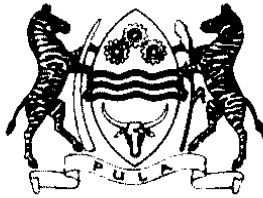


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REPUBLIC OF BOTSWANA

Registration No.....

File No.....

Page of Main register.....

Register card No.....

Department of Occupational Health and Safety
Ministry of Employment, Labour Productivity and Skills Development
The Factories Act, 1973, Section 9

Section 9 of the Factories Act, 1973, requires that, before any person occupies or uses as a factory any premises which were not occupied or used by him at the commencement of the Act he shall apply for the registration of such premises by sending to the Director of Occupational Health and Safety a written notice containing the particulars set out in the First Schedule of the Act. This form may be used for the purpose. When completed it should be sent to the Director of Occupational Health and Safety, Private Bag 00241, Gaborone.

APPLICATION FOR REGISTRATION OF A NEW FACTORY

I HEREBY APPLY for registration of the premises of whose particulars are given below, which premises I intend to occupy and use as a factory.

1. Name of intending occupier (in the case of a firm which is not a registered company the names of each partner should be entered)
.....
.....

2. Contact details
(a) Postal address of factory.....
.....
(b) Situation of factory (Give street, plot No. Town and District).....
.....
(c) Tel no, E-mail:,
(d) Address of registered office, (i.e. company secretaries).....
.....

3. Nature of the work to be carried out.....
.....
.....

4. Is mechanical power to be used? If so state its nature (e.g. electric, steam, gas, oil or petrol).....
.....

5. If steam boilers is to be used? If so give the following particulars in respect of each boiler –

a) Type, description and distinctive number.....
.....

b) Country and year of manufacture.....
.....

c) Date of last thorough examination and name of the person by whom the examination was made
.....

d) Maximum permissible working pressure in kilograms per square centimetre.....
.....

6. Name and designation of person completing application.....
.....

7. a) Number of persons (male and female) to be employed in the factory –

Males:

Females:

Total:

b) Are persons to be employed in shifts? If so state the maximum number to be employed at any one

Time:

8. Have the premises previously been used as a factory? If so give name of previous occupier
.....
.....

.....
Signature of occupier
Stamp

Date:

Note. Where the Director of Occupational Health and Safety refuses to issue a certificate of registration, he shall, if so required by the applicant, state in writing the grounds of such refusal. Appeal against the Director's decision is provided for under section 12 of the Act.