

**LEVY ON TECHNICAL DEVICES FUND**

**ADMINISTRATIVE COMPLIANCE CHECKLIST**

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|  | **CHECKLIST** | **YES** | **NO** |
|  | Application Form |  |  |
|  | Three (3) hard copies submitted |  |  |
|  | Received within deadline |  |  |
|  | Relevance to the Fund objectives |  |  |
|  | Botswana registered entity/citizen |  |  |
|  | Type of applicant[[1]](#endnote-1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Relevant identification documents attached: |  |  |
| * 1. For Individual: certified copy of valid Omang |  |  |
| * 1. For a Company: proof of payment of annual returns; company extract; valid tax clearance certificate. |  |  |
| * 1. For Societies/Associations/Trusts/NGOs: Certified copy of registration certificates; constitution for societies, List of Board of Directors/Trustees. |  |  |
| * 1. For government department: covering letter from parent Ministry. |  |  |
| * 1. For parastatal organization: copy of establishing instrument and list of Board of Directors. |  |  |
|  | Project duration (maximum of 36 months) |  |  |
|  | Project budget (P10 000 - P1 million) |  |  |
|  | **Does the application proceed to the Selection Stage?** |  |  |

1. *Individual/ Company/ Business name/ Society/Association/NGO/Government department/Parastatal e.t.c* [↑](#endnote-ref-1)