

# **Botswana-UPenn Partnership (BUP)**

## **Importation Policy and Protocol**

### **Effective Date: 11/1/2024**

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## Overview

This policy outlines the procedures for importing equipment, supplies, and goods under BUP's Memorandum of Agreement (MoA) with the Ministry of Health. The procedures detailed below ensure compliance with Botswana Unified Revenue Service (BURS) regulations and the Southern African Customs Union (SACU) agreements, facilitating VAT and duty exemption for goods destined for use in Botswana.

## Responsible BUP Operations staff

Global Health Program Coordinator, Josephine Thankane and Operations Officer, O.L. Khunong will oversee this policy.

### Contact Information:

Josephine Thankane:  
+267 73211348 (mobile)  
+267 3554858 (office)  
[thankanej@bup.org.bw](mailto:thankanej@bup.org.bw)

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# Importation Policy

BUP's importation policy applies to **all** BUP staff, trainees, faculty, and partners who purchase and import goods from both SACU and non-SACU countries for use in Botswana.

## General Procedures for Acquiring Appropriate Documents, By Origin of Equipment

**Goods Purchased from Southern African Customs Union Countries (SACU)  
(Lesotho, Namibia, South Africa, and Swaziland)**

### 1. Invoice, waybill, and flight itinerary

submit a scanned copy of the supplier's invoice for goods, waybill (this is a document that is used in shipping and logistics that serves as a receipt for transportation of goods. Please make sure to provide the waybill number.), and flight itinerary (if the shipment is coming as a hand luggage) to BUP Operations team at least ten (10) Botswana working days before shipment.

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2. **Penn Import letter**

Send your invoice to Jessica Buchanan: [jessib@upenn.edu](mailto:jessib@upenn.edu) Senior Director of Research Security and Export at Penn. Upon receipt, she will issue the necessary import letter and copy Mr Khunong and Josephine on the email.

3. **BUP Submission to BURS**

BUP Operations will prepare a letter describing the shipment contents and total purchase price and submit it to the Commissioner General, Technical Unit, BURS.

4. **BURS VAT Exemption Letter**

BURS will issue a VAT **tax exemption certification** for the consignment.

5. **Communication with Supplier**

BUP Operations will forward the **tax exemption certification** to the recipient (yourself) to share with the supplier and shipper (this is an individual or company that will be supplying your good and responsible for shipping them).

6. **Customs Clearing**

Mr Khunong will liaise with the clearing agents to request a quotation on your behalf. Once you have made payment, the agents will issue a necessary **clearing certificate**, which will then be shared with you.

7. **Documents needed to travel**

Upon arrival at the airport; you will be required to present both **the 1) tax exemption certificate and 2) the clearing certificate to customs.**

### Goods Purchased from Non-SACU Countries (e.g. Europe, Asia, North America)

1. **Invoice and Waybill Submission**

Provide scanned copies of the supplier's invoice, waybill, and flight itinerary at least two weeks before the goods arrive at customs. Include details of the local counterpart of the shipping agent and port of entry.

2. **Penn Import letter**

Kindly send your invoice to Jessica Buchanan: [jessib@upenn.edu](mailto:jessib@upenn.edu) Senior Director of Research Security and Export at Penn. Upon receipt, she will issue the necessary import letter and copy Mr Khunong and Josephine on the email.

3. **Tax Exemption Application (CE110 Form)**

BUP Operations will prepare and submit an application for a **tax exemption certificate** (CE110 form) along with required supporting documents.

4. **BURS Customs Authorization**

BURS Customs will stamp the CE110 form, authorizing the goods for duty exemption.

5. **Forwarding Exemption Certificate**

BUP Operations will send the CE110 exemption certificate to the recipient for forwarding to the supplier and shipper. If necessary, arrangements can be made to deliver the original CE110 form to customs.

6. **Customs Clearing**

Mr Khunong will liaise with the clearing agents to request a quotation on your behalf. Once you have made payment, the agents will issue a necessary **clearing certificate**, which will then be shared with you.

## 7. Documents needed to travel

Upon arrival at the airport; you will be required to present both **the 1) rebate certificate (aka exemption certificate)** and **2) the clearing certificate to customs.**

## Clearing Agency and Costs

### 1. Customs Clearing Agents

we have agreed with TZCUSTOMS Clearing agents that they will handle the clearing of our goods. Clearance for hand luggage is P750.00 and clearance for equipment (cargo) is P2500. This is subject to change and is accurate until January 2025.

### 2. Payment of clearing goods

each project or individual responsible for bringing in goods will be accountable for payment of clearing fees for those goods. BUP operations will not assume liability for these charges. The PIs can either approve the payment to be processed through the finance office or make an EFT directly to the agent. The banking details for the transaction will be provided on the quotation.

## Responsibilities

- **BUP Operations (Mr. Khunong)** is responsible for preparing and submitting letters and tax exemption documents to BURS and providing necessary documents to recipients.
- **Recipients** must submit required documents to BUP Operations and Penn team on time and ensure that exemption certificates are forwarded to suppliers and shippers.

## Procedures for Hand Carrying (via personal luggage) Equipment

You will acquire the necessary documents as above:

- 1) rebate certificate (aka exemption certificate)**
- 2) the clearing certificate to customs.**

When you arrive at the airport with your documents you will show both documents and the equipment to the BURS/Customs agents and you will be free to enter Botswana without any additional payments needing to be made.

## Procedures for Shipping Equipment

## Addresses

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Please note that we kindly request that if you are shipping the goods to Botswana kindly use the following address:

- The University of Pennsylvania  
University of Botswana Main campus,  
Block 244G,  
P O BOX 45498  
River walk  
Gaborone  
ATT: Mr Khunong +267 71 481 155

OR

- The University of Pennsylvania  
Plot 214  
Independence Avenue  
P O BOX 45498  
River walk  
Gaborone  
ATT: Mr Khunong +267 71 481 115

## Service Providers and Payment

- You can use whichever shipping company you desire, however we recommend utilizing DHL services for delivery directly to our door as we have experience with this company
- Whichever company you use will require only the **tax exemption certificate (procedures above)**.
- All payments related to the shipment (shipping fees and equipment clearance) will be processed from the US side before dispatching the goods and the shipping service provider will handle import and clearance using the exemption certificate provided to you by our office. You **will NOT need a clearance certificate** from us as DHL or other service provider will handle the clearance.
- No payment will be required on our end upon delivery or collection. At times the shipping service provider may request a copy of the same exemption certificate used at the shipping site.