### **WOMEN IN INFORMAL CROSS-BORDER TRADE IN BOTSWANA:**

A SMALL-SCALE TRADER'S GUIDE TO TRADE RULES AND PROCEDURES



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#### **OVERVIEW**

In the framework of its project on informal cross-border trade for the empowerment of women, economic development and regional integration in Eastern and Southern Africa (2016-2019), UNCTAD's Trade, Gender and Development Programme developed three booklets on women in informal cross-border trade in Malawi, the United Republic of Tanzania and Zambia.

As part of the Global Initiative toward post-Covid-19 Micro, Small and Medium Enterprises (MSMEs) sector (2020-2021). UNCTAD developed two new booklets for Botswana and Kenya while also providing updated versions of the booklets for the United Republic of Tanzania.

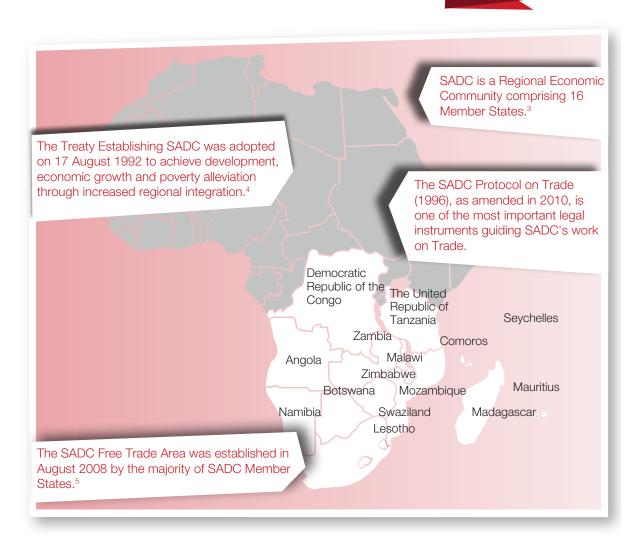
The present booklet «Women in informal cross-border trade in Botswana: A small-scale trader's guide to trade rules and procedures» addresses informal and small-scale cross border traders from Botswana. It presents key and up-to-date information on existing trade procedures and simplified schemes, documentation requirements, rules of origin, taxes, tariffs while providing an overview of trader's rights and obligations and the benefits of formalisation.

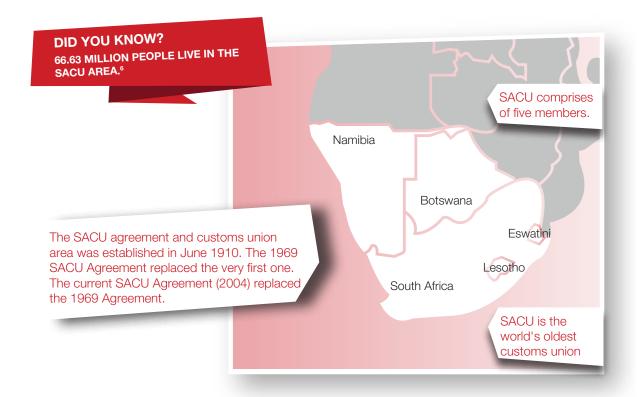
The information contained in this guide is intended for small-scale and informal traders who operate within the Southern African Development Community (SADC) and the Southern African Customs Union (SACU).

### WHICH REGION DOES YOUR COUNTRY BELONG TO?

Botswana is a member of the Southern African Development Community (SADC) and the Southern African Customs Union (SACU).1

DID YOU KNOW? 345 MILLION PEOPLE LIVE IN THE SADC REGION.<sup>2</sup>





As you will see in this Guide, you may find different trade rules apply according to whether you are trading with a country that is part of SADC or SACU.

All SACU members are also part of SADC, but not all SADC members are part of SACU. As a trader from Botswana, you must choose which trade regime is best for you.

If you buy and sell products in a SACU country such as South Africa or Namibia, you must follow the SACU trade rules. Under SACU, there is free movement of all goods in the SACU area for traders without paying

duties and with no quantitative restrictions. However, it is important to note that SACU does not have a simplified trade regime.

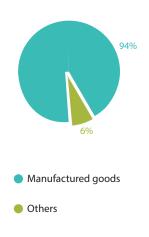
If you buy or sell your products in a SADC country such as Zambia, you will have to follow trade rules under the SADC Trade Protocol. SADC is still in the process of developing its own Simplified Trade Regime (STR). As of April 2022, the SADC STR had been finalised but has not yet been implemented in the region. In the following sections, we will look at the available trade rules in more detail.

### **BOTSWANA'S OFFICIAL EXPORTS**

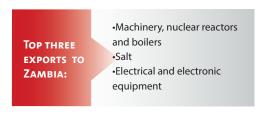
DO YOU KNOW WHICH ARE THE MAIN PRODUCTS THAT BOTSWANA EXPORTS TO THE WORLD AND ITS NEIGHBOURING COUNTRY OF ZAMBIA?

### What are Botswana's main exports to the world?

Export structure by product group in 2020 (as % of total exports)



# Which products is Botswana trading with the neighbouring country Zambia?



### **Botswana**



### WHAT IS INFORMAL CROSS-BORDER TRADE?

Informal cross-border trade (ICBT) is a major form of informal activity in most African countries. Trading goods across borders is crucial for self-employment, poverty reduction and wealth creation.

#### CROSS-BORDER TRADE IS INFORMAL WHEN:

It is carried out by avoiding border stations.

02

It is carried out through border stations, but goods are partially concealed, are under-declared, misclassified or underinvoiced.



TRADE IS THEREFORE NOT PROPERLY RECORDED OR NOT RECORDED AT ALL.

IN SUB-SAHARAN AFRICA WOMEN ARE ESTIMATED TO BE BETWEEN 70 AND 80 PER CENT OF INFORMAL TRADERS.<sup>7</sup>

#### TRADERS WHO ENGAGE IN INFORMAL TRADE CAN BE:

Registered operators who evade traderelated regulations and duties by avoiding official border crossing. 01

Unregistered operators who operate entirely outside the formal economy.

02

Registered operators who use official border crossing but who partially evade trade-related regulations and duties, for instance by resorting to the practice of under-invoicing.

03



### WHY IS FORMALISATION IMPORTANT FOR AN UNREGISTERED TRADER?8

There are many reasons why formalising your business is important for you and your country's economy. You may be already familiar with the numerous challenges confronting informal traders. Here below, we present some of the drawbacks of informal trade:

### **DID YOU KNOW?**

INFORMAL TRADE MAY TURN OUT TO BE HIGHLY COSTLY TO YOUR CAPITAL AND YOUR SAFETY.



### Risks of personal safety

The risks associated with ICBT are many, particularly for women traders. These include corruption, getting arrested or fined, harassment and demands for sexual favours, forced prostitution, and exposure to health risks such as HIV infection.



### Risks for your business

Bribery and seizure of merchandise are common when engaging in informal trade activities. The financial costs of paying bribes or undue fees and confiscation of goods may significantly impact your business.



### Difficulty in getting credit

Informal traders and owners of informal businesses face more difficulties accessing credit and other services from formal financial institutions, as they are regarded as high-risk customers. As a result, they are either denied credit or offered very high-interest rates.



### No access to social protection

Traders or workers operating in the informal sector have no access to social protection, health coverage and other social security benefits accessible in the formal sector when they exist. This creates situations of vulnerability and social marginalisation that are perpetuated through their lives. Women are particularly disadvantaged because they are typically overrepresented in the informal economy and concentrated in the most insecure jobs.



### Lack of access to adequate facilities

Engaging in informal trade implies that traders must use secondary routes to cross the border. This exposes traders to a wide array of personal safety risks and precludes them from the possibility of benefiting from and accessing infrastructure at the border, such as toilets, storage space, or sleeping facilities when available.



#### Public revenue losses

Informal trade leads to high revenue losses for the Governments. Informality has thus negative consequences on the overall economic growth of a country. On the other hand, revenues accrued by integrating informal traders into the formal sector would, in the long run, allow governments to increase public spending on essential services and to invest in the facilitation of formal cross-border trade through the improvement of border facilities and business environment. This may be particularly beneficial for women.



### Unfair competition

Because of their lower prices, informal imports constitute unfair competition to goods produced locally and products imported through formal channels, harming other traders and producers in the community



### Risks for public health and safety

Informal trade may pose health and safety concerns as products traded through informal channels fall outside regulatory mechanisms of safety and standards enforcement. Prohibited or illegal goods or goods that do not meet minimum safety and health standards may eventually pose a risk to consumers' wellbeing and national security.

In light of the above, it is recommended that informal traders register their businesses. A shift towards greater formalisation offers significant benefits such as reduced transaction costs and a more stable employment environment. It also allows unregistered traders to scale up their businesses through enhancing

their capacity to apply for credit and access social protection benefits. Formalisation, therefore, holds several advantages for the economic and social advancement of women informal cross-border traders and can improve traders' access to decent incomes.

#### YOUR RIGHTS AND OBLIGATIONS<sup>9</sup>

### WHAT ARE YOUR RIGHTS:

#### Right to security of person



Traders should be able to cross the border without the risk of abuse, harassment or gender-based violence. <sup>10</sup> Several international instruments guarantee the right to security of person.

#### Freedom of movement

Traders from Botswana do not require a visa to enter Zambia but require a valid passport.<sup>11</sup>



#### Right to transparency



Traders have the right to access relevant information about regulations, trade procedures, documentary requirements, duties, fees and taxes. Such information and any further change should be publicly available or displayed at the border.

### Efficient processing of transactions

Trade transactions should be processed by customs officials in an efficient and timely manner. Traders have the right to demand receipts for any payment made.



### Right to carry goods for personal use



Persons who carry small consignments that are not meant for resale and are for personal use have the right to use the personal rebate scheme, granting tax-free allowance on small amounts of merchandise, regardless of its origin. In Botswana, the personal rebate scheme applies to consignments whose overall value does not exceed R3,000 (US\$ 200).

### WHAT ARE YOUR OBLIGATIONS:

### Having a valid document

Before you start your journey, you should have a valid document to be allowed into the other country. This can be a passport, your national ID, or your border pass when the border pass scheme is in place. Please check with the Immigration authorities.

### Knowing where to go when you arrive at the border:

Traders should familiarise themselves with all the different processes of using the border and know where to get assistance in the event of challenges.

### Declaration of goods

It is the trader's responsibility to declare the merchandise to customs authorities under the applicable trade regime. Remember, avoiding border stations, concealing, underdeclaring and misclassifying your goods is considered illicit trade.

### Prohibited goods

Traders should be aware of the list of prohibited goods that cannot be imported, exported or transited. These include narcotics, may hazardous chemical substances, weapons, wildlife, etc. Please check with Customs authorities the specific regulations covering these prohibitions. Traders found importing or exporting these products are prosecuted by law.

#### COVID-19

Before you start your journey, you should have a valid document to be allowed into the other country. This can be a passport, your national ID.

Traders should be aware of or familiarise themselves with all the COVID-19 measures related to crossing the border. These measures include:

 As of 18 March 2022, fully vaccinated traders entering Botswana do not need a PCR test but need to show their COVID-19 vaccination certificate (two doses). Travellers who are partially vaccinated or not vaccinated need to present a negative COVID-19 PCR test conducted within 72hours. In addition, the traders need to do another

COVID-19 test at border points at their own expense. If the test is positive, they will need to isolate themselves in the district of the port of entry

- at their own cost and be allowed to proceed only after recovery.<sup>12</sup>
- Use of masks in public places, social distancing and sanitising are mandatory.

### Bri

### Restricted goods

Traders should be aware of the list of restricted or controlled goods and acquire the necessary permits and licenses. Depending on the country, restricted goods for which an import/export permit is required may include grains, maize, fruits and vegetables, live animals, fresh milk, liquors, gemstones, petroleum products and others. Please check with Customs authorities on the specific regulations covering these restrictions. Traders found importing or exporting these products without a permit may be prosecuted by law.

### Bribes

Traders should not attempt to bribe customs officials to avoid paying duties or obtaining preferential treatment.

## Sanitary and phytosanitary (SPS) measures and other certification

Traders should be aware of goods subject to sanitary and phytosanitary regulations, for which a certificate may be required to attest compliance with norms related to food safety and animal and human health. Traders should be familiar with all other certification requirements.

### HOW TO USE THE SADC TRADE PROTOCOL

SADC is currently in the process of discussing the establishment of a Simplified Trade Regime for the region.

In the meantime, trade among SADC countries is regulated by the SADC Trade Protocol, <sup>13</sup> which aims to further liberalise intra-regional trade in goods and services; ensure efficient production; contribute towards the improvement of the climate for domestic, cross-border and foreign investment; and enhance economic development, diversification and industrialisation of the region. <sup>14</sup> Under the Protocol, the SADC Free Trade Area (FTA) was established in 1996 and provides duty-free market access or reduced tariffs to goods originating in SADC. <sup>15</sup>

If you are trading with Zambia, the trade regime that will apply to your transactions will be the SADC Trade Protocol because Botswana is a member of the SADC. The SACU agreement will not apply because Zambia is not a member of SACU.

- You can benefit from duty-free market access under the SADC Trade Protocol if your goods satisfy one of the following rules of origin:¹6
  - Your goods were produced in a SADC member state. This means the product is entirely grown, mined, fished, born and raised, or produced with materials originating in a SADC member state.
- A portion of the materials that make up your goods are imported from outside the region, but these materials have undergone «sufficient working or processing» in a SADC member state.

- Examples of products that would meet the SADC rules of origin under 1. include vegetables harvested in a member state, animals born and raised in a member state, fishing products obtained in the waters of a member state, or any other product that does not contain material from outside SADC.
- Under 2, «sufficient working or processing» is defined differently for different products. For clothing and textiles, this may require two «substantial transformations.» One example would be if Botswana imports thread from a non-SADC country, turns that thread into cloth, and then uses that cloth to make clothing, the clothing would qualify as originating within the SADC region.
- Activities that do not count as sufficient working or processing include packaging or repacking, assembling or disassembling, and «ornamental or finishing operations» on textiles such as dying and embroidery.
- It is important to note that the goods located in a country are not the same as goods originating from a country. For example, products that would not meet the SADC rules of origin include products purchased in a SADC member country but produced elsewhere. For example, second-hand clothing that is imported into Botswana from the United States and purchased by a trader to sell in Zambia would not meet the SADC rules of origin. The trader would pay the customs duties that Zambia would normally apply to these products. All second-hand goods imported from Zambia or Zimbabwe

- will need to be weighed and are subject to customs duties.
- SADC has adopted specific rules of origin for nearly every product. These rules are available in Annex I to the revised SADC Protocol on Trade.<sup>17</sup>
- ▷ If your goods are eligible for FTA treatment, you need to obtain a SADC Certificate of Origin before travelling to the border.
  - If you are exporting goods from Botswana to Zambia, you can obtain this certificate from Botswana Unified Revenue Services (BURS). There is also an option to apply for the certificate online through a Freight Forwarder or Customs House Broker.<sup>18</sup>

- If you are exporting goods from Zambia to Botswana, you can obtain these certificates from the Customs International and Policy Office in Lusaka.<sup>19</sup>
- ▶ If your goods are not eligible for FTA treatment, customs duties may be charged.

### SADC TRADE PROTOCOL STEP BY STEP

### BEFORE YOU TRAVEL TO THE BORDER, MAKE SURE YOU HAVE THE FOLLOWING:



Sufficient foreign

currency.

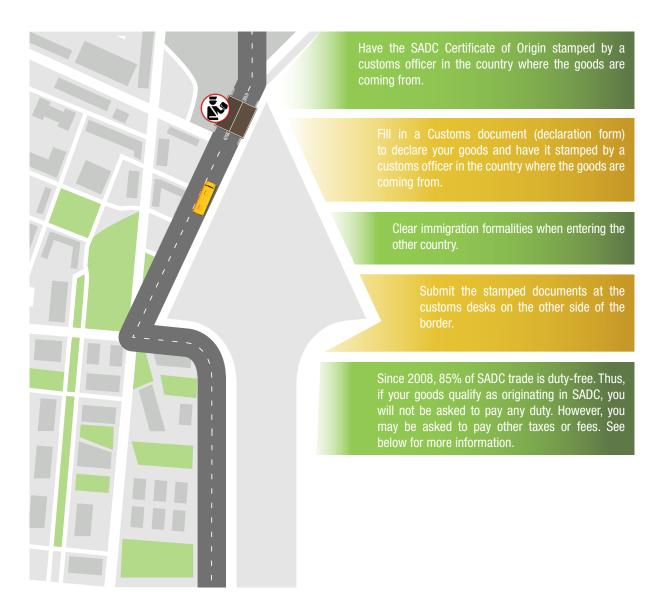
Travel documents or visa for the country you are entering. Traders from Botswana do not require a visa to enter Zambia but require a valid passport. In the absence of a passport, the National Identity Card can be used to obtain a border pass at a minimum charge at the border.20

A valid PCR test of 72 hours for any SADC country you are entering. However, some SADC countries may accept a vaccination certificate, but this does not apply to all SADC countries. Therefore, the trader will have to check which countries accept a valid vaccination certificate if they do not have a valid PCR test.

Any necessary certification such as export/import permits for certain goods whose trade is restricted or controlled; and Sanitary and Phyto-sanitary (SPS) certificates to ensure that the goods meet food safety norms and health regulations. Goods should be reported to the competent authority (Ministry of Agriculture or Bureau of Standards), which will issue the appropriate certificate.

Origin to prove the origin of your goods. example. For trader exporting fruit. vegetables, or other plant products from Botswana to Zambia must obtain a SPS certificate from the Botswana Ministry of Agriculture, an export permit from the Ministry of Trade, and an import permit from the Ministry of Trade.

### ONCE YOU REACH THE BORDER FOLLOW THESE STEPS:



### What are the tariffs? What are the taxes? Is there any other fee that you should pay?

**Tariffs or customs duties** are taxes imposed by Governments on imported goods. These should be paid to the customs authority of the importing country.

For trade between SADC countries, most goods are exempted from customs duties. However, to receive duty-free treatment or pay reduced tariffs, your goods must meet the SADC rules of origin and be accompanied by a stamped SADC certificate.

Customs duties should not be confused with other taxes. For instance, SADC does not exempt traders from paying other taxes such as:

 Value Added Tax (VAT), is a consumption tax levied on most goods whenever value is added.

- Excise tax is levied on products such as alcohol, tobacco, gasoline, cosmetics, soft drinks etc.
- Administrative fees are applied to certain procedures, such as obtaining an SPS certificate or entering transactions into ASYCUDA.<sup>21</sup>

### SADC Simplified Trade Regime (STR)

In 2017, with a mandate from the SADC Ministers for Trade, the SADC Secretariat began developing a Simplified Trade Regime (STR) for intraregional trade meant to simplify paperwork and streamline customs formalities to enable quick and easy transactions by small-scale traders. As of April 2022, the SADC STR has been finalised but has not yet been implemented.<sup>22</sup>

### Checklist of documents you need to claim duty-free or reduced tariffs under the SADC FTA



**SADC Certificate of Origin:** it provides evidence that the goods you are carrying meet the SADC requirements for duty-free treatment.



Customs Form: indicates the range and value of products to be exported/imported



**Travel documents:** having a valid document is necessary to clear immigration procedures and enter the neighboring country. This can be a passport, your national ID, or your border pass when the border pass scheme is in place. Please check with the Immigration authorities.

Additional documents that you may be requested to provide at the border:



**Export/import permits:** these may be required for certain goods, including for instance agricultural or animal products and food, whose trade is restricted or controlled. Goods should be reported to the competent authority at the border, which will issue the appropriate export/import license.

- > The permit is free.
- ➤ **Dried grains, animal and plant products** Ministry of Agricultural Development and Food Security Department of Agribusiness promotion.

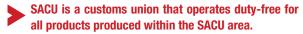


**Hawker's/Street Vendor's License:** Traders in Botswana need to obtain Hawker's/Street Vendor's License to get the permit. This can be through registration with the local Council. (Botswana, s.d.)



**Sanitary and Phyto-sanitary (SPS) certificates:** these may be required to ensure that the goods comply with norms related to food safety, and animal and human health regulations. Goods should be reported to the competent authority in the country of origin (such as Ministry of Agriculture, Veterinary Department or Bureau of Standards) which will issue the appropriate certificate attesting conformity with SPS measures.

### HOW TO USE THE SACU TRADE REGIME



If you are trading with Namibia or South Africa, the applicable regime to your transactions will be the SACU rules because Botswana is a member of SACU. SACU does not have a simplified trade regime but is a customs union. Therefore, SACU member countries have a common external tariff and trade among them is duty-free. However, you will not be able to apply SACU rules when trading with a country outside of

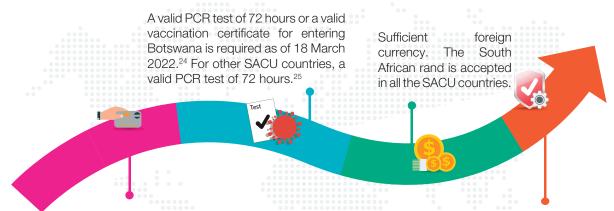
SACU, such as Zambia, because Zambia is not a member of SACU.

If you are trading under the SACU agreement, you do not need a certificate of origin for your goods to benefit from duty-free market access. This is because all imports are free of customs duty. However, if you are trading with a non-SACU member (i.e. Zambia), a proof of origin certificate will be required. Proof of origin between SACU countries can be ascertained through origin declaration at customs. This can be through a statement confirming the origin status of the goods being exported or imported, such as an invoice or another commercial document.

Note that under SACU, all second-hand goods imported from outside the common customs area are restricted. Thus, a trader would need to acquire a permit to import the second-hand goods, e.g., clothes.

### THE EAC STR STEP BY STEP

### BEFORE YOU TRAVEL TO THE BORDER, MAKE SURE YOU HAVE THE FOLLOWING:



Travel documents for the country you are entering. Because of the free movement policy in the SACU area, traders from Botswana do not require a visa to enter other SACU countries but do require a valid passport.<sup>23</sup> In the absence of a passport, the National Identity Card can be used to obtain a border pass at a minimum charge at the border. Please check with your immigration services.

Any necessary certification such as **export/ import permits** for certain goods whose trade is restricted or controlled; and **Sanitary and Phyto-sanitary (SPS) certificates** to ensure that the goods meet food safety norms and health regulations. Goods should be reported to the competent authority (Ministry of Agriculture or Bureau of Standards), which will issue the appropriate certificate.

### ONCE YOU REACH THE BORDER FOLLOW THESE STEPS:



Fill in a Customs document (declaration form) to declare your goods and have it stamped by a customs officer in the country where the goods are coming from.

Go through and clear all immigration formalities when entering the other country.

Submit the stamped documents at the customs desks on the other side of the border.

Goods grown, produced or manufactured in SACU are free of customs duty. However, you may be asked to pay other taxes or fees. See below for more information.

What are the tariffs? What are the taxes? Is there any other fee that you should pay?

**Tariffs or customs duties** are taxes imposed by governments on imported goods. These should be paid to the customs authority of the importing country.

For trade between SACU countries, all goods originating from the SACU area are exempted from customs duties. Customs duties should not be confused with other taxes. For instance, the SACU agreement does not exempt traders from paying other taxes such as:

Value Added Tax (VAT), is a consumption tax levied on most goods whenever value is added. This is applied uniformly across the SACU region.

**Excise tax** is levied on products such as alcohol, tobacco, gasoline, cosmetics, soft drinks etc.

**Administrative fees** are applied to certain procedures, such as obtaining an SPS certificate or entering transactions into ASYCUDA. <sup>26</sup>

### Checklist of documents you need to claim duty-free or reduced tariffs under the SACU Agreement



**Customs Form:** indicates the range and value of products to be exported/imported.



**Travel documents:** having a valid document is necessary to clear immigration procedures and enter the neighboring country. Please check with the Immigration authorities.

Additional documents that you may be requested to provide at the border:



**Export/import permits:** these may be required for certain goods, including for instance agricultural or animal products and food, whose trade is restricted or controlled. Goods should be reported to the competent authority at the border, which will issue the appropriate export/import license.

- > The permit is free.
- ➤ **Dried grains, animal, and plant products** Ministry of Agricultural Development and Food Security Department of Agribusiness promotion.



**Hawkers/Street Vendors License:** Traders in Botswana need to obtain Hawker's/ Street Vendor's License to get the permit. This can be through registration with the local Council. (Botswana, s.d.)



**Sanitary and Phyto-sanitary (SPS) certificates:** these may be required to ensure that the goods comply with norms related to food safety, and animal and human health regulations. Goods should be reported to the competent authority in the country of origin (such as Ministry of Agriculture, Veterinary Department) which will issue the appropriate certificate attesting conformity with SPS measures.

### Southern Africa Cross Border Traders Association

Cross-border traders associations (CBTAs) are nongovernmental bodies representing and defending the interests of small-scale traders.

The Botswana chapter of the Southern Africa Cross Border Traders Association is based in Gaborone. It was established in 2013, and at the beginning, it has not been very active. However, this is changing. They are now creating a database where all the members can currently register. The association charges a once-off membership fee of 100 Pula (US\$ 9). They are currently establishing information desks at the different borders and identity cards for their members. The identity cards would allow the members to access certain benefits from the national association. These benefits include:

- Support with trade-related procedures at the border, such as filling out customs declaration forms and updating on new rules
- Access to the revolving COVID-19 fund. This is only available to women and single mothers.
- Training on capacity-building
- Membership card, which also acts as an ATM debit card for potential capital injection in their businesses.
- Linkage and access to other cross border trade associations in the Southern African region.

#### **NOTES**

- A free trade area is when a group of countries cooperate and agree to free trade and reduce trade barriers among each other including tariffs, quotas among others. While in a customs union, countries agree to cooperate and have free trade among themselves while applying a common external tariff to countries outside the union. Thus, for a customs union, no tariffs or border checks are applied. Whereas for a free trade area, no common external tariff is applied, no tariffs are applied between members and countries can negotiate own trade deals.
- <sup>2</sup> SADC Secretariat (2018).
- <sup>3</sup> 13 SADC countries are part of the free trade area: Botswana, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, the United Republic of Tanzania, Zambia, Zimbabwe. SADC comprises the following 16 Member States: Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia and Zimbabwe, see: <a href="https://www.sadc.int/about-sadc/">https://www.sadc.int/about-sadc/</a>
- SADC History. https://www.sadc.int/about-sadc#:~:text=The%20Southern%20African%20Development%20Community,%2C%20Tanzania%2C%20Zambia%20and%20Zimbabwe.
- <sup>5</sup> SADC Trade in Goods. Available at https://www.sadc.int/themes/economic-development/trade/
- <sup>6</sup> World data. Available at https://www.worlddata.info/trade-agreements/sacu-southern-african-customs-union.php
- <sup>7</sup> Afrika, J. & Ajumbo, G. 2012. Informal Cross border Trade in Africa: Implications and Policy Recommendations. Africa Economic brief Volume 3, Issue 10. African Development bank.
- <sup>8</sup> UNCTAD (2018). Borderline: Women in informal cross-border trade in Malawi, the United Republic of Tanzania and Zambia.
- 9 Brenton P. et al (2014). Improving behavior at borders to promote trade formalization: The Charter for Cross-border Traders. Available at: https://bit.lv/2TDkCOC
- The right to security of person is guaranteed by several international instruments. For instance, the Maputo Protocol, signed in 2003 by most African States, provides for several legal obligations regarding women, establishing that all women shall be entitled to respect for their lives, integrity and security of person.
- <sup>11</sup> Zambia Immigration Authority. Available at https://www.zambiaimmigration.gov.zm/permit-types/#1558183645455-f67a0813-6e75
- <sup>12</sup> Retrieved from the official Facebook page of the government of Botswana on 20 April 2022.
- 13 Out of the 16 SADC Member States, the Democratic Republic of Congo and Comoros are yet to join the SADC FTA, while Angola has recently submitted an offer to accede to the FTA.
- <sup>14</sup> Southern African Development Community, 2012. Available at https://www.sadc.int/about-sadc/integration-milestones/free-trade-area.
- <sup>15</sup> SADC Protocol on Trade. Available at https://www.sadc.int/documents-publications/show/Protocol on Trade1996.pdf
- 16 Chilala B and McCllelland M (2009). Guide to the SADC Protocol on Trade, Southern Africa Global Competitiveness Hub. Available at: https://www.satradehub.org/images/stories/downloads/pdf/guides/SADCTradeGuide.pdf
- ANNEX I to the SADC Protocol on Trade. Concerning the Rules of Origin for Products to be Traded between the Member States of the Southern African Development Community. Available at https://bit.ly/2QGkWKO
- <sup>18</sup> Botswana Unified Revenue Services. Available at http://www.burs.org.bw/ (accessed 14 May 2021).
- <sup>19</sup> Zambia Revenue Authority: Available at https://www.zra.org.zm/exportation-of-goods/ (accessed 14 May 2021).
- <sup>20</sup> Zambia Immigration Authority. Available at https://www.zambiaimmigration.gov.zm/nationals-who-dont-require-visa/
- 21 The Automated System for Customs Data is a computerised database that administers a country's customs declarations, accounting procedures, transit and suspense procedures. It covers most foreign trade procedures
- 22 SADC regional Indicative Strategic Development Plan (RISDP) 2020-2030. Available at https://www.sadc.int/files/4716/1434/6113/RISDP\_2020-2030\_F.pdf
- <sup>23</sup> Available at http://www.botswanaembassy.org/page/guidelines-for-completing-a-visa-application
- 24 The government of Botswana official facebook page. Ministry of Health announcement on 18 March 2022. Available at https://www.facebook.com/ BotswanaGovernment/
- <sup>25</sup> However, depending on the SACU country you are entering, further documents may be required to enter. For South Africa for example, a health declaration form will be required in addition to the PCR test and a vaccination certificate.
- <sup>26</sup> 4 SACU member states (Namibia, Botswana, Lesotho and Eswatini) use ASYCUDA. South Africa has its own computerized Customs management system.

### **ANNEXES**

### 1. Regional maps



Source: Google maps.

### 2. Authorities present at the border

- BOTSWANA MINISTRY OF NATIONALITY, IMMIGRATION AND GENDER AFFAIRS
- MINISTRY OF AGRICULTURE
- BOTSWANA POLICE SERVICE
- BOTSWANA UNIFIED REVENUE SERVICES (CUSTOMS)
- DEPARTMENT OF VETERINARY SERVICES
- BOTSWANA MINISTRY OF HEALTH
- BOTSWANA BUREAU OF STANDARDS
- DEPARTMENT OF ROAD TRANSPORT AND SAFETY

