

PRISCOM ENTERPRISES (PTY) LTD

Plot 6358, Kgware Road, Gaborone

P O BOX AD 34 ADC

GABORONE, BOTSWANA

(267) 3191622 / (267) 3910321

sharma@sharma.co.bw

Find below a guide to our services for 2024 which shall be effective from 01 January 2024 to 30 December 2024:

NATURE OF SERVICE	VAT exclusive Fees
Initial and all other advisory services/queries on set up	Time based at US\$160
Cost of shelf company	US\$480
Initial statutory work-post incorporation/appointment of directors and shareholders, resolutions, opening of Register	From US\$330
Registration of a new company together with its final post incorporation	From US\$480
Registration of an External Company in Botswana	From US\$ 850
Cost of statutory register	US\$85
Preparation and lodging of alteration/revocation of Constitution	From US\$120
Conversion of Companies	From US\$500
Attendance to assistance with opening of company bank account	From US\$350
Annual requirements- Annual General Meeting (all companies)	US\$420
Annual requirements- AGM: No change return	US\$390
Correction of annual return	US\$140
Declaration of Dormant company	US\$220
Acting as registered office and maintenance of records/annual fee	US\$360
Acting as office of operation (temporary appointment upon request)	From US\$145/month
Takeover of secretarial records, file review and appointment	US\$290
Handover preparation-upon resignation	US\$125
Change in directors only	US\$190
Change in shareholding only	From US\$205
Members or directors resolutions	US\$190
Special resolution for filling	US\$190
Attendance to change of name	US\$400
Registration of trade name	US\$280

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Allotment/reduction of shares/increase or reduction in stated capital/Share redemption	US\$320
Opening of Statutory Register for existing company	US\$270
Registration of CC	US\$400
Registration of external company	US\$610
Preparation and filling of Return of alterations for external company	US\$295
Attendance to cessation of business for external company	From US\$330
Attendance to deregistration (excluding dealing with BURS)	US\$590
Company search at Registrar of Companies	From US\$320
Attendance at Registrar for obtaining certified copies	From US\$95
Certification of Documents	US\$23/page
Lodging of documents only	US\$75/occasion
Ad hoc work not mentioned above-may include time spent on copies, providing information, trips to banks	Time based rate, hourly rate @ US\$180/hr
Preparation for and attendance at meetings	Time based rate, hourly rate @ US\$220/hr
Provision of venue for Board meetings and assistance with all aspects of preparation	Upon enquiry
Training in Business Etiquette-BQA Accredited workshops	Upon enquiry
Advice on aspects of labour law: disciplinary and grievance procedures and other aspects of the Employment Act	Upon enquiry

- These fees **exclude** government fees, VAT and other disbursements/ expenses necessarily incurred. A specifically requested quote will however include these.
- These fees are a guideline only and time actually spent may exceed the prescribed fee. We make reasonable efforts to notify the client in advance where it appears that the time spent may result in the fee exceeding the prescribed fee.
- This schedule of fees may be amended from time to time, and will always be amended annually. Please anticipate fee increases of approximately 10% per annum, unless otherwise agreed.

We value your business.