

*Statutory Instrument No. 3 of 1973*

**THE SOCIETIES ACT, 1972**  
(19 of 1972)

**THE REGISTRATION OF SOCIETIES REGULATIONS, 1972**

*(Published on the 5th January, 1973)*

In exercise of the powers vested in him by section 33 of the Societies Act, 1972, the Minister of Health, Labour and Home Affairs, hereby makes the following regulations –

- Citation           **1.** These regulations may be cited as the Registration of Societies Regulations, 1972.
- Inter-pretation       **2.** In these regulations unless the context otherwise requires “form” means the form prescribed in the First Schedule to the Regulations; “The principal Act” means the Societies Act No. 19 of 1972. “Register” means the register of Societies to be kept in terms of Section 6(5) of the principal Act.
- Application for registration of societies       **3.** Every application for registration or for exemption from registration of any society shall –  
(a) be made in triplicate in the form set out in Form A of the schedule;  
(b) be signed by two office-bearers of the society;  
(c) be sent or submitted to the Registrar of Societies;  
(d) be accompanied by two copies of the constitution and rules, regulations or bye-laws of the Society;  
(e) be accompanied by a remittance of five rand which shall not be returnable whether or not the application is granted or refused.
- 4.** On registration of any society, the Registrar shall issue to the society a Certificate of Registration in the form set out in Form B of the First Schedule.
- 5.** On granting any society exemption from registration, the Registrar shall issue to the society a Certificate of Exemption in the form set out in Form C of the First Schedule.
- 6.** Where the Registrar refuses to register a society, he shall send the society notification of his refusal.
- 7.** Before taking any decision on any application for registration or exemption from registration, the Registrar may call for further information or particulars from the society making the application.
- 8.** Where under the provisions of Section 6(6) of the principal Act the Registrar rescinds any exemption from registration granted to any society, he shall give notice to the society of such rescission in the form set out in Form D of the First Schedule.

**9.** Where under the provisions of Section 6(8) of the principal Act the Registrar cancels the registration of any society, he shall give notice of such cancellation in the form set out in Form E of the First Schedule.

**10.** Every registered or exempted society which changes its name in accordance with the provisions of Section 7 or 8 of the principal Act shall notify the Registrar of the change in the form set out in Form F of the First Schedule.

**11.** Every registered society which changes any provisions of its constitution or rules shall notify the Registrar in the form set out in Form F of the First Schedule.

**12.** Every registered or exempted society which alters or changes its objects shall notify the Registrar in the form set out in Form F of the First Schedule.

**13.** Where any registered or exempted society changes the situation of its registered office or changes its postal address, it shall, within fourteen days, send to the Registrar notice thereof in the form set out in Form F of the First Schedule.

**14.** Where any office-bearer of a registered society ceases to hold office or any person is appointed to be an office-bearer of a registered society shall, within fourteen days, send to the Registrar notice thereof in the form set out in Form G in the First Schedule.

**15.** Not later than the 31st March in each year every registered society shall furnish to the Registrar an annual return in the form set out in Form H of the First Schedule. It shall be the duty of every office-bearer to ensure that such annual return is duly furnished to the Registrar.

**16.** (1) On being notified of any change of name in accordance with regulation 10 or upon receiving notification of any change in a registered society's office or postal address under regulation 13, the Registrar shall amend the particulars concerning the said society in the register.

(2) Where the name of a society is changed, the Registrar shall issue a fresh Certificate of Registration or Exemption, as the case may be, on the original Certificate being surrendered to him.

(3) The Registrar shall also make such other amendments to the particulars concerning a society entered in the register as may be necessitated by information provided in terms of Section 11 or 12 of the Principal Act or of regulation 7 hereof.

**17.** Any society which is aggrieved by the refusal of the Registrar to register such society or by his decision to cancel the registration thereof or by his refusal to grant any application made to him in terms of the principal act of these regulations may appeal against such refusal or decision to the

Minister within twenty-one days or such extended period as the Minister may allow from the date of such refusal, cancellation or decision.

**18.** Where the Registrar requires the production of any information, books of account, minutes or written records and these are not produced within the time specified in such requirement such society shall be deemed to be in breach of the provisions of these regulations.

**19.** All information and every notification or return required by the Registrar or by the provisions of the principal Act or these regulations shall be signed by the two office-bearers.

**20.** Any person, or in the case of a society, every office-bearer and every person managing or assisting in the management of such a society, who contravenes any provision of these regulations shall be guilty of an offence and liable on conviction to a fine not exceeding R250 or to imprisonment for a period not exceeding six months.

**21.** The fees set out in the third column of the Second Schedule hereto shall be charged for the several matters set out opposite thereto in the second column of that schedule.

FIRST SCHEDULE  
Prescribed Forms

Form A  
(Reg. 3)

**REPUBLIC OF BOTSWANA**  
**THE REGISTRATION OF SOCIETIES REGULATIONS**  
**APPLICATION FOR REGISTRATION OR EXEMPTION FROM**  
**REGISTRATION OF A SOCIETY**

To: The Registrar of Societies:

The ..... (name of Society)  
..... Branch, hereby applies for  
registration/exemption from registration\*.

The following are particulars of the Society:

(a) Name of Society .....

(b) Office-bearers:

Designation	Full Names {BLOCK CAPITALS}	Occupation	Nationality
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Residential Address	Postal Address	Date of Appointment
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

(c) Situation of registered office .....

(d) Postal address .....

(e) Objects of the Society .....

.....  
.....  
.....

\*Delete as applicable.



**REPUBLIC OF BOTSWANA**

**REGISTRATION OF SOCIETIES REGULATIONS**

**FORM B**  
(Reg. 4)

**CERTIFICATE OF REGISTRATION**

I HEREBY CERTIFY that..... has this day been  
registered under section 6(1) of the Societies Act.

Dated at.....this.....day of..... 19....

.....  
*Registrar of Societies.*

**REPUBLIC OF BOTSWANA**

**REGISTRATION OF SOCIETIES REGULATIONS**

**FORM C**  
(Reg. 5)

**CERTIFICATE OF EXEMPTION FROM REGISTRATION**

I HEREBY CERTIFY that..... has this day been  
exempted by me, with the approval of the Minister, from registration under section  
7(2) (a) of the Societies Act.

Dated at.....this.....day of.....19..

.....  
*Registrar of Societies.*

**REPUBLIC OF BOTSWANA**

**THE REGISTRATION OF SOCIETIES REGULATIONS**

**FORM D**  
(Reg. 8)

**NOTIFICATION OF RESCISSION OF EXEMPTION**

TO:.....Branch of.....(name of Society)  
I have this day rescinded your exemption from registration under the said Act.

Dated at.....this.....day of.....19..

.....  
*Registrar of Societies.*

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**NOTE:**

1. Your attention is drawn to section 6(7) of the Societies Act which requires that you surrender to me the certificate of exemption issued to you under the Provisions of section 6(2) (b) of the said Act within twenty-eight days of the receipt of this notification of rescission.
2. By virtue of section 6(6) of the Societies Act you have Twenty-one days from the date of this notification of rescission within which to apply for registration should you so desire.

**REPUBLIC OF BOTSWANA**

**THE REGISTRATION OF SOCIETIES REGULATIONS**

**FORM E**  
(Reg. 9)

**NOTIFICATION OF CANCELLATION OF REGISTRATION**

TO:..... Branch of..... (name of Society).

I hereby give you notice that, in accordance with section 6(8) of the Societies Act, I have this day cancelled your registration under the said Act on the grounds that

Any appeal to the Minister against this cancellation must be delivered to the Permanent Secretary within twenty-one days.

Dated at..... this..... day of..... 19.....

.....  
*Registrar of Societies.*

**REPUBLIC OF BOTSWANA**

**THE SOCIETIES RULES**

**FORM F**  
(Reg. 10-13)

**NOTICE OF CHANGE OF A SOCIETY'S NAME OR REGISTERED OFFICE OR POSTAL ADDRESS, OR CHANGE OF CONSTITUTION OR RULES, OR VARIATION OF OBJECTS**

TO: The Registrar of Societies:

\*A. Notice is hereby given that the Society formerly named.....  
.....  
.....

has changed its name to .....

The reason for this change is .....

Date..... Signed..... Designation .....

\*B. Notice is hereby given that (name of Society).....  
.....  
has changed its constitution/rules/varied its objects. The changes made and the reasons therefore are set out in the attached memorandum.

Dated..... Signed..... Designation.....

Signed..... Designation.....

\*C. Notice is hereby given that (name of Society).....  
.....

has changed the situation of its registered office/postal address\* from .....

Date..... Signed..... Designation .....

Signed..... Designation.....

\*Delete as applicable.

NOTE:-This form and any accompanying memorandum must be submitted in triplicate and signed by two office-bearers.



**REPUBLIC OF BOTSWANA**  
**THE REGISTRATION OF SOCIETIES REGULATIONS**

FORM G  
(Reg. 14)

**NOTICE OF CHANGE OF OFFICE-BEARERS**

To the Registrar of Societies:

The ..... (name of Society)  
..... Branch.

1. The following persons have ceased to be office-bearers of the above Society:

Full Names (BLOCK CAPITALS)	Designation	Date of Vacating office
.....	.....	.....
.....	.....	.....
.....	.....	.....

2. The following are the present office-bearers of the above Society:

Designation	Full Names (BLOCK CAPITALS)	Occupation	Nationality
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Residential Address	Postal Address	Date of Appointment
.....	.....	.....
.....	.....	.....
.....	.....	.....

Date..... Signed ..... Designation .....  
Signed ..... Designation .....

**NOTES:**

- (a) The definition of "office-bearer" in the Societies Act is: "office-bearer", in relation to any Society or any Committee or governing or executive body of a society, means any person who is the president, vice-president, chairman, deputy chairman, secretary or treasurer of such society, committee or body, or who holds therein any office or position analogous to any of those mentioned above."
- (b) This form must be submitted in triplicate signed by two office-bearers.



**REPUBLIC OF BOTSWANA**  
**THE REGISTRATION OF SOCIETIES REGULATIONS**

**FORM H**  
**(REG. 15)**

**ANNUAL RETURN**

The ..... (name of Society)

Date of last annual general meeting .....

Present number of members of the Society .....

Office-bearers for the current year:

Designation	Full Names (BLOCK CAPITALS)	Occupation	Nationality
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Residential Address	Postal Address	Date of Appointment
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Have there been, since the date of application for registration or exemption from registration or the date of the last annual return, whichever is the later date, any changes in (answer Yes or No against item in question):

- (a) the name of the Society .....
- (b) the objects of the Society .....
- (c) the organisations or groups of a political nature established outside the Republic of which the Society is a branch or to which it is affiliated or with which it is connected .....
- (d) the class or classes of persons to whom membership is restricted .....
- (e) the titles of the office-bearers .....
- (f) the immovable property owned by the Society .....
- (g) the date of commencement of the financial or business year of the Society .....
- (h) the constitution or rules of the Society .....

(i) the postal address of the Society .....

(j) the situation of the registered office of the Society .....

If so, set out details of changes (attach separate memorandum if necessary)

Date..... Signed..... Designation .....

Signed..... Designation .....

NOTE:-This form must be submitted in TRIPLICATE and signed by two office-bearers.

SECOND SCHEDULE  
(Reg. 21)

**PRESCRIBED FEES**

1. On application under section 6 of the Societies Act for registration or exemption from registration . . . R5,00.
2. Search and examination of the registers of registered societies and of societies exempted from registration . . . R0,25.
3. Copy of or extract from any document in the custody of the Registrar, per folio of 100 words . . . R0,25.
4. Certified true copy of or extract from any document in the custody of the Registrar, per folio of 100 words . . . R0,50.

Dated at Gaborone this 19th day of December, 1972.

M.T.M. KGOFO,  
*Permanent Secretary.*

Ministry of Health, Labour and Home Affairs,  
Gaborone.  
L2/7/201