

Step 5	<p>Is the product fully originating in Botswana?</p> <p>If yes, go to step 10</p> <p>If no, your product is not eligible for preferential market access under the SADC agreement</p>
Step 6	<p>Determine the HS classification of the non-originating materials or components you used to produce the product in a SADC FTA country.</p> <p>Does the change from the HS classification of the non-originating materials to the HS classification of the new product you want to export to SADC countries meet the classification change required in the specific rule of origin you identified in Step 4 ?</p> <p>If yes, the HS classification change requirement is met. Go to Step 10.</p> <p>If no, the product does not qualify, unless it falls under certain exemptions. If 1) the non-originating materials that do not meet the HS classification change requirement is their total value does not exceed 15% of the ex-works price of the item, the value tolerance exemption may apply, and the product may qualify as an originating product, if it meets all other requirements of the rule of origin; and 2) any of the percentages given in the list for the maximum value of non-originating materials are not exceeded through the application of this sub-paragraph.</p>
Step 7	<p>Identify what is the minimum percentage of value addition applicable to the specific product.</p> <p>To determine the percentage content of added value on non-originating materials on the finished product, you have to subtract the value of imported material from the ex-factory price.</p> <p>Formula: (Ex-factory price – customs value of non-originating material) / (Ex-factory price) x 100</p> <p>Does the product meet the minimum value addition percentage?</p> <p>If yes, go to step 8</p> <p>If no, your product is not eligible for preferential market access under the SADC Agreement.</p>
Step 8	<p>Does the specific rule contain an Regional Value Content (RVC) test?⁶</p> <p>If no, and the HS classification change requirement is met, it qualifies as an originating product. Go to Step 10.</p> <p>If yes, do the RVC test to establish the ex-factory price of the product.</p>
Step 9	<p>Does the product meet the specific requirements/technical requirements you identified in Step 4?</p> <p>If yes, go to step 10</p> <p>If no, your product is not eligible for preferential market access under the SADC agreement</p>
Step 10	<p>Complete the Certificate of Origin if the product is originating.</p>

Source: Author and Southern African Global Competitiveness Hub (2009)

⁶ The regional value content tests requires that the value of non originating on a finished product should not exceed the stipulated percentage or that the value addition in country of manufacture or cumulatively in SADC Member States should not be below the prescribed percentage for goods to be considered as origination. For example, some rules may specify that the value (Customs Value) of nonoriginating materials in a finished product must not exceed 60% of ex-factory price or that the value addition should be at least 35% of ex-factory price. See SADC (2003) Rules of origin Exporters Guide Manual. November

3.3 Other Rules

Sanitary and Phytosanitary Measures and Technical Barriers to Trade

The purpose of Technical barriers to trade (TBT) and sanitary and phyto-sanitary (SPS) measures is for the protection of life or health, the protection of the environment, the prevention of deceptive practices or to ensure the quality of products (see Box 1). Nevertheless, TBT and SPS measures also represent some of the key impediments to trade in Africa. In this context, the SADC Protocol on Trade does not have strict rules governing the treatment of SPS and TBT

rules. With regards to TBT, the Protocol encourages SADC Member States to use international standards whenever technical regulations are considered necessary. If two SADC Member States have different technical regulations for similar products, the Protocol requires both Member States to accept the standards of the other, as long as both standards are effective in achieving the same goal. However, such goals are not often the same, and therefore different standards must be met to export to various SADC Member States.

Box 1 What are TBT and SPS Measures?

TBT measures refer to those technical regulations, standards, and conformity assessment procedures that products must meet in order to be able to be sold in a given country. The purpose of these requirements may be the protection of life or health, the protection of the environment, the prevention of deceptive practices or to ensure the quality of products, and can adopt the form of labelling requirements, packaging, information, production processes, etc.⁷

SPS measures are those requirements put in

place in governments to ensure that food is safe for consumers, and to prevent the spread of pests or diseases among animals and plants. These measures can take many forms, such as requiring products to come from a disease-free area, inspection of products, specific treatment or processing of products, setting of allowable maximum levels of pesticide residues or permitted use of only certain additives in food. SPS measures apply to domestically produced food or local animal and plant diseases, as well as to products coming from other countries.⁸

With regards to SPS measures, the Protocol on Trade does not allow the imposition of measures that aim to reduce trade and competition, only enabling Member States to adopt SPS measures on a scientific basis and only be adopted for health and safety reasons. Each SADC Member State has a point of enquiry that provides information on its SPS measures, contained in this guide's Annex 1.

Trade Remedies

Trade liberalisation does not mean that trade is not subject to comply with fair practices. In some cases, countries might resort to certain unfair trading practices to win a competitive advantage. In others, even fair

trade might cause an economic situation or distress a particular industry that the countries might need to address. For those situations, the SADC Protocol on Trade foresees the application of safeguards, which provide a 'safety valve' in recognition of the fact that, if liberalisation causes severe hardship to a country's economic sector, then it should be able to temporarily reintroduce the import duty that has been reduced. The agreement reiterate the commitments made at the international level – World Trade Organisation. Specifically, this applies to the application of anti-dumping, and safeguard measures. Safeguards to protect infant industry are also foreseen.

⁷ For more information on TBT measures, please visit WTO – Technical Barriers to Trade: https://www.wto.org/english/tratop_e/tbt_e/tbt_e.htm

⁸ For more information on SPS measures, please visit WTO – Sanitary and Phytosanitary Measures: https://www.wto.org/english/tratop_e/sps_e/spsund_e.htm

4. General Export Procedures

To benefit from exporting to SADC, exporters in Botswana must follow a set of procedures, including complying with (1) local laws and regulations that govern the export process in Botswana, and (2) laws and regulations that govern imports on the different SADC countries. These are outlined below.

Pillar 1:

Comply with Botswana's export requirements

Business registration

Any trader that is considering exporting from Botswana is required to first register a company in Botswana. It is a statutory requirement that every business operating in Botswana is registered and fully incorporated. This registration is important for businesses and export-related transactions as it demonstrates the credibility and legality of the entity. The business registration process in Botswana is managed by the Registrar of Companies within the Ministry of Investment, Trade and Industry. The process is further described in Annex 2 of this Guide.

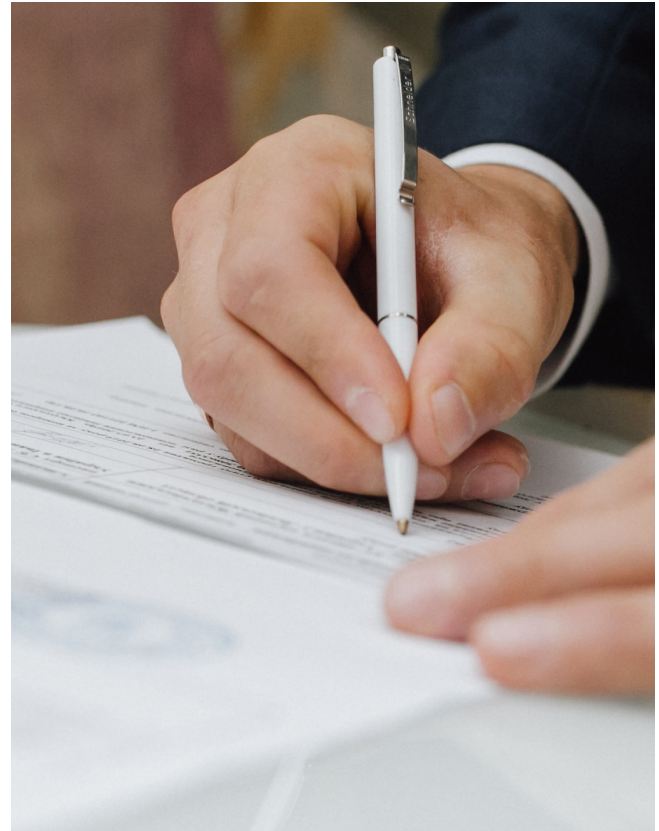
Obtain export licenses

Certain goods require export licenses to be obtained from relevant government agencies. A list of products and required supporting documents and information is provided in Annex 8. Further clarification on the

product lists and procedures can be sought from the Botswana Unified Revenue Service (BURS) or on Botswana Trade Portal at <https://www.botswanatradeportal.org.bw>.

Registration with BURS

Any trader wishing to export under trade agreements must register with BURS through Regional Offices (Customs Services Division) (BITC, n.d.).



Box 2 Application to export under trade agreements

Information to be included in the application letter addressed to Commissioner General are:

- The trade agreement you wish to export under
- Country of importation
- Name of the exporting company
- Physical address of the exporting company
- Contact details: production manager's telephone number, fax number and email address.
- 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
- Attachments to the application letter
- 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

Prepare and obtain export documents

Documents and authorizations required for export transactions include:

i. Commercial Invoice

A commercial invoice is the bill for the products from seller to buyer. It is required for most exports. The buyer needs the invoice to prove ownership and arrange payment. It may also be used for the transaction of goods not intended for further sale, returned products, and goods intended only for temporary import, among others.

ii. Bill of Lading

The bill of lading is a contract between the owner of the products and the carrier. They are two types, namely:

1. A straight bill of lading, which is non-negotiable, and
2. The negotiable/shipper's order bill of lading, which can be bought, sold, or traded while goods are in transit and is used for letter-of-credit transactions. The buyer usually needs a copy of the bill of lading as proof of ownership to take possession of the goods. For air carriers the bill of lading is known as airway bill.

iii. Export-Packing List

An export-packing list specifies the material in individual packages and shows their net, legal, tare, and gross weights. The export-packing list is normally attached to the outside of the package in a clearly marked waterproof envelope. It is a useful docu-

ment for customs officials who use it to check consignments at inspection points.

iv. Certificate of Origin

The Certificate of Origin ensures that products originating in certain countries get the preferential treatment to which they are entitled.

Pillar 2:

Comply with SADC Member States' Laws and Requirements

Each SADC Member States has its own customs procedures. However, certain commonalities can be found. The following section provides an overview of the key procedures to a number of SADC markets. The detailed requirements are subject to change, but as of the time of the guide, these can be found in Annex 8. A set of useful links are provided for each SADC Member States is provided in Annex 9. **Exporters are encouraged to check the most up to date information on the links provided in Annex 9 when deciding on exporting to SADC markets.**

Table 3 presents the standard documents required to import products into SADC Member States. It reveals quite a lot of differences across countries. Nevertheless, the data is not always exhaustive and the number of approvals can differ for any document. Hence, the table masks the sometimes high levels of complexity and multiplicity of documents required.



Table 3 Country Documentation Requirements

	Eswatini	Lesotho	Madagascar	Malawi	Mauritius	Mozambique	Namibia	Seychelles	South Africa	Tanzania	Zambia	Zimbabwe
Bill of lading/Cargo manifest	●	●	●	●	●	●	●	●	●	●	●	●
Bill of entry		●			●	●	●					●
Certificate of origin	●	●	●	●	●	●	●	●	●	●	●	●
Supplier's commercial invoice	●	●	●	●	●	●	●		●	●		●
Importer's permit					●	●				●		
Packing list	●	●	●	●	●	●	●	●	●	●	●	
Shippers' or freight invoice	●			●	●						●	●
Import license or permit for certain products	●	●					●	●			●	
Declaration of value			●	●								●
Insurance certificate								●	●			
Bank statement											●	
Contract of sales	●										●	
Export or transit bill												●
Port charges Invoice												●
Agent/Importers worksheet												●
Rail advice note												●
Original permits/licences, duty free cert., rebate letters, value rulings												●
Inspection report						●						
Delivery order						●						
Payment receipts						●						

Source: Author based on customs and trade portals

5. Product-specific export potential

The following section contains a detailed list of the different requirements necessary to export five specific products into SADC markets. The selection of products and markets under this section reflects criteria aimed to determining the likeliest products and mar-

kets to export from Botswana to SADC markets. Annex 6 provides an overview of the products selected and the methodology for selection. The five categories of products chosen are:

Product Category (HS 4)	Specific Product (HS 6)
6302 Bed, table or toilet linen	6302.60 Toilet linen and kitchen linen, of terry towelling or similar terry fabrics of cotton (excluding floorcloths, polishing cloths, dishcloths and dusters): other
0202 Frozen meat (beef)	0202.30 Meat of bovine animals, frozen, Boneless, Other, of High Quality

0201 Chilled meat (beef)	0201.30 Fresh or chilled bovine meat, boneless: forequarters cuts (incl. thin flanks) 0201.30 Fresh or chilled bovine meat, boneless: other 0201.10 Carcases or half-carcases of bovine animals, fresh or chilled
5808 Braids of textile materials	5808.10 Braids in the piece
1302 Vegetable saps and extracts	1302.19 Vegetable saps and extracts (excluding liquorice, hops and opium): other

Annex 8 provides the list of all relevant trade information portals where information on country-specific customs procedures and import requirements can be found.

Bed, table or toilet linen

Botswana's exports of home linen stood at USD 8.7 million 2019, of which USD 8.5 million were exported to South Africa. Botswana has a significant untapped export potential of around USD 3 million in exports of home linen products to the SADC region, mainly to Namibia. South Africa, with USD 74.8 million worth of imports, Tanzania, with USD 44 million, and Angola, with USD 14.5 million, also represent interesting markets. In the case of product HS6302, to qualify for origin status, manufacturing must take place from natural fibre, or chemical materials; or manufacture from unbleached single yarn or the manufacture from unembroidered fabric.

Additionally, Botswanan exporters have a tariff advantage of around 30%⁹ as a result of tariff eliminations under the SADC protocol on trade, making Botswanan exports significantly more competitive than those of non-SADC countries.

Meat (chilled and frozen)

Demand for fresh and frozen meat has been growing at positive pace for the last years. Demand for fresh meat has been growing worldwide by 2.9% between 2015 and 2019, with imports reaching USD 23 billion in 2019.

Similarly, demand for frozen meat grew by 7.3% during the same period, with imports reaching USD 27 billion in 2019. Botswana exported around USD 60 million worth of fresh and frozen meat. However, Botswana is yet to realise export potential worth over USD 50 million in meat to the world.

In 2019, Botswana's meat exports to the SADC stood at USD 28 million, with frozen meat dominating exports at USD 25 million and fresh meat at USD 3 million. SADC Member States imported around USD 135 million worth of fresh and frozen meat, with the main importers being Mauritius, Eswatini, Mozambique, Angola and South Africa. South Africa was the largest export destination of frozen meat from Botswana, with Botswana exporting around USD 13.4 million to South Africa in 2019. Botswana has an untapped export potential of around 5 million to the SADC region, mainly in Namibia and Mozambique. Botswana enjoys a significant tariff preference in its exports to the SADC region, with a 40% preference in comparison to non-SADC Member States.

In 2011, the SADC published 'Regional Guidelines for the Regulation of Food and Safety in SADC Member States' under the Food Safety – Capacity Building on Residue Control Project. The guidelines can be found here.

https://www.sadc.int/files/7714/4179/4721/Regional_Guidelines_for_the_Regulation_of_Food_Safety_in_SADC_Member_States_EN.pdf

⁹ As each member state can set its own tariff rate under SADC, the level of tariff advantage depends on the country in question. For example for HS6302, the highest tariff faced by an exporter shipping to South Africa is 30% (for example for China, India or Pakistan), while it is zero for Botswana. The same product faces a high tariff of 64.4% when being exported from China to Zimbabwe, while it attracts a zero tariff if exported from Botswana (Source: ITC MacMap, accessed on 25 November 2020).

SADC Protocol on Trade has an Annex on Sanitary and Phytosanitary (SPS) requirements. Article 7 of this protocol stipulates that each SADC Member State should establish a national SPS Committee and SPS Enquiry Points. A list of contact points for SPS and standards can be found in Annex 1 of this guide.

Vegetable saps and extracts

In 2019, the world imported USD 6.8 billion worth of Vegetable saps and extracts (HS1302), with imports growing by 3.6%

Box 3 Exporting Foodstuff to South Africa

The import of foodstuffs into South Africa involves the following procedure:

The importer or his freight forwarder is required to present the following documents to the customs authorities at the border:

Certificate of Origin: Foodstuffs require a certificate of origin., which from Botswana will be a SACU certificate of origin, as Botswana is in a customs union with South Africa. Goods claiming preferential treatment in respect of tariffs also require proof of origin.

For exporting food products such as vegetable saps and extracts to South Africa, an exporter must bear in mind the following requirements:

Labelling requirements:

■ In general, the information required to appear on any label shall be:

a. In at least one official language of the Republic of South Africa

b. Clearly visible, easily legible and indelible, and the legibility shall not be affected by pictorial or any other matter, printed or otherwise

c. In a color that is in distinct contrast to the background color of the label

■ **Name and Address:** The name and full physical address of the manufacturer, producer, proprietor or controlling company, or, in the case of containers packed on behalf of any other person or organization, the name and full physical address of that

person or organization. between 2015 and 2019. The demand for this product also experienced a significant growth in the SADC region (around 10% yearly growth between 2015 and 2019), with the largest importers being South Africa (USD 25.8 million), Angola (USD 5 million), Eswatini (USD 3.5 million) and Congo DRC (USD 3.2 million). The SADC Protocol on Trade gives Botswanan exporters an average 10% tariff advantage when exporting to SADC in comparison to this party exports that do not have a trade agreement with SADC Member States.

person or organization.

■ **Product name:** The name of the product shall be a true description, including its method of preparation, presentation and packing medium.

■ **Qualifying words:** Words that qualify the foodstuffs or are an essential part of the description, shall be in the immediate proximity to the name and in prominent letters at least one third the size of the name of the product.

■ **List of Ingredients:** Where applicable a statement of ingredients in descending order of content must be given.

■ **The net mass declaration:** The net mass of the contents shall be expressed in the relevant units of the metric system such as kilogram (kg) or gram (g).

■ **Storage instructions:** A statement that the product is cooked or uncooked as applicable, together with the relevant storage instructions

■ **Date of manufacture and factory code:** The date of manufacture and the identity of the factory in which the product was packed must be indelibly marked or stamped on each immediate container or, in the case of glass jars, on the cap or label.

■ **Country of origin:** Words indicating the country of origin must be stated on the label.

Other food and agricultural import regulations and standards can be found here.

<https://apps.fas.usda.gov/newgainapi/api/report/>

[downloadreportbyfilename?filename=food%20and%20agricultural%20import%20regulations%20and%20standards%20-%20narrative_pretoria](#)

[south%20africa%20-%20republic%20of_8-12-2009.pdf](#)

Braids

In 2019, the SADC braids imports amounted to around USD 9.3 million, of which USD 3 million were sourced from Botswana, which is the largest exporter in SADC. South Africa holds the biggest potential for braids, being SADC's biggest markets, with imports worth over USD 5 million. Other interesting markets are Madagascar and Zimbabwe, although potential is limited due to the limited

import requirements. Overall, the Botswana has an untapped export potential of USD 600 thousand mainly to South Africa. Braids also identified as one of Botswana's key priority sectors of the National Export Strategy.

Export of braids to the SADC gives Botswana a tariff advantage of 22% as a result of the tariff elimination under the SADC free trade area.


Annex 1. SADC Enquiry Points for Technical Regulations and Standards

1. Angola

National Certification Body

	Telephone Number :	+ 244923517295	Physical Address:	Postal Address:
	Fax number:		Instituto Angolano de Normalização e Qualidade	Instituto Angolano de Normalização e Qualidade
	Email:	geral.ianorq@gmail.com ; joana.ianorq@gmail.com	Rua Cerqueira Lukoki N° 25 7° Andar	Rua Cerqueira Lukoki N° 25 7° Andar
	Website	www.ianorq.co.ao	Luanda, Angola	Luanda, Angola


National Focal Point – Accreditation

	Telephone Number :	+244 926756374	Physical Address:	Postal Address:
	Fax number:		Angolan Institute of Accreditation	Angolan Institute of Accreditation
	Email:	Geral.iaac@gmail.com	Rua Cerqueira Lukoki N°25 First Floor	Rua Cerqueira Lukoki N°25 First Floor
	Website	www.iaac.co.ao	Luanda, Angola	Luanda, Angola

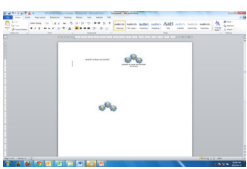
2. BOTSWANA

National Notification Authority

National Certification Body

	Telephone Number:	+267 3903200	Physical Address:	Postal Address:
	Fax number:	+267 3903120	Botswana Bureau of Standards Plot 55745, Main Airport Road Block 8 GABORONE, BOTSWANA	Private Bag B048 Gaborone Botswana
	Email:	infoc@hq.bobstandards.bw		
	Website	www.bobstandards.bw		

National Focal Point – Accreditation

	Telephone Number :	+267 3685300	Physical address:	Postal address:
	Fax number:	+267 3188380	Ministry of Trade and Industry Building, Plot No: 54380,	Department of Industrial Affairs P/Bag 0073
	Email:	mitihq@gov.bw	Central Business District (CBD), Gaborone, Botswana	Gaborone Botswana
	Website	www.gov.bw		

3. COMOROS

National Certification Body & National Standards Body

	Telephone Number:	+ 269 33509741	Physical Address:	Postal Address:
	Fax number:		Ministère de l'Economie, des investissements chargés de l'intégration Economique	Bp 985 moroni comores
	Email:	boinamed@hotmail.com		
	Website			

4. DRC

National Certification Body

	Telephone Number:	+243 812 245 188	Physical Address:	Postal Address:
	Fax number:		Democratic Republic of the Congo 98, Avenue do Port, Kinshasa (Management)	
	Email:	Delegation.generale_occ@yahoo.fr		
	Website	www.Occ.cd		
Head of Department:	Doctor ZEBO MOMBETE	+243819934256; +243850460940 drzebo@gmail.com		

National Focal Point – Accreditation

	Telephone Number:	+243 815082006 Mobile : +243 82 202 8345	Physical Address:	Postal Address:
	Fax number:		Office Congolais de Contrôle (OCC) 70, Avenue Moero Lubumbashi, Haut Katanga	
	Email:	Mrs Apauline Matata Feza matatafezap@yahoo.fr		
	Website	www.Occ.cd		


5. ESWATINI

Overall TBT/SQAM Contact

	Telephone Number:	+268 2404 3201/2 404 7509/10 +268 24049274	Physical Address:	Postal Address:
	Fax number:	+268 2 404 4711	Ministry of Commerce, Industry and Trade Interministerial Building-Mbabane Principal Secretary Office Ministry of Commerce Industry and Trade	P. O. Box 451 Mbabane Swaziland
	Email:	nkambulesib@gmail.com dlamini.phindile39@gmail.com rqid@swazi.net		
	Website	http://www.gov.sz		

6. LESOTHO

National Focal Point – Accreditation

	Telephone Number :	+ 266 22322113 + 266 59093332	Physical Address:	Postal Address:
	Fax number:	N/A	3 rd floor LNDC Trade House Building, King-sway Road, Maseru	Ministry of Trade and Industry, P.O. Box 747, Maseru 100. Lesotho
	Email:	dsqa.gov@gmail.com aazalmakaram@yahoo.co.uk		
	Website	N/A		

7. MADAGASCAR

National Certification Body

	Telephone Number:	+261 20 22 279 70	Physical Address:	Postal Address:
	Fax number:		Bureau de Normes de Madagascar Lot 06 bis Rue Rainandriamampandry Soarano Antananarivo, Madagascar	BP 1316
	Email:	certification@bnm.mg		
	Website	www.bnm.mg		

First National Focal Point – Accreditation

	Telephone Number:	+ 261 34 02 205 00	Physical Address:	Postal Address:
	Fax number:		Bureau de Normes de Madagascar Lot 06 bis Rue Rainandriamampandry Soarano BP 1316 Antananarivo, Madagascar	
	Email:	nafp.madagascar@gmail.com		
	Website	www.bnm.mg		

Second National Focal Point – Accreditation

	Telephone Number :	+ 261 34 28 782 63	Physical Address:	Postal Address:
	Fax number:		Ministère de l'Industrie, du Commerce et de l'Artisanat - 6 Rue, Wast Ravelomoria Ambohidahy Antananarivo	BP 454
	Email:	nafp.madagascar2@gmail.com		
	Website	www.commerce.gov.mg		

8. MALAWI

National Certification Body


	Telephone Number:	+265 1870 488	Physical Address:	Postal Address:
	Fax number:	+265 1870756	Malawi Bureau of Standards Moirs Road Blantyre Malawi	P.O Box 946
	Email:	mbs@mbsmw.org		Blantyre
	Website	www.mbsmw.org		Malawi

National Focal Point – Accreditation

	Telephone Number:	+265 1870 488	Physical Address:	Postal Address:
	Fax number:	+265 1870 756	Malawi Bureau of Standards Moirs Road Blantyre Malawi	P.O Box 946
	Email:	mbs@mbsmw.org		Blantyre
	Website	www.mbsmw.org		Malawi

9. MAURITIUS


National Certification Body

	Telephone Number:	+230 433 3648/ +230 4338163	Physical Address:	Postal Address:
	Fax number:	230 433 5051/5150	Mauritius Standards Bureau Villa Road, Moka Mauritius	Mauritius Standards Bureau
	Email:	rnanhuck@msb.intnet.mu		Villa Road, Moka - Mauritius
	Website	msb.intnet.mu		
Manager	Mrs Rashida Nanhuck			

Accreditation - Mauritius Accreditation Service (MAURITAS)

	Telephone Number:	+230-433 3648 7(230) 210- 6101(230) 208 1690	Physical Address:	Postal Address:
	Fax number:	+230 – 433 5051/5250	5th Floor, Air Mauritius Centre John Kennedy Street., Port Louis Mauritius	
	Email:	myfoondun@msb.intnet.mu mauritas@mail.gov.mu		
	Website	http://industry.govmu.org		

National Certification Body

	Telephone Number:	+230 433 3648/ +230 4338163	Physical Address:	Postal Address:
	Fax number:	+230 433 5051/5150	Mauritius Standards Bureau	Mauritius Standards Bureau
	Email	vfacknath@msb.intnet.mu	Villa Road,	Villa Road,
	Website	msb.intnet.mu	Moka Mauritius	Moka Mauritius

10. MOZAMBIQUE

National Certification Body

	Telephone Number:	+258 820640537 or +258 21 344600	Physical Address:	Postal Address:
	Fax number:	+258 21 344610	Instituto Nacional de Normalização e Qualidade (INNOQ)	C.P 2983
	Email:	asitoe1961@gmail.com ; innoq.info@gov.mz	Av De Moçambique – Parcela 7168/D1/7	
	Website	www.innoq@gov.mz	Bairro Do Zimpeto Maputo, Mozambique	

National Focal Point – Accreditation

	Telephone Number:	+258 849005701 or +258 21 344600	Physical Address:	Postal Address:
	Fax number:	+258 21 344610	Instituto Nacional de Normalização e Qualidade (INNOQ)	C.P 2983
	Email:	nhampulo_gui@yahoo.com.br ; innoq.info@gov.mz	Av De Moçambique – Parcela 7168/D1/7	
	Website	www.innoq@gov.mz	Bairro Do Zimpeto Maputo	

11. NAMIBIA

National Certification Body

	Telephone Number :	+264 61 386400/461	Physical Address:	Postal Address:
	Fax number:	+264 61 386454	Namibian Standards Institution (Head Office)	P.O. Box 26364
	Email:	shikongo-kuvarel@nsi.com.na certification@nsi.com.na Ms. Lorna Shikongo-Kuvare	Channel Life Tower Post Street Mall Floor – M1	Windhoek Namibia
	Website	www.nsi.com.na	Windhoek	

National Focal Point – Accreditation

	Telephone Number:	Tel: +264 61 283 7240	Physical Address:	Postal Address:
	Fax number:	None	Block B, Brendan Simbwaye Square, Goethe Street Windhoek	Private Bag 13340 Windhoek Namibia
	Email:	munyandi@mti.gov.na booyesen@mti.gov.na Mr. Peter Munyandi		
	Website	www.mti.gov.na		

12. SEYCHELLES

National Certification Body


	Telephone Number:	+248 4380400 / 4380463	Physical Address:	Postal Address:
	Fax number:	+248 4373 826	Seychelles Bureau of Standards Standards House D'Arhoa Avenue Providence industrial Estate, Mahe	P O Box 953, Victoria Mahé Seychelles
	Email:	sbsorg@seychelles.net mcistid-sbs@email.sc		
	Website	www.sbs.sc		

National Focal Point – Accreditation

	Telephone Number :	+248 4380400 / 4380402	Physical Address:	Postal Address:
	Fax number:	+248 4373 826	Seychelles Bureau of Standards Standards House D'Arhoa Avenue Providence industrial Estate, Mahe	P O Box 953, Victoria Mahé Seychelles
	Email:	sbsorg@seychelles.net		
	Website	www.sbs.sc		

13. SOUTH AFRICA


National Regulator for Compulsory Specifications & Legal Metrology

	Telephone Number:	+27 12 482 8700/ 8902/ 8792	Physical Address:	Postal Address:
	Fax number:		National Regulator for Compulsory Specifications (NRCS) 1 Dr Lategan Road Groenkloof 0181 Pretoria, South Africa	Private Bag X25 Brooklyn Square 0075 Pretoria South Africa
	E-mail:	rose.kuriti@nrcs.org.za jaco.marneweck@nrcs.org.za		
	Website	www.nrcs.org.za		

National Certification Body

 SABS <small>South African Bureau of Standards</small>	Telephone Number:	+27 12 428 7911/6004	Physical Address:	Postal Address:
	Fax number:		South Africa Bureau of Standards	Private Bag X191
	Email:	info@sabs.co.za	1 Dr Lategan Road	Pretoria 001
	Website	www.sabs.co.za	Groenkloof South Africa	South Africa

Accreditation – South African National Accreditation System (SANAS)

 sanas <small>Calibration Laboratory</small>	Telephone Number:	+27 12 394 3760	Physical Address:	Postal Address:
	Fax number:	+27 12 3940526	South African National Accreditation System	Private Bag X23
	Email:		77 Meintjies Street	Sunnyside
	Website	www.sanas.co.za	Sunnyside Pretoria South Africa	Pretoria South Africa

14. TANZANIA

National Certification Body

 TANZANIA BUREAU OF STANDARDS <small>The Home of Standards</small>	Telephone Number:	+255 22 245 0206	Physical Address:	Postal Address:
	Fax number:	+255 22 245 0959	Tanzania Bureau of Standards	P O Box 9524
	Email:	info@tbs.go.tz	Morogoro Rd, Dar es Salaam	Dar es Salaam Tanzania
	Website	www.tbs.go.tz	Tanzania	

National Focal Point – Accreditation

 TANZANIA BUREAU OF STANDARDS <small>The Home of Standards</small>	Telephone Number:	+255 22 245 0206	Physical Address:	Postal Address:
	Fax number:	+255 22 245 0959	Tanzania Bureau of Standards	P O Box 9524
	Email:	info@tbs.go.tz	Morogoro Rd, Dar es Salaam	Dar es Salaam Tanzania
	Website	www.tbs.go.tz	Tanzania	

15. ZAMBIA


Zambia Compulsory Standards Agency

	Telephone Number :	+260 211 224899; +260 211 224900	Physical Address:	Postal Address:
	Fax number:	Not available	Zambia Compulsory Standards Agency	Corner of Nkwazi and Chachacha Rd, Lusaka, Zambia
	Email:	Peggy.chituta@zcsa.org.zm info@zcsa.co.zm	Plot No.5032, Great North Road	P O Box 31302
	Website	http://www.zcsa.org.zm	Nkwazi House, Lusaka, Zambia	
CEO:	Peggy Kaunda Chituta			

National Certification Body

	Telephone Number :	+ 260 211 231-385 / 227 075	Physical Address:	Postal Address:
	Fax number:	+260 211 238 483	Zambia Bureau of Standards	P O Box 50259
	Email:	info@zabs.org.zm	Lechwe House, Freedom Way-South End	Lusaka Zambia
	Website	www.zabs.org.zm	Lusaka Zambia	

National Focal Point – Accreditation

	Telephone Number:	+260211226954	Physical Address:	Postal Address:
	Fax number:	+260211226954	MCTI	P.O BOX 31968
	Email:	Moses.Ngosa@mcti.gov.zm	Government Complex	Lusaka
	Website		10th Floor Lusaka Zambia	Zambia

16. ZIMBABWE

National Accreditation Focal Point

	Telephone Number:	+263718955708 +263 4 702 733 +263 4 730081/7; 791823/7 702731	Physical Address: -	Postal Address:
	Fax number:	+263 4 793 461 +263 4 704116/723765/729311	Ministry of Industry and Commerce	P. Bag CY7708, Causeway, Harare, Zimbabwe
	Email:	rchibanda2011@gmail.com mic@mic.gov.zw	Mukwati Building Corner Livingstone Ave/Fourth Street 13th Floor, Mukwati Building	
	Website	mic.gov.zw		

National Standard Body

	Telephone Number:	+263 0242 88 5511/885 511 +263 0242 885517	Physical Address:	Postal Address:
	Fax number:	+263 488 2020	Standards Association of Zimbabwe No.1 Northend Close, Northridge Park Borrowdale	P O Box 2259. Harare, Zimbabwe
	Email:	info@saz.org.zw egadzikwa@saz.org.zw gzulu@saz.org.zw		
	Website	www.saz.org.zw		
Director General	Dr. Eve C. Gadzikwa	Tel: +263 4 885517; Email: egadzikwa@saz.org.zw		

Annex 2. Business Registration process in Botswana

The business registration process in Botswana is managed by the Registrar of Companies within the Ministry of Trade and Industry. The process is further described below.

No.	Procedure	Time to complete	Associated costs
1.	<p>Reserve a unique company name</p> <p>Agency: Registrar of Companies</p> <p>The entrepreneur can search the online database to check whether the desired company name is available for registration. This database is available on the website of the Ministry of Trade and Industry (www.mti.gov.bw). The entrepreneur then submits the Name Reservation Form (Form 1) to the Registrar of Companies and receives a notification within 3 days. Once approved by the Registrar, the company name is reserved for a period of 30 days.</p>	3 days	BWP 20
2.	<p>Sign the declaration of compliance of statutory requirements for incorporation before a commissioner for oaths</p> <p>Agency: Registrar of Companies</p> <p>The entrepreneur or company representative must submit the following documents:</p> <ul style="list-style-type: none"> Limited Liability Company Registration Form (Form 2). This form must be accompanied by the consent to act as shareholders, directors, auditors, company secretary and registered officers, along with copies of their national IDs or passports. Declaration of Compliance of Statutory Requirements (Form 3). This form must be accompanied by the particulars of the company secretary and his/her valid practicing license. Only registered professionals (lawyers or accountants) can serve as company secretaries. According to the Company Act of 2004, Section 21, Sub-section (3) and (4), Form 3 must be signed by a legal practitioner, member of Institute of Accountant or member of Southern Africa Institute of Chartered Secretaries. 	1 days	BWP 75
3.	<p>Register the company</p> <p>Agency: Registrar of Companies</p> <p>To register the company, the entrepreneur must submit a completed application form, along with the name reservation certificate and the declaration of compliance of statutory requirements for company registration.</p>	18 days on average	BWP 300 for the application to register a company and BWP 60 for the certificate of incorporation
4.	<p>Advertise the intention of applying for a license in the official gazette</p> <p>Agency: Official Gazette</p> <p>The new company must advertise, in two consecutive issues of the Official Gazette, its intent to apply for a license.</p>	3 weeks	BWP 80
5.	<p>Receive inspection of company premises *</p> <p>Agency: Industrial Affairs Department, Ministry of Trade and Industry</p> <p>The company premises will be inspected by the Health Department, Environment Department and Town Planning Department of Gaborone City Council to ensure compliance with minimum standards. No charges are involved as this procedure is done by the municipal authorities as part of the application for a trade or an industrial license.</p>	2 days	No charge
6.	<p>Obtain an industrial license or a trade license *</p> <p>Agency: Industrial Affairs Department, Ministry of Trade and Industry</p> <p>Business founders can either obtain an industrial license from the Industrial Affairs Department, Ministry of Trade and Industry or obtain a trade license from the Gaborone City Council.</p>	3 weeks	<p>Industrial license: BWP 50 if applied by self; BWP 1,500 by agent</p> <p>Trade license: BWP 100 if applied by self; BWP 2,000 by an agent</p>

No.	Procedure	Time to complete	Associated costs
7.	<p>Open a bank account*</p> <p>Agency: Bank</p> <p>All new businesses must open a company account with a bank.</p>	1 day	No charge
8.	<p>Obtain Tax Identification Number (TIN)</p> <p>Agency: Botswana United Revenue Services (BURS)</p> <p>The company applies for a Tax Identification Number (TIN) number, usually obtained within 5 days. The company then completes a taxpayer registration form to enroll in the employee withholding Pay-As-You-Earn tax (PAYE), which takes 2 days.</p>	7 days	No charge by self, BWP 1,500 by agent
9.	<p>Register for VAT online</p> <p>Agency: BURS</p> <p>Mandatory VAT for companies with an annual turnover of 1 million pulas and above. Voluntary registration is for companies with a minimum turnover of 500,000 pulas</p>	7 days	No charge
10.	<p>Register employees for workplace injury insurance</p> <p>Agency: Insurance company</p> <p>Under the Workers Compensation Act, companies must provide their employees with workplace injury insurance. Companies may choose to pay a security deposit to the Commissioner for any associated claims; however, most of them often purchase their own insurance.</p>	2 days	No charge

Annex 3. List of products with export licenses

The below list includes only relevant products under this Guide (excluding products such as arms or ammunition, or products of radiation sources. A list of products that require export licenses can be sought from the Botswana Unified Revenue Service - BURS.

Product	Agency	Supporting documents & information
Rough Diamond	Diamond office, Mineral affairs Division, Ministry of Minerals Energy and Water Resources	<ul style="list-style-type: none"> • Certificate of Incorporation for the Trade entity - Individual persons cannot Import/Export Rough Diamonds • Diamond Cutting and/or Precious stone Dealers Licence Certificate • TIN - Trader Identification Number (registration with BURS) • Commercial Invoice stating number of Stones, Carats and value • Certified Packing list
Ferrous and Non-ferrous Metal Scrap and Waste	Department of Industrial Affairs, Ministry of Investment Trade and Industry	<ul style="list-style-type: none"> • Certified Copy of Salvage Yards License – issued by the Department of Waste Management and Pollution Control • Copies of Shareholding certificates • I.D (Oman) /Passport of Managing Director & BURS Tax Clearance Certificate • Copies of Registration of Incorporation or Business Registration Certificate
Agricultural Products (see list of products in Chapter 43:08 - Control of Goods Prices & Other Charges Subsidiary Legislation (Import and Export of Agricultural Products))	Department of Agricultural Business and Promotion, Ministry of Agriculture	<ul style="list-style-type: none"> • Certified copies of the pre-requisite trading licence or hawkers licence; Valid National Identity card or passport / Residence permit for non-citizen. For commercial use customers are required to bring along their valid Trading License obtained at any council in Botswana. • For companies also - Certificate of Incorporation, letter authorizing an employee to obtain a permit on behalf of a company • Original export permit (white copy for the customer and blue for customs) • Phyto - Sanitary Certificate issued by the Department of Crop Production. -NB: Maize products and Sorghum products exempted
Agricultural or Garden Seeds	Department of Agricultural Research, Ministry of Agriculture	<ul style="list-style-type: none"> • Import permit from destination country stipulating their import requirements for the consignment
Phytosanitary Certificate to Export any Plant, Plant Product and Other Regulated Material	Department of Crop Production, Ministry of Agriculture	<ul style="list-style-type: none"> • Name and address of the importer • Name and address of the exporter • Mode of transport • Port of entry into Botswana • Name and quantity of consignment to be imported
Phytosanitary Certificate to Export Grapple Plant	Agricultural Resources Board at Department of Forestry and Range Resources, Ministry of Agriculture	<ul style="list-style-type: none"> • Certified copies of the pre-requisite trading licence or hawkers licence; Valid National Identity card or passport / Residence permit for non-citizen. For commercial use customers are required to bring along their valid Trading License obtained at any council in Botswana. • For companies - Certificate of Incorporation, letter authorizing an employee to obtain a permit on behalf of a company • Plant Import Permit (PIP) from the importing country

Product	Agency	Supporting documents & information
Live Animal, Animal Product, Animal Feed, Drug, Vaccine and Veterinary Biological	District level or Permits Office Ministry of Agriculture	<ul style="list-style-type: none"> For the exportation of wild animals and trophies the Department of Wildlife and National Parks need to be contacted for clearance and permits before a Veterinary Export Permit (VEP) can be issued Botswana Bureau of Standards (BOBS) Certificate for products that require a compliance certificate before they are imported into Botswana. Export health certificate issued by Department of Veterinary
Hides and Skins	Department of Animal Production (Hides & Skin division), Ministry of Agriculture	<ul style="list-style-type: none"> Exporters/Collectors licence issued by Hides & Skin division. The exporter must identify place of operation through landboard authorities, submit lease to Hides & Skin division for plot assessment and the licence may then be issued under the following conditions: (i) Availability of water; (ii) Availability of a drainage system; (iii) A shed/shelter where the hides/skins will be preserved and kept; and (iv) A quarantine area (only for an exporters license) Import permit from destination country stipulating conditions under which the consignment may be accepted
Cattle and Edible Cattle Products	Department of Veterinary Services, Ministry of Agriculture	<ul style="list-style-type: none"> Import permit from destination country stipulating conditions under which the consignment may be accepted
Export or Re-export Permit for any Animal, or Trophy, Meat or Eggs thereof	Ministry of Environment, Wildlife and Tourism	<ul style="list-style-type: none"> Single game hunting license Legal acquisition of the specimen, identifying a place where the specimen was acquired (a receipt is usually accepted) Ivory ownership certificate (in cases of ivory) Receipt in cases of acquiring the specimen by means of auction and proof of inspection Trophy dealer's license (in cases of trophies)

Source: Botswana Trade Portal¹⁰

¹⁰ More detailed information on the procedures can be found at <https://www.botswanatradeportal.org.bw/index.php?r=searchProcedure/index>

Annex 4. Declaration of origin for products exported to SACU Member States

Supplier's declaration for products having preferential origin status

The supplier's declaration, the text of which is given below, must be made out in accordance with the footnote. However, the footnote does not have to be reproduced.

DECLARATION

I, the undersigned, declare that the goods listed on this document
(1) originate in (State SACU,

the Member State or a partner country).....
and satisfy

the rules of origin governing preferential trade with (State partner
country or countries concerned)

.....

I undertake to make available to the customs authorities any
further supporting documents they require.

Place and date.....

Name and position, name and address of company (Physical and
postal) and stamp (optional).....

.....

Signature.....

(1) If only some of the goods listed on the document are concerned, they should be clearly indicated or marked and this marketing entered in the declaration as follows: '.... listed on this invoice and marked... were originating in....'

Annex 5. SADC Certificate of Origin

2. Consignee (Name and Office Address)		4. Particulars of transport:			
		5. For official use only			
6. Marks and numbers; number and kind of package, description of goods:		7. Customs Tariff No.	8. Origin Criterion (See overleaf)	9. Gross weigh other quantity	10. Invoice No. and date
(i) Marks and Nos.	(ii) Description of goods				
11. DECLARATION BY EXPORTER/SUPPLIER I, the undersigned, declare that the goods described above meet the conditions required for the issue of this certificate, and are originating in (Country) Place and date:		12. CERTIFICATION OF ORIGIN Declaration Certified: <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px auto;"></div> (Origin Stamp and Signature) Certificate of Customs or Other Designated Authority		13. FOR CUSTOMS PURPOSES Export Document No: Date: Customs Office: Country: Date: Signature <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto; text-align: center;">STAMP</div>	
A. REQUEST FOR VERIFICATION Verification of the authenticity and accuracy of this certificate is requested for the following reasons:		B. RESULT OF VERIFICATION Verification carried out shows that this certificate was issued by the Customs Office or designated authority indicated and that the information contained therein: <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div> is accurate: or <div style="border: 1px solid black; width: 50px; height: 20px;"></div> does not meet the requirement as to the authenticity/accuracy (delete whichever not applicable)</div> Insert X in the appropriate box (Place and date) (Signature and Stamp)			

Annex 6. Form 21: Zimbabwe Bill of Entry

From No. 21

Page 1 of
Total No. of item

1. EXPORTER		2. CLEARANCE OFFICE CODE		FOR OFFICIAL USE ONLY			
C.A.N.		3. C.P.C					
6. IMPORTER CONSIGNEE		4. MANIFEST NUMBER		5. AWB No./R.A.N./B/L No.			
C.A.N.		7. TRANSIT SHED CODE		8. FRONTIER OFFICE CODE			
13. DECLARANT/AGENT		9. ACCOUNT HOLDER NO.		10. PREPAYMENT ACCOUNT NO.			
C.A.N.		11. LICENCE		12. VALUE DEDUCTED			
14. DECL. REF		15. COUNTRY WHENCE CONIGNED/ 1st DESTINATION		16. DATE OF ARRIVAL/DEPARTURE			
21. FLIGHT DETAILS/VEHICLE REGISTRATION NO./TRAINNO.		17. RATE OF EXCHANGE		18. COUNTRY OF DESTINATION			
22. PLACE OF DISCHARGE, LOCATION OF GOODS		19. ATTACHED DOCUMENTS		20. WAREHOUSE CODE/ADDRESS or REMOVAL DESTINATION or PORT OF EXIT			
23. EXCH. CONTROL DECL/E/I.S. REF		27. VALUATION METHOD/RULING					
24. MODE PF TRANSPORT		25. NATIONALITY		26. TOTAL NO. OF PKGS			
27. VALUATION METHOD/RULING		28. PRECEDING DOC. REF					
ITEM NO. NO. 1	a. MARKS & NOS./CONTAINER IDENTITY		c. C.P.C.		d. COMMODITY CODE		
	b. DESCRIPTION OF GOODS		e. NET WEIGHT		f. 1st SUPPL. QUANTITY		
			g. INVOICE VALUE		h. GROSS WEIGHT		
			i. FREIGHT		j. AGREEMENT		
			k. GROSS WEIGHT		l. OTHER COSTS		
			m. INSURANCE		n. OTHER COSTS		
			p. CURRENCY CODE		q. 2nd SUPPL. QUANTITY		
			r. NUMBER OF PACKAGES				
			REVENUE INFORMATION				
			TAX TYPE & CODE		DEFINED VALUE	RATE	AMOUNT
		s. DUTY				v. TOTAL	
		t. IMPORT TAX 30					
		u. SURTAX 32					
ITEM NO. NO. 2	a. MARKS & NOS./CONTAINER IDENTITY		c. C.P.C.		d. COMMODITY CODE		
	b. DESCRIPTION OF GOODS		e. NET WEIGHT		f. 1st SUPPL. QUANTITY		
			g. INVOICE VALUE		h. GROSS WEIGHT		
			i. FREIGHT		j. AGREEMENT		
			k. GROSS WEIGHT		l. OTHER COSTS		
			m. INSURANCE		n. OTHER COSTS		
			p. CURRENCY CODE		q. 2nd SUPPL. QUANTITY		
			r. NUMBER OF PACKAGES				
			REVENUE INFORMATION				
			TAX TYPE & CODE		DEFINED VALUE	RATE	AMOUNT
		s. DUTY				v. TOTAL	
		t. IMPORT TAX 30					
		u. SURTAX 32					
SUMMARY TOTALS		DUTY		IMPORT TAX		SURTAX	
29. THIS PAGE						32. TOTAL PAYABLE	
30. B/F INDEX CONT PAGE(S)						ZWS	
31. TOTALS							
33. DECLARATION						FOR OFFICIAL USE ONLY	
I, _____ the undersigned of _____ being the _____/s agent* do hereby declare that the information and particulars contained herein are true and complete and accept fully the conditions and requirements attaching to the use of the CPC's used herein.							
SIGNATURE _____		DATE _____		TEL NO. _____			

† Insert importer, exporter or producer as appropriate

*delete inapplicable

Annex 7. Botswana’s Product Selection for the SADC market

Introduction

In order to map out product specific requirements for Botswana’s companies to export to the SADC region, a list of potential products have been ranked according to their potential on the SADC region, based on a set of criteria. Products have been ranked according to attractiveness.

On the basis of this ranking, the guide will have a section which includes specific product requirements for those selected products to export to the SADC region.

Methodology

The products were analysed at the HS4 level

for potential product clusters. Products at an HS 4 level with a trade balance greater than USD 1.5 million have been selected. The trade balance was used as in many instances for Botswana, exports include re-exports. If a country’s export data includes re-exports, it would present an inaccurate representation of the country’s main export commodities, thus constraining the analysis. Moreover, re-exports are not eligible to benefit from preferences under a free trade agreement as insufficient transformation would occur in Botswana.

The universe of products which meet this criterion for Botswana are listed in Table 4.

Table 4 Products with a net export value above USD 1.5 million

HS 4 Code	Product label
'0201	Meat of bovine animals, fresh or chilled
'0202	Meat of bovine animals, frozen
'0713	Dried leguminous vegetables, shelled, whether or not skinned or split
'1302	Vegetable saps and extracts; pectic substances, pectinates and pectates; agar-agar and other
'2501	Salts, incl. table salt and denatured salt, and pure sodium chloride, whether or not in aqueous
'2836	Carbonates; peroxocarbonates “percarbonates”; commercial ammonium carbonate containing ammonium
'5808	Braids of textile materials, in the piece; ornamental trimmings of textile materials
'6302	Bedlinen, table linen, toilet linen and kitchen linen of all types of textile materials
'8309	Stoppers, caps and lids, incl. crown corks, screw caps and pouring stoppers, capsules for bottles
'8544	Insulated “incl. enamelled or anodised” wire, cable “incl. coaxial cable” and other insulated

Source: Botswana Trade Portal

The list of products is further analysed, based on a set of criteria. Each criterion is scored between 0 and 100, as follows.

1. Priority Product. Products belonging to the priority sectors of Botswana’s National Export Strategy of 2019-2024. Indicator 1: NES Priority Sector. If the product is a NES priority sector, it is assigned a score of 100. Otherwise it is assigned a score of 0.

2. Botswana’s Supply Dynamics. Growth of Botswana’s trade balance of the products, to determine if the country is an exporter of the products and not just a re-exporter. Indicator 2: Average annual compound growth of Botswana’s Trade Bal-

ance (2015-19) in percentage

3. SADC Demand Dynamics. The growth of SADC imports for the last five years. Indicator 3: Average annual compound growth rate of SADC imports (2015-19) in percentage. The scores in Table 2 have been assigned for growth rates.

4. SADC vs World Growth in Imports. The growth of import demand from the SADC region in comparison to the import demand in the world. Indicator 3: Growth rate of SADC imports/ Growth rate of World imports (2015-2019). If the value of the indicator is greater than 1, demand for product grew faster in the SADC than the world and a score of 100 is given. If the val-

ue is less than 1, demand for the product grew slower in the SADC than the world, so a score of 0 is given.

5. Margin of Tariff Preferences. The tariff advantage on the products originating from the SADC region, allowed under the SADC Protocol on Trade tariff arrangements are lower than those rates faced by coun-

tries that do not have a trade agreement with SADC countries, or that are not eligible to its preferential schemes. Indicator 4: Median of the SADC countries MFN Ad Valorem Equivalent Tariffs in 2019. An index for each parameter has been devised to determine a score/rank out of 100. The scores in Table 5 have been assigned for the MFN tariffs.

Table 5 Score ranges for growth and tariff preferences

Import Growth Rate		MFN Tariffs	
Range of Growth rate	Score	Range of Tariff	Score
(-25 to -20)	0	0 to 5	0
(-20 to -15)	10	5 to 10	10
(-15 to -10)	20	10 to 15	20
(-10 to -5)	30	15 to 20	30
(-5 to 0)	40	20 to 25	40
(0 to 5)	50	25 to 30	50
(0 to 10)	60	30 to 35	60
(10 to 15)	70	35 to 40	70
(15 to 20)	80	40 to 45	80
(20 to 25)	90	45 to 50	90
(25 to 30)	100	50 to 55	100

The scores can be interpreted on the following scale:

- 0-25: Very low performance/advantage
- 26-50: Low performance/advantage
- 51-75: Good performance/advantage
- 76-100: High performance/advantage

These criteria used have been assigned weights for the final index calculation out of 100. The weights are provided in Table 6.

Table 6 Weights assigned to criteria

Parameter	Weights
1. NES priority Sector	2
2. Growth of Botswana's Trade Balance (15-19) p.a. %	2
3. Growth rate of SADC's imports (2015-19) p.a. %	1
4. Growth rate of SADC's imports/ Growth rate of World's imports (2015-2019)	1
5. SADC MFN AVE 2019 (Median)	2

Results

Table 7 Botswana-SADC trade overview

HS 4 Code	Botswana's exports to the SADC in 2019 (USD Million)	Value of imports by SADC in 2019 (USD Million)	Growth rate of SADC's imports (2014-19)* p.a. %	Growth rate of SADC's imports/ Growth rate of World's imports (2015-2019)	Untapped export potential to the SADC (USD Million)	Share in imports in 2019 in SADC	SADC MFN Median
'0201	3	23.8	-19.6%	-6.7	4	0.01	25.0%
'0202	25	113.4	-22.8%	-3.2	0.6	0.07	25.0%
'0713	5	101.7	-16.5%	3.0	0.2	0.06	10.7%
'1302	0	43.0	0.2%	0.0	N/A	0.03	5.0%
'2501	19	86.1	-4.7%	-1.6	N/A	0.05	6.3%
'2836	33	183.5	0.7%	0.1	45.6	0.11	2.1%
'5808	3	9.4	-7.2%	0.5	0.6	0.01	22.0%
'6302	9	162.7	3.0%	1.5	3.1	0.1	25.0%
'8309	6	111.8	1.0%	0.3	N/A	0.07	7.5%
'8544	88	898.2	-7.1%	-2.1	53.7	0.54	13.2%

Note: *Data for 2018 was not available, calculations have been made using 2014, 2015, 2016, 2017 and 2019 data.

Source: Author calculations based on ITC TradeMap, ITC Export Potential Map & ITC Macmap

Table 8 Product selection calculations for the SADC market

HS 4 Code	NES Sector		Growth of Botswana's Trade Balance (15-19) p.a. %		Growth rate of SADC's imports (2014-19)* p.a. %		Growth rate of SADC's imports/ Growth rate of World's imports (2015-2019)		SADC MFN AVE Median		Index Value (out of 100) 0: Very Low – 100: very High
	Sector	Score	Value	Score	Value	Score	Value	Score	Value	Score	
'0201	Meat & Meat Products	100	-17.2%	10	-19.6%	10	-6.7	0	25.0%	40	38.75
'0202	Meat & Meat Products	100	-12.3%	20	-22.8%	0	-3.2	0	25.0%	40	40.00
'0713	No	0			-16.5%	10	3.0	100	10.7%	20	18.75
'1302	No	0	27.7%	100	0.2%	50	0.0	0	5.0%	10	33.75
'2501	No	0	-4.6%	40	-4.7%	40	-1.6	0	6.3%	10	17.50
'2836	No	0	-2.8%	40	0.7%	50	0.1	0	2.1%	0	16.25
'5808	Artisanal Products	100	-27.5%	0	-7.2%	30	0.5	0	22.0%	40	38.75
'6302	Garments & Textiles	100	-3.2%	40	3.0%	50	1.5	100	25.0%	50	66.25
'8309	Light Manufacturing	100			1.0%	50	0.3	0	7.5%	10	33.75
'8544	No	0	-20.7%	0	-7.1%	30	-2.1	0	13.2%	20	8.75

Note: *Data for 2018 was not available, calculations have been made using 2014, 2015, 2016, 2017 and 2019 data.

Source: Author calculations based on ITC TradeMap & ITC Macmap

Selected Products

Table 9 Priority Products in the SADC Market

HS 4 Code	Product label	NES Sector	Growth of Botswana's Trade Balance (15-19) p.a. %	Growth rate of SADC's imports *(2014-19) p.a. %	SADC's imports GR/ World's imports GR (2015-2019)	SADC MFN Median	Index Value (out of 100) 0: Very Low – 100: very High)
'6302	Bedlinen, table linen, toilet linen	Garments & Textiles	-3.2%	3.0%	1.5	25.0%	66.25
'0202	Meat of bovine animals, frozen	Meat & Meat Products	-12.3%	-22.8%	-3.2	25.0%	40.00
'0201	Meat of bovine animals, fresh or chilled	Meat & Meat Products	-17.2%	-19.6%	-6.7	25.0%	38.75
'5808	Braids of textile materials	Artisanal Products	-27.5%	-7.2%	0.5	22.0%	38.75
'1302	Vegetable saps and extracts	No	27.7%	0.2%	0.0	5.0%	33.75

Note: *Data for 2018 was not available, calculations have been made using 2014, 2015, 2016, 2017 and 2019 data.

Source: Author calculations based on ITC TradeMap & ITC Macmap

Top 3 Markets in the SADC by product

Table 10 Untapped potential and top markets in the SADC

HS Code	Product	Untapped Export Potential Top 3 Markets in the SADC	Untapped Export Potential from Botswana (USD Million)	Top 3 importers in SADC	Value of imports from the world in 2019	Value of imports from BWA in 2019 (USD Mn)
'0201	Meat of bovine animals, fresh or chilled	Namibia	1.8	Mauritius	7.7	0.1
		Mozambique	1.6	Eswatini	5.8	0
		Zimbabwe	0.2	Mozambique	5.3	0
'0202	Meat of bovine animals, frozen	Mozambique	1.1	Angola	45.8	0.2
		Namibia	0.4	South Africa	31.6	13.4
		Angola	0.2	Mauritius	14.7	0.2
'0713	Dried leguminous vegetables	N/A	N/A	Angola	30.8	0
				South Africa	27.3	9.3
				Mauritius	9.7	0

H S Code	Product	Untapped Export Potential Top 3 Markets in the SADC	Untapped Export Potential from Botswana (USD Million)	Top 3 importers in SADC	Value of imports from the world in 2019	Value of imports from BWA in 2019 (USD Mn)
'1302	Vegetable saps and extracts	N/A	N/A	South Africa	25.8	0
				Eswatini	3.5	0
				Congo, DRC	3.2	0
'2501	Salts	N/A	N/A	South Africa	21.3	5
				Malawi	14.6	6.8
				Zimbabwe	13.3	8.5
'2836	Carbonates	South Africa	43	South Africa	133.5	46
				Tanzania	13.1	0
				Angola	10.3	0
'5808	Braids of textile materials	South Africa	0.4	South Africa	5.1	3.6
				Madagascar	0.9	0
				Zimbabwe	0.5	0
6302	Bedlinen, table linen, toilet linen	Namibia	2	South Africa	74.8	13.9
				Tanzania	44.0	0
				Angola	14.5	0
'8309	Stoppers, caps and lids	N/A	N/A	South Africa	47.6	3.3
				Tanzania	11.3	0
				Mauritius	9.4	0
'8544	Insulated cable	Zimbabwe	0.5	South Africa	414.4	117.2
		Zambia	0.3	Congo	76.5	0
				Angola	73.7	0

Source: ITC Export Potential Map; ITC TradeMap

Annex 8. Country Specific Documentation Requirements

Eswatini

All goods imported into Eswatini must be declared to Customs, pay duties and taxes, unless they are covered by an exemption, a suspension or they are duty free under the law. Goods imported into Eswatini from outside the Southern African Customs Union (SACU) are liable to Customs duty and for some goods there is also Excise duty.

A customs declaration is made electronically on a Single Administrative Document (SAD) by capturing an import declaration (IM) on the ASYCUDA system, attaching the following scanned supporting documents where applicable:

- a. Supplier's Commercial Invoice
- b. Bill of Lading/Cargo manifest for sea and land cargo or air waybill for air cargo
- c. Shippers' or freight invoice
- d. Certificate of origin (to benefit from preferential treatment)
- e. Import Permit or License for regulated goods
- f. Proof of payment Contracts of Sale
- g. Packing List

Declarations can be submitted electronically to an appropriate office of clearance within Eswatini.

All customs declarations are made by completion of an SAD500 in which all information pertinent for effective processing of that declaration is provided by the importer/declarant. Part of that information is the Customs Procedure Codes (CPCs) which when correctly used inform the SRA on what the goods are being imported as well as the regime under which Customs will treat it.

Lesotho

In Lesotho, importers are required to obtain licenses and import permits for restricted goods from the Ministry of Trade and Industry and Ministry of Agriculture. The Lesotho Revenue Authority's (LRA) Customs and Excise Department also requires importers to register with its office and obtain an importer's code. Lesotho Customs uses a Single Administrative Document (SAD) to facilitate the customs clearance of goods. The SAD is a multi-purpose goods declaration form covering imports, cross border and transit movements.

The following are required for shipments arriving at Lesotho:¹¹

- Bill of Lading.
- Bill of Entry (SAD Form).
- Preferential Certificate of Origin.
- Four copies and one original commercial invoice.
- Three copies of the packing list.
- Import licenses, when necessary.

Madagascar

The following documents are required for imports into Madagascar:

- Cargo manifest or bill of lading
- Commercial invoice
- Bill of lading or Air Way Bill
- Packing list
- Import declaration
- Certificate of origin

Malawi

To export goods to Malawi, an exporter needs to follow the following steps/requirements:¹²

¹¹ http://files.export.gov/x_7257321.pdf

¹² <https://www.malawitradeportal.gov.mw/index.php?r=site/display&id=86>

Steps	Description
Business Registration	An importer wishing to import goods into Malawi must register with the Malawi Revenue Authority for a Tax Payer Identification Number (TPIN)
Import Declaration	<p>All goods imported into Malawi must be declared to Customs and duty is payable on them unless they are covered by an exemption, a suspension or they are duty free under the law.</p> <p>A declaration is made by submitting a duly completed and signed Form 12 together with the following minimum mandatory supporting documents:</p> <ul style="list-style-type: none"> - Supplier's Commercial invoice - Declaration of value Form 19 - Bill of lading/cargo manifest for sea and land cargo or air way bill for air cargo - Shippers' or freight invoice - Certificate of origin (to benefit from preferential trade treatment) <p>Declarations can be submitted electronically or manually at the port of clearance. A list of all the Customs offices where an importer can submit a declaration and clear goods can be found here.</p> <p>At present, Malawi Revenue Authority uses ASYCUDA World (Automated System for Customs Data) for processing Bills of Entry.</p>
Advance Declaration	A pre-arrival Customs Declaration can be submitted in order to facilitate the process of clearing imports. At the time of submission of a pre-arrival declaration, an importer can pay an equivalent of the duty due. However, the goods will only be released to the importer after finalisation of Customs formalities at importation. In addition, an inspection of the import will be required upon arrival of the commodity.
Classification and Value	<p>Customs duty is payable on imported goods as a percentage of their declared value. The rate of duty payable on goods imported into Malawi varies according to the commodity and the country of origin. The full Malawi Tariff Classification and Tariff rates on this website with the Commodity Search Facility.</p> <p>The correct classification, origin, value and quantity of the goods imported needs to be specified.</p> <p>In Malawi, the basis for the calculation of duties is the actual transaction value of the goods (as evidenced by the commercial invoice or other contract of sale document). If the value of the goods cannot be established by this method Customs will attempt to establish the value of the goods methods in line with Article 7 of the General Agreement on Tariffs and Trade (GATT 1947).</p>
SPS measures	If the goods intended to be imported are subject to sanitary and phytosanitary measures, the importer will have to comply with the special regulations relating to those products. The list of the commodities that are subject to these requirements can be found here .

Technical Requirements	<p>For certain types of products it may be necessary to obtain a permit certifying conformity to certain technical standards. These technical regulations are administered by the Malawi Bureau of Standards.</p> <p>The commodities that are subject to these requirements can be found by using the search facilities on the Commodity Search page. A detailed description of the procedures and documentation required can also be found on the here.</p> <p>Malawi Bureau of Standards is the designated Technical Barriers to Trade (TBT) Enquiry Point as required under the World Trade Organization TBT Agreement. You can contact the TBT Enquiry Point if you have any questions regarding technical standards. For more information visit the Malawi Bureau of Standards website.</p>
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Mauritius

The steps to import into Mauritius involves: Registration, Documentary Compliance and Import Permits. To export to Mauritius, an exporter needs to:

2. Register with Customs: Contact the Customs Department for more details
3. Register with Mauritius Revenue Authority (MRA) If you have a turnover above Mauritian Rs 6 million.

1. Register your Business: Contact the Companies Division or register online

Specifically, importers must submit the following documents:

Document	Information Contained
Invoice	<p>An invoice should have the following information:</p> <ul style="list-style-type: none"> • Description of the goods (name, quality, etc.) • Quantity of goods • Unit value • Total item value • Total invoice value and currency of payment. • The terms of payment (method and date of payment, discounts, etc.) • The terms of delivery according to the appropriate Incoterm¹³ • Means of transport
Packing List	<p>A Packing list should have the following information:</p> <ul style="list-style-type: none"> • Number of the freight invoice • Type of packaging (drum, crate, carton, box, barrel, bag, etc.) • Number of packages • Content of each package (description of the goods and number of items per package) • Marks and numbers • Net weight, gross weight and measurement of the packages
Bill of Lading	<p>A bill of lading to import into Mauritius should include:</p> <ul style="list-style-type: none"> • Details of the goods , the vessel and the port of destination. • Evidences the contract of carriage and conveys the title to the goods, i.e. bearer of Bill of Lading is the owner of the goods.

¹³ Incoterms, a widely-used terms of sale, are a set of 11 internationally recognized rules which define the responsibilities of sellers and buyers

Bill of Entry	Formal declaration describing goods that are being imported or exported Issued by Freight Forwarder or Customs Broker. The bill of entry should include the following information: <ul style="list-style-type: none"> • Description of goods in shipment • Details of quantity • Estimate of value of goods • Number assigned by Customs Department
Certificate of Origin	Country of Origin or country in which the product has been processed / manufactured.
Importer Permit	A list of the permits required for certain controlled products. The list includes certain Agricultural products, arms ammunition, canned meat, chemicals, fish, etc. The complete list can be found here .

Mozambique

According to Mozambique’s own trade portal, “import procedures are complex and often product-specific”¹⁴. Some of the documentation required to import in Mozambique includes¹⁵:

- Import license
- Commercial invoice
- Packing list
- Bill of Entry
- Certificate of Origin
- Transport document (road manifest, AWB or Bill of Lading).
- Cargo release order
- Delivery order
- Inspection report
- Payment receipts

Namibia

According to the Customs and Excise Act of 2017, the following documents must be submitted to import to Namibia:

- the transport documents or such other document in the place of transport documents;
- the invoices prescribed by regulation;
- the shipper’s statement of expenses incurred by the shipper;
- a copy of the confirmation of sale or other contract of purchase and sale;
- the importer’s written clearing instructions; and
- other documents relating to the goods as

the Customs may require in each case.

Additionally, it is important to make sure that:

- The description and characteristics of the goods and packages are consistent across the whole documentation;
- The goods have been properly described with the right denomination and with the characters, tariff heading and item numbers, and the status of the market access (preferential or not);
- The true value of the goods, the true country of origin, and means of carriage have been declared;
- In the case of goods purchased by any person in Namibia, a correct and comprehensive invoice in respect of such goods; and
- The correct duty due has been paid.

Seychelles

Documentation required to export to the Seychelles include:

- Original Invoice
- Packing List
- Bill of Lading or Airway Bill, and
- Insurance Certificate
- Import Permit (if applicable)

South Africa

Documentation required to export to South Africa include:

- A Bill of Lading, one negotiable and two

¹⁴ <http://mozambique.tradeportal.gov.mz/en/import>

¹⁵ <https://import-export.societegenerale.fr/en/country/mozambique/regulations-customs>

non-negotiable copies. The Bill of Lading may be made out either “straight” or “to order”.

- A Declaration of Origin Form, or certificate of origin. The declaration does not require Chamber of Commerce certification. One original signed copy of the form must be attached to the original commercial invoice covering goods, which require such a declaration.

- Four copies and one original Commercial Invoice. Suppliers must give, in their invoices, all data necessary for the importer to make a valid entry and for the South African Customs to determine value for duty purposes.

- Invoices must include all proprietary or trade name of the goods, a full description of their nature and characteristics together with such particulars as are required to assess the import duty and to compile statistics.

- One copy of the insurance certificate is required for sea freight. Follow the importer’s and/or insurance company’s instructions in that matter.

- Three copies of the Packing List are required. Data contained in this document should agree with that in other documents.¹⁶

Tanzania, United Republic of

Exports to the United Republic of Tanzania require the appointment of a Licensed

Clearing and Forwarding Agent (CFA) to clear goods. A list of Clearing and Forwarding Agents 2020 can be found here¹⁷. Documentation process is done online through Tanzania Customs Integrated System (TAN-CIS) for importations and exportations to the Mainland and Zanzibar and can be completed before arrival of the goods. Customs agents lodge the documents in the clearance system i.e. Tanzania Customs Integrated System Mainland and Zanzibar attaching all other relevant import supporting documents.

The Agents are urged to lodge such documents at least 7 days before arrival of the goods.

Documentation required to export to Tanzania include

- Final Invoice
- Agent’s Authorization Letter from the importer
- Import permits from TMDA, TBS, TASAC etc
- Exemption documents (If applicable)
- Packing List
- Transport documents i.e Bill of Lading/ Airway Bill/Road Consignment note

Zambia

Similarly, the steps involved in exporting to Zambia include:

Steps	Information
Registration	The exporter wishing to exports goods to Zambia must register with the Zambia Revenue Authority for a Tax Payer Identification Number (TPIN). A TPIN is required as without a TPIN an importer cannot process an import transaction with Customs.

¹⁶ <https://www.export.gov/apex/article?id=South-Africa-import-requirements-and-documentation>

¹⁷ https://www.tra.go.tz/images/uploads/LISTOFLICENCEDCFA_2020_.xls

Import Declaration	<p>All goods imported into Zambia must be declared to Customs and a duty is applicable on them unless they are covered by an exemption.</p> <p>Before importing goods under this regime, please contact Customs to obtain advice as to what documentation will be required for specific circumstances. The Zambia Revenue Authority uses the ASYCUDA World (Automated System for Customs Data) for processing customs declarations.</p> <p>A declaration is made electronically on a Single Administrative Document (SAD) by capturing an import declaration (IM) on the ASYCUDA system, attaching the following scanned supporting documents:</p> <ol style="list-style-type: none"> 1. Supplier’s Commercial Invoice 2. Bill of Lading/Cargo manifest for sea and land cargo or air waybill for air cargo 3. Shippers’ or freight invoice 4. Certificate of origin (to benefit from preferential treatment) 5. Import/Export Permit or License for regulated goods 6. Bank Statements and related documents 7. Contracts of Sale 8. Packing List Declarations
Preclearance/ Advanced Declaration	<p>In order to facilitate the process of clearing imported goods in Zambia, an importer can submit a pre-arrival Customs declaration following the same procedures as a normal declaration, which can only be done 7 days prior to the arrival of the goods at the border.</p> <p>At the same time of submission of a pre-clearance declaration, an exporter (from outside Zambia) can pay the import duties due. The goods are only released to the importer after finalization of Customs formalities during importation.</p>
Customs Agent	<p>In accordance with the Customs and Excise law (CAP 322 of the laws of Zambia), clearance of goods in Zambia is done through licensed Clearing Agents. All goods of a Customs value of USD 2,000 and above should be presented to Customs through a Customs Agent appointed by the importer.</p>
SPS requirements	<p>If the goods intended for export to Zambia are subject to sanitary and phytosanitary measures, the exporter will have to comply with the special regulations relating to those products as provided for under the relevant laws of Zambia and enforced by relevant government agencies A permit may be needed from a specific Government Agency depending on the commodity. Details on the specific sanitary and phytosanitary measures applicable to a specific item intended for import on the 8-digit tariff code of the product can be found here.</p>
Standards Requirements	<p>For certain types of products imported into Zambia, it may be necessary to obtain a permit that certifies that these products conform to certain technical or quality standards. These technical and standard regulations are set by the Zambia Bureau of Standards (ZABS) and enforced by the Zambia Compulsory Standards Agency (ZCSA). Currently there are sixty-one (61) Compulsory Standards which ZCSA enforces at import/export which traders should familiarize themselves with by visiting the ‘Standards’ link of the Trade Portal.</p>

Zimbabwe

Zimbabwe Revenue Authority’s (ZIMRA) is responsible for facilitating the movement of goods into and out of Zimbabwe as well as to collect revenue (duties, surtaxes and im-

port taxes) on behalf of the Government of Zimbabwe.

The process of getting goods across the border involves the following steps¹⁸:

¹⁸ ZimTrade (2018). Guide to Importing in Zimbabwe. Available at: https://www.tradezimbabwe.com/wp-content/uploads/2018/05/Guide_to_Importing_in_Zimbabwe_2018.pdf

Steps	Description
Goods Declaration	<p>Documentation required when clearing commercial importations</p> <ul style="list-style-type: none"> • Bill of Entry (Form 21) • Suppliers' invoices • Export or Transit Bill of Entry from the country of export • Bill of Lading • Value Declaration Forms • Rail Advice Note • Freight statements • Port Charges Invoices • Agent/Importer's Worksheet • Original Permits, Licences, Duty Free Certificates, Rebate Letters, Value Rulings • Copy of Tax Clearance Certificate (<i>ITF 263</i>) should be attached • Certificate of Origin (<i>CoO</i>) (<i>where goods are being imported under a Preferential Trade Agreement and qualify for zero or reduced customs duty</i>)
Value of Goods	<p>When declaring the value of goods, a Defined Value must be used. Defined Value refers to the value of the goods for duty purposes, import tax and surtax and is also referred to as Value for Duty purposes (VDP).</p>
Information for Customs Clearance	<p>Importation by air</p> <ul style="list-style-type: none"> - Supplier's commercial invoice showing the FOB value - Airway Bill showing the freight charge - Insurance certificate showing the premium - Certificate of Origin (<i>if applicable</i>) <p>Importation by sea through rail or road</p> <ul style="list-style-type: none"> - Supplier's commercial invoice showing the FOB value - Bill of Lading confirming transportation by sea - Ocean freight statement showing freight charges - Insurance Certificate - Rail Advice Note or Road Consignment Note showing rail or road charges respectively - Other costs from Way Bill - Certificate of Origin (<i>if applicable</i>)

Annex 9. Useful Links

Country	Information	Website
Eswatini	Eswatini Trade Portal	https://www.eswatinitradeportal.com
Lesotho	Lesotho Trade Portal	https://www.lesothotradeportal.org.ls
Madagascar	Madagascar Customs Authority	http://www.douanes.gov.mg/en
Malawi	Malawi Trade Portal	https://www.malawitradeportal.gov.mw
Mauritius	Mauritius Trade Portal	http://www.mauritiustrade.mu/en
Mozambique	Mozambique Trade Portal	http://mozambiquetradeportal.gov.mz/en
	Societe Generale Regulators and Customs in Mozambique	https://import-export.societegenerale.fr/en/country/mozambique/regulations-customs
Namibia	Ministry of Trade and Industry	http://www.mti.gov.na/
	Namibian Standards Institute	www.nsi.com.na/index.php
Seychelles	Seychelles trade Portal	http://www.seychellestradeportal.gov.sc
	Seychelles Revenue Commission	https://www.src.gov.sc/pages/customs/importandexport.aspx
South Africa	Import Customs Procedure in South Africa	https://santandertrade.com/en/portal/international-shipments/south-africa/customs-procedures?url_de_la_page=%2Fen%2Fportal%2Finternational-shipments%2Fsouth-africa%2Fcustoms-procedures&&actualiser_id_banque=oui&id_banque=0&memoriser_choix=memoriser
	South Africa: Commercial guide	https://www.trade.gov/knowledge-product/exporting-south-africa-market-overview?section-nav=3571
Tanzania	Tanzania Trade Information portal	https://trade.business.go.tz
	US Trade Department Import Requirements	https://www.trade.gov/knowledge-product/tanzania-import-requirements-and-documentation
	Tanzania Revenue Authority	https://www.tra.go.tz/index.php/import-procedure
Zambia	Zambia Trade Information portal	https://www.zambiatradingportal.gov.zm

Country	Information	Website
Zimbabwe	<p>Guid to importing in Zimbabwe</p> <p>ZimTrade, the national trade development and promotion organisation</p>	<p>https://www.tradezimbabwe.com/wp-content/uploads/2018/05/Guide_to_Importing_in_Zimbabwe_2018.pdf</p> <p>https://www.tradezimbabwe.com/how-we-can-help-3/</p>
Regional	<p>SADC (2003) Rules of origin Exporters Guide Manual. November</p> <p>Southern African Global Competitiveness Hub (2009). Guide to the SADC Protocol on Trade. January</p>	<p>https://www.sadc.int/files/9613/5413/6410/3._Rules_of_Origin_Exporters_Guide_Manual.pdf</p> <p>https://www.satradehub.org/images/stories/downloads/pdf/guides/SADCTradeGuide.pdf</p>

To view Botswana's Trade Performance visit <https://www.tradeeconomics.com/trade-insights/trade-performance-dashboards/> and filter by Botswana.

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To view Botswana's Investment Performance visit <https://www.tradeeconomics.com/trade-insights/investment-dashboards/> and filter by Botswana

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To view Botswana's Sectorial Performance visit <https://www.tradeeconomics.com/trade-insights/sector-dashboards/> and filter by Botswana

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To see Botswana's export basket, visit <https://www.tradeeconomics.com/trade-insights/trade-performance-dashboards/>

To see Botswana's export destinations, visit https://www.trademap.org/Country_SelProductCountry_TS.aspx?nvp-m=1%7c072%7c%7c%7cTOTAL%7c%7c%7c2%7c1%7c1%7c2%7c2%7c1%7c2%7c1%7c1%7c1

To see Botswana's Untapped export potential and exports to Southern Africa according to sector visit <https://export-potential.intracen.org/en/products/tree-map?fromMarker=i&exporter=72&toMarker=r&market=14&whatMarker=k>