7.3. Import/Transit/Export Regulations

7.3.2. Countries Alphabetically Listed

Botswana (BW)
Amounts shown are expressed in Pula (BWP)

0. General Information

- Capital : Gaborone (GBE)
- Local Time : GMT + 2
- Daylight Saving Time : Botswana does not observe DST.
- Local Currency : Pula (BWP)
- Bank Information : Closed on Saturday and Sunday.
- Public Holidays :

Date
01 Jan 2015
02 Jan 2015
03 Apr 2015
06 Apr 2015
01 May 2015
14 May 2015
01 Jul 2015
20 Jul 2015
30 Sep 2015
25 Dec 2015
26 Dec 2015

- **Cargo Claims Information**
  The following Protocols / Conventions have been ratified:
  1. Warsaw Convention (1929)
  2. Montreal Convention MC99 (1999)

  For further details, explanation and how to apply these Protocols / Conventions see paragraph 2.1.5. (General Rules) including list of countries.

1. Airport Information

1.1. Customs Airports
Francistown - FRW, Gaborone - GBE, Kasane - BBK, Maun - MUB.

1.2. Airport Facilities
Francistown, Gaborone, Kasane, Maun
1.2.2. Storage
Goods not cleared within 2 weeks after arrival are transferred to the Government State Warehouse.
Cold storage: Not available.
Safe for valuables: Not available.
Room for radio-active materials: Not available.
Animal hostel: Not available.
1.2.3. Clearance
At the airport by consignee or his clearing agent.
1.2.4. Customs hours
Monday through Friday 07.30 - 12.30 hrs. and 13.45 - 16.30 hours.
Clearance after Customs hours possible for urgent shipments (perishable, livestock, urgent documents etc.) provided Customs have been pre-advised. A special charge (Customs Extra Attendance) will apply (see 2.5.3.).
1.2.5. Delivery
Not possible.
1.2.6. (Re)-Forwarding
Possible by air or road/rail by appointed agents.

2. Import

2.1. General
2.1.1. Packing
Consignment has to be packed adequately.
2.1.2. Marking
Packages in a consignment must show exact weight, airport of destination, consignee's address and shipper's address.
2.1.3. Routing
Goods to Botswana must be transhipped in Harare, Johannesburg or Cape Town.
2.1.4. Language on documents
English.
2.1.5. Other requirements
- Measures and weights: Metric system.
- Consignee's Telephone Number must appear on the Air Waybill.

2.2. Documentary Requirements
2.2.1. Commercial consignments
- Combined certificates of Invoice and Value and Origin.
- Import and Export Licences for certain goods.

2.2.2. Sample consignments
2 combined Certificates of Invoices and Value and Origin. Where goods are supplied as samples free of charge following signed statement must be added: "It is hereby certified that the goods enumerated in this invoice are supplied as samples free of charge to the consignee and that no payment in any form has been or will be made for such goods at any time. Moreover the value of these goods has not been or will not be debited to a commission account or any other account in our books, which are operated in the consignee's name or to his advantage".
2.2.3. Gift consignments
- Import Licence if weight is over 5 kg. or value is over BWP 100.
- 2 parcels per year free of charge.
- Permits will be required on prohibited consignments.

2.2.4. Unaccompanied baggage
Will be documented and carried as cargo. It will not be possible for a passenger to take delivery of his/her baggage shipped as cargo in the passenger's arrival area at the airport of destination. If baggage is on the same flight as the passenger, it can only be cleared during Customs hours (see 1.2.4.).
Baggage must be locked and the keys enclosed in a suitable envelope properly sealed and marked name and address of consignee, AWB number and number of keys enclosed.
2.2.5. Other consignments
Import documentary requirements determined by commodity being transported.

2.3. Restrictions
2.3.1. General
Valuable cargo: No valuable cargo will be accepted during weekends/ public holidays and on the evening flights.
2.3.4. Arms, ammunition and explosives
Import Permit from Commissioner of Police.
2.3.5. Narcotics and drugs
Import Permit from Ministry of Health.
2.3.6. Human remains
Death Certificate in English. Embalmment Certificate. Import Permit from Ministry of Health.

2.5. Charges
2.5.2. Handling

General cargo - International Rates
Handling fee for shipments of general cargo, per kg. (gross weight) or part thereof 3.50
Minimum charge per consignment 75.00
Security Charge (Valuable cargo) - International Rates
Security charge per consignment (up to 400 kg.) 1378.00
Per kg. (over 400 kg.) 4.00
These charges will be collected for each shipment to/from Botswana on all Air Botswana flight services.
NB: Trans-shipment All inclusive- *(Airside Monitoring, Free storage within the first hour and secure handling)*
Additional Security Charge
Vault Hourly Charge after the first hour, per hour 1121.00
This charge will be imposed once the new Sir Seretse Khama International Airport Cargo Facility is operational.
Ground Transportation to and from Aircraft
To be advised once the transporter has (in Botswana) been appointed by Air Botswana.
Firearm Handling Charge - International Rate
Per sector, per shipment 600.00

2.5.3. Clearance

Special charge for clearance outside Customs hours (Customs Extra Attendance) per hour or part thereof 10.00

© International Air Transport Association, 2015. All rights reserved.

2.5.6. Storage

Charge after 48 hours of arrival, per day storage on each consignment assessed on the chargeable weight, per kg. 0.50
Minimum charge per consignment..... 50.00
After 14 days the consignment will be transferred to Government State Warehouse
Terminal charges/Warehouse charges:
Applicable on whether consignment is prepaid or collect. This applies for all cargo destined to, or originating in any Botswana Customs Airport.
Per kg., per consignment..... 0.25
Minimum charge per consignment..... 5.00
Maximum charge per consignment..... 30.00

2.5.7. Disassembly

Per kg., per consignment..... 0.50
Minimum charge per consignment..... 9.00

2.5.10. Others

Removal in bond..... 50.00

3. Transhipment/Transit

3.1. General

Transfer of transit shipments is effected on first available flight after arrival. The final destination must be clearly marked and must appear on all labels.

3.2. Documentary Requirements

Flight documents, viz.: transit shipments: AWB and Cargo Manifest required.

4. Export

4.1. General

Francistown, Gaborone, Kasane, Maun

Acceptance of cargo only Monday to Friday 07.30 - 12.30 hrs. and 13.45 - 16.30 hrs. Close-off acceptance time limit is 1 hour and 15 minutes before departure for narrow bodied aircraft and 6 hours before departure for wide body aircraft.

4.2. Documentary Requirements

Customs Clearance Export Permit, Export Bill of Entry etc.
Unaccompanied baggage: List of contents. Keys to be attached to the AWB.

4.3. Restrictions

Importers and Exporters are advised in their best interest to take the necessary steps to ascertain the exact position as regards any prohibitions or restrictions from the Department of Customs and Excise relating to any commodity in which they propose to deal with before they enter into any binding arrangements.

4.5. Charges

Francistown, Gaborone, Kasane, Maun

4.5.2. Handling

Handling fee for shipments of dangerous goods including accepted radio-active materials
Per consignment..... 150.00
General cargo - Domestic Rates
Handling fee for shipments of general cargo, per kg. or part thereof 2.00
Minimum charge per consignment..... 50.00
Security Charge (Valuable cargo) - Domestic Rates
Security charge per consignment (up to 400 kg.) 928.00
Per kg. (over 400 kg.) 4.00
These charges will be collected for each shipment to/from Botswana on all Air Botswana flight services.
NB: Trans-shipment All inclusive- *(Airside Monitoring, Free storage within the first hour and secure handling)*
Firearm Handling Charge - Domestic Rate
Per sector, per shipment 300.00

4.5.4. Documentation

Per international AWB cut..... 10.00
a. Amendment after receipt of consignment 15.00
b. Amendment after despatch from the carrier's terminal 50.00
c. Requests for amendments must be in writing and with a copy of the original AWB if required by the carrier.
d. The issuing carrier shall retain such requests for at least 1½ year.
e. Carriers shall not accept after despatch, requests to amend the amount of insurance, provided this shall not preclude charges in payment of insurance from prepaid to collect or vice versa.

4.5.6. Storage

On request and/or not ready for despatch (after free period of 24 hours commencing at 07.30 hrs. on the day after of up to the next scheduled departure of the accepting carrier whichever results in the longer period).
Per kg. or part thereof, per day, on each consignment assessed on the chargeable weight..... 0.75
Minimum charge per consignment..... 50.00

© International Air Transport Association, 2015. All rights reserved.