

**CHAPTER 56:03 - BOTSWANA SAVINGS BANK: SUBSIDIARY LEGISLATION
INDEX TO SUBSIDIARY LEGISLATION**

Botswana Savings Bank Regulations
National Savings Certificate Regulations

BOTSWANA SAVINGS BANK REGULATIONS

(section 32)

(1st January, 1963)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Interpretation
3. Application to open an account
4. Procedure on making deposits
5. Deposit book
6. Duties of officer receiving deposit
7. Loss of deposit book
8. Delivery of deposit book to Managing Directors
9. Withdrawals: general provisions
10. Ordinary withdrawals
11. Presentation of warrant
12. Ordinary withdrawals for maintenance of a person under the age of seven years
13. Withdrawals: power of attorney
14. Telegraphic withdrawals
15. Withdrawal on demand
16. Transfers within Botswana
17. Transfers from Botswana
18. Transfers to Botswana
19. First deposit by person who cannot write
20. Deposits made in error
21. Surrender of deposit book
22. Deposit in name of trustee
23. Deposit in name of person under age of seven years
24. Substitution of person authorized to withdraw moneys from association's account
25. Addition of names to title of account
26. Proof of death
27. Proof of identity

G.N. 19, 1963,
L.N. 84, 1966,
S.I. 91, 1970,
S.I. 25, 1973,
S.I. 86, 1979,
S.I. 45, 1982,
S.I. 109, 1989.

1. Citation

These Regulations may be cited as the Botswana Savings Bank Regulations.

2. Interpretation

(1) In these Regulations, unless the context otherwise requires-

"account" means an ordinary savings account or a save-as-you-earn account or a special savings account, as the case may be, in the Savings Bank;

"association" means any association, society, club or fund approved by the Managing

Director in terms of section 12 of the Act;

"deposit book" means a book issued in terms of regulation 5(1);

"ordinary savings account" means an account in which the minimum balance is P5 and repayment on demand and telegraphic withdrawals may be obtained at any post office;

"post office" means a post office or other place at which the business of the Savings Bank is conducted;

"save-as-you-earn account" means an account for a fixed period contract of 24 monthly deposits, with a minimum monthly deposit of P20;

"special savings account" means an account in which the minimum balance is P200, and in which the interest is higher than that paid on an ordinary savings account.

(2) In these Regulations, **"depositor"** means-

- (a) in the case of a person under the age of seven years, the person making the deposit on behalf of the person under the age of seven years;
- (b) in the case of a person of unsound mind, the curator of his estate;
- (c) in the case of a joint account, the persons in whose names the account is entered;
- (d) in the case of a body corporate, an officer of the body corporate;
- (e) in the case of an association, the persons authorized to withdraw moneys standing to the credit of the account of the association; or
- (f) in the case of a trustee for a person whose name is to be entered in the title of the account, the trustee.

3. Application to open an account

(1) Every application to open an account other than an account mentioned in subregulation (2) shall be made at a post office or in such other manner as the Managing Director may determine.

(2) Every application to open an account in the name of an association or of a body corporate shall be made to the Managing Director.

4. Procedure on making deposits

(1) Before a first deposit is made a depositor shall make and sign a declaration in the appropriate form and such declaration shall be witnessed.

(2) A depositor shall furnish to the Managing Director his full name, occupation, and place of residence and postal address.

(3) Before an account is opened by or in the name of an association, the trustee, treasurer or other responsible officer of such association shall forward to the Managing Director-

- (a) a copy of the constitution and rules of the association certified as correct under the hand of any such person;
- (b) an application signed by any such person for authority to make deposits and containing the names and signatures of the persons authorized to withdraw moneys standing to the credit of the account of the association, and such other information as the Managing Director may require.

(4) Before a first or any subsequent deposit is made, a depositor shall complete a deposit slip which shall be available at any post office or by such deposit arrangement as the Managing Director may determine.

5. Deposit book

(1) When a first deposit is to be made in an account at a post office, a numbered book shall be handed to the depositor; and such book shall remain the property of the Savings Bank.

(2) The depositor shall affix his signature in a place provided for his signature in the deposit book.

6. Duties of officer receiving deposit

(1) The officer receiving a deposit shall enter the amount of the deposit in the deposit book and shall affix code initials and the date stamp of his office in relation to such entry and shall immediately report the receipt of the deposit to the Managing Director.

(2) The entry of the amount of a deposit in a deposit book shall be an acknowledgement of the depositor's claim to repayment of his deposit with interest thereon but only if the amount of the deposit recorded in the deposit book agrees with the amount shown on the deposit slip.

(3) If the amount of a deposit recorded in the deposit book differs from the amount shown on the deposit slip, the deposit slip shall be *prima facie* evidence of the depositor's claim to repayment of his deposit with interest thereon.

7. Loss of deposit book

(1) If a depositor loses his deposit book or his deposit book is destroyed or so damaged as to be in the opinion of an officer unfit for further use, the depositor may apply to a post office for a new deposit book.

(2) The Managing Director may, at his discretion, issue or authorize the issue of a new deposit book to such depositor on payment by the depositor of a sum of P1.

8. Delivery of deposit book to Managing Director

Every depositor shall once in each year on or after the anniversary of the date indicated on the deposit book and at any other time when so required by the Managing Director forward his deposit book to the Managing Director.

9. Withdrawals: general provisions

Withdrawals may be made from an account in the manner and subject to the conditions prescribed in these Regulations:

Provided that-

- (i) the Managing Director may require up to one month's notice of withdrawal if the sum to be withdrawn exceeds P2 000 and up to two months' notice of withdrawal if the sum to be withdrawn exceeds P20 000;
- (ii) a sum deposited by cheque may not be withdrawn until 21 days have elapsed from the date of deposit;
- (iii) an application to withdraw the whole or any part of a cash deposit shall not be dealt with until 10 days have elapsed from the day on which the deposit was made.

10. Ordinary withdrawals

(1) Except as is provided in regulations 14 and 15 a depositor who wishes to withdraw the whole or part of any sum standing to the credit of his account shall make application in the appropriate form, a copy of which shall on application be supplied to him.

(2) An application may be made in terms of subregulation (1) by any person who has attained the age of seven years.

(3) An application made in terms of subregulation (1) by an association shall be made by the persons authorized in terms of regulation 4(3)(b) to withdraw moneys from the account of the association.

(4) An application made in terms of subregulation (1) by a body corporate shall be made by an officer of that body corporate.

(5) On receipt of any application in terms of this regulation the Managing Director shall cause a warrant for the amount so payable to be transmitted by post to the depositor concerned.

11. Presentation of warrant

(1) Every warrant issued in terms of regulation 10(5) shall be presented with the deposit book to which it relates at the post office specified in the warrant.

(2) The paying officer shall enter the amount repaid in the deposit book and attest the entry with code initials and the date stamp of his office.

(3) The paying officer shall obtain a receipt on the warrant for the amount specified therein from the person named therein or any other person authorized by or under these Regulations to receive such amount and such receipt shall be a complete discharge to the Managing Director for the amount repaid.

12. Ordinary withdrawals for maintenance of a person under the age of seven years

If it is proved to the satisfaction of the Managing Director that any sum of money standing to the credit of an account in the name of a person who has not attained the age of seven years is urgently needed for his maintenance or education, the Managing Director may pay such sum of money or part thereof to his legal guardian if he is satisfied that the legal guardian will apply the money for the benefit of such person.

13. Withdrawals: power of attorney

(1) If a person-

- (a) who is named in a warrant issued in terms of regulation 10(5); or
- (b) who is named in a telegram received by an officer from the Managing Director in terms of regulation 14(4),

desires some other person to receive the amount payable to him, such person shall authorize such other person to receive the amount either-

- (i) by a power of attorney; or
- (ii) by a letter or order in the appropriate form a copy of which shall on application be supplied by a post office.

(2) The signature of such person on any such power of attorney, letter or order shall-

- (a) if such person is at sea, be witnessed by the master or officer in charge of the vessel; or
- (b) in any other case, be witnessed by any accountant, advocate, attorney, administrative officer, bank manager, commissioner of oaths, justice of the peace, medical practitioner, minister of religion, police officer of or above the rank of inspector, or any officer other than the paying officer.

(3) Any such letter or order signed in accordance with the provisions of this regulation by a person who has attained the age of seven years but who has not attained the age of 21 years shall be as valid and binding upon him as it would have been if he had attained the age of 21 years when he signed the letter or order.

(4) If any such power of attorney, letter or order authorizes payment to be made to-

- (a) any business or trading concern which is not a body corporate and which is carried on by one or more persons under any style; or
- (b) a body corporate,

any such person or, as the case may be, any officer of the body corporate may apply for payment and the signature of such person in such style or of such officer signing as such, shall be a complete discharge to the Managing Director for the amount paid.

14. Telegraphic withdrawals

(1) A depositor who wishes to obtain payment by telegraph of an amount standing to the credit of his account may apply for such payment at a post office.

(2) Any application made in terms of subregulation (1) shall be made in the appropriate form, a copy of which shall on application be supplied to him by a post office.

(3) When a depositor applies for payment in terms of subregulation (1) at a post office, an officer shall, if he is satisfied that a sufficient amount is standing to the credit of the account to meet the payment and upon receipt of the fees payable for the necessary telegram, send a telegram to the Managing Director in the form approved by him stating the name of the depositor, the number of his deposit book and the amount required.

(4) If the officer receives from the Managing Director in reply to the telegram of withdrawal a telegram authorizing him to pay the amount required or any smaller amount, the amount so authorized shall, subject to the provisions of subregulation (5), be paid to the depositor or to any person authorized by him in terms of these Regulations to receive the amount.

(5) The following provisions shall apply to telegraphic withdrawals-

- (a) the person requiring payment shall-
 - (i) produce evidence to the satisfaction of the paying officer that he is entitled to

- receive the amount authorized to be paid;
- (ii) sign a receipt in the appropriate form, a copy of which shall on application be supplied to him by a post office;
- (b) the paying officer shall enter the amount paid in the depositor's book and attest the entry with code initials and the date stamp of his office.

(6) Payment of a withdrawal by telegram in terms of this regulation shall be subject to the condition that there are sufficient funds available at the post office at which payment is made to meet the amount to be withdrawn.

(7) No account may be closed by telegraphic communication.

15. Withdrawal on demand

A depositor may obtain on demand at any post office, repayment of sums not exceeding P200, subject to the following conditions-

- (a) that application shall be made on the form provided for the purpose;
- (b) that repayment shall be made only to the depositor in person, who shall sign the receipt therefor in the presence of the officer making the payment;
- (c) that there shall be seven clear days between each demand;
- (d) that no repayment on demand shall be made from a trust fund account or from the account of a minor under seven years of age or from a special savings account, or from a save-as-you-earn account;
- (e) in all other respects repayment shall be subject to the rules and regulations governing withdrawals by post and by telegraph.

16. Transfers within Botswana

(1) A depositor may apply to the Managing Director for the transfer of any amount standing to the credit of his account into the name of any other person entitled to be a depositor.

(2) Such application shall be made in the appropriate form, a copy of which shall on application be supplied by a post office, and shall be accompanied by the depositor's deposit book or by such other evidence as the Managing Director may require of the title of the depositor to the amount to which the application relates.

(3) Upon receipt of any such application and on being satisfied as to the title of the depositor to transfer the amount to which the application relates, the Managing Director shall transfer from his account to the account of the transferee the amount in question.

(4) Such application shall be a complete discharge to the Managing Director from the transferor for the amount in question.

(5) If the transferee is not a depositor, he shall make a declaration in accordance with the provisions of regulation 4 as if the amount transferred was a first deposit and a deposit book shall be handed to him and he shall affix his signature in the place provided for his signature in the deposit book.

17. Transfers from Botswana

(1) Any depositor may have an amount standing to the credit of his account transferred to an account in the post office savings bank of any country with which arrangements for transfer are in operation upon such terms and conditions as may be fixed by the Managing Director.

(2) An application for any such transfer shall be made in the appropriate form, a copy of which shall on application be supplied by a post office.

(3) The fees payable for any such transfer shall be P1 for any amount not exceeding P100 transferred, and 5 thebe for every P10 or part thereof transferred in excess of P100.

(4) The amount to be transferred shall not exceed the maximum amount agreed upon between the Managing Director and the post office savings bank of the country to which the amount is to be transferred and the transfer thereof shall be subject to any exchange control regulations for the time being in force.

18. Transfers to Botswana

If an application is made to the Managing Director to accept transfer to the Savings Bank of any amount standing to the credit of any person in the post office savings bank of any country with which arrangements for transfer are in operation, the Managing Director may, if such person is a depositor, place such amount to the credit of his account.

19. First deposit by person who cannot write

(1) When a first deposit is made by a person who cannot write, his mark shall be affixed to the declaration made by him in terms of regulation 4 in the presence of a witness who shall certify that such declaration has, before being made by such person, been read over to such person in the presence and hearing of him, the witness.

(2) The provisions of subregulation (1) shall, in so far as they are applicable, apply to the completion by a depositor who cannot write, of an authority to receive any amount payable on a warrant issued in terms of these Regulations.

(3) If a person to whom a warrant is payable cannot write, he shall, when he presents the warrant for payment, affix his mark to the receipt at the foot thereof in the presence of some person known to the paying officer and who can identify the person applying for the payment as the person named in the warrant.

20. Deposits made in error

If any deposit is made in error, the Managing Director may return the deposit and cancel all matters relating thereto or may take such other steps as may be necessary to give effect to the intention of the parties.

21. Surrender of deposit book

If a depositor applies for the payment of all the moneys standing to the credit of his account and for his account to be closed, he shall surrender his deposit book to the officer making the payment.

22. Deposit in name of trustee

(1) If deposits have been made in the name of one person as trustee for another person whose name is also entered in the title of the account, upon the application of the last-mentioned person, the Managing Director may, if he deems fit, remove the name of the trustee from the title of the account and substitute the name of such other trustee in place thereof or enter the account in the name of the person on whose behalf deposits were made.

(2) If a trustee is so substituted, such trustee shall make the declaration required in terms of regulation 4 in the case of a first deposit.

(3) The receipt of the person or persons named in the title of the account, as altered under the provisions of this regulation, shall be a complete discharge to the Managing Director for any amount paid to him from the account.

23. Deposit in name of person under age of seven years

If deposits have been made on behalf of and in the name of a person under the age of seven years that person shall, on attaining the age of seven years, make a declaration on the appropriate forms if required to do so by the Managing Director.

24. Substitution of person authorized to withdraw moneys from association's account

If the trustee, treasurer or other responsible officer of an association, desires at any time to substitute a different person for a person authorized to withdraw moneys deposited in the account of such association, he shall sign and forward to the Managing Director an application containing the name and signature of the person he so desires to substitute.

25. Addition of names to title of account

(1) A depositor may apply to the Managing Director to add the name of one or more persons to the title of his account and the Managing Director may, if he deems fit, add such name or names to the title of the account.

(2) Any person whose name is so added shall make a declaration required in terms of regulation 4 in the case of a first deposit.

(3) The addition of a name or names to the title of an account under the provisions of

this regulation shall not be treated as the opening of a new account.

26. Proof of death

The Managing Director may at any time require proof to his satisfaction of the death of a depositor.

27. Proof of identity

Notwithstanding anything contained in these Regulations, any officer in charge of a post office may-

- (a) if he is unable to identify any person who alleges he is a depositor, require such person to produce a certificate signed by an administrative officer, a justice of the peace, a commissioner of oaths or by two responsible residents of the place in which such person resides identifying such person as being the depositor named in the deposit book concerned, or some other document of identity;
- (b) if he is not satisfied that any person producing a deposit book of another person and a warrant authorizing withdrawal from the account in question is entitled to payment of the amount specified in the warrant, retain the deposit book and warrant and call upon such person to produce proof that he is entitled to payment of the amount or refuse to make payment of the amount except to the depositor named in the deposit book.

NATIONAL SAVINGS CERTIFICATE REGULATIONS

(section 23)

(27th April, 2007)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Interpretation
3. Issue of certificates
4. Application to purchase certificate
5. Eligibility to purchase certificate
6. Certificates purchased for persons without legal capacity
7. Face value and denominations of certificates
8. Maximum holding of certificate
9. Amount repayable
10. Early redemption of certificate
11. Payment on maturity
12. Transfer of certificate
13. Use of certificate as security
14. Loss of certificate
15. Mutilation of certificate
16. Change of address, name or nominated beneficiary of holder
17. Arrangement on death of holder
18. Duty to report suspicious transactions

Schedule

S.I. 17, 2007

1. Citation

These Regulations may be cited as the National Savings Certificate Regulations.

2. Interpretation

In these Regulations, unless the context otherwise requires-

"agent" means an institution or branch authorised by the Minister to issue or deal in certificates;

"Bank" means the Botswana Savings Bank established by section 3 of the Act;

"certificate" means a certificate issued in terms of regulation 3 and purchased in terms

of regulation 4 which entitles the holder to receive the face value of the certificate and the interest that accrues thereon;

"holder" means a person whose name or national identity number or birth certificate number, in the case of a minor, appears on the face of the certificate;

"national identity card" means an Omang card;

"purchase price" means the principal amount paid by a holder and recorded on the face of the certificate; and

"registration card" means a card issued by the Bank to an executor of a deceased estate or to any person with legal authority to act on behalf of a person without legal capacity under regulation 6 (3).

3. Issue of certificates

(1) The Bank shall be the issuing agent for National Savings Certificates on behalf of the Minister.

(2) National Savings Certificates shall be issued in series, in accordance with these Regulations.

(3) The Minister may, from time to time, after consulting with the Bank of Botswana, issue National Savings Certificates-

- (a) in series;
- (b) in denominations of not less than P250; and
- (c) on such terms as he or she may determine.

4. Application to purchase certificate

(1) An application to purchase a certificate shall be made to the Bank, Botswana Post or any other agent as may, from time to time, be authorized by the Minister by notice published in the *Gazette*.

(2) An application in terms of subregulation (1) shall be in Form 1 set out in the Schedule.

5. Eligibility to purchase certificate

(1) The eligibility of a person to purchase a certificate shall be limited to-

- (a) an individual who is a citizen of Botswana; and
- (b) a trustee of a trust account registered or established in Botswana for the benefit of a citizen of Botswana.

(2) Proof of citizenship shall be required for the purchase of a certificate, and a national identity card shall constitute proof of citizenship for a person of sixteen years of age or above.

6. Certificates purchased for persons without legal capacity

(1) An executor of a deceased estate or a person with legal authority to act on behalf of a person without legal capacity may purchase a certificate on behalf of such deceased estate or such person without legal capacity without being registered with the Bank.

(2) An executor of a deceased estate or a person with legal authority to act on behalf of a person without legal capacity shall apply to be registered with the Bank within 30 days of the purchase of a certificate under subregulation (1), and such application shall be accompanied by-

- (a) proof of appointment to act as executor of a deceased estate or on behalf of a person without legal capacity;
- (b) a copy of the identity card or passport of an executor of a deceased estate or a person with legal authority to act on behalf of a person without legal capacity; and
- (c) a signature sample of an executor of a deceased estate or a person with legal authority to act on behalf of a person without legal capacity.

(3) Upon being satisfied with the application made under subregulation (2), the Bank shall issue a registration card to the applicant.

(4) An executor of a deceased estate or a person with legal authority to act on behalf of a person without legal capacity shall sign all documentation relating to-

- (a) the purchase of a certificate;

- (b) the redemption of a certificate upon maturity under regulation 11;
- (c) the early redemption of a certificate under regulation 10; or
- (d) any other cause as the Bank may require.

(5) A certificate purchased in accordance with subregulation (1) shall be held in the name of the estate of the deceased person or the person without legal capacity for whom it is purchased.

7. Face value and denominations of certificates

The certificates shall have a face value of, and be in denominations of, P250, P500 and P1,000.

8. Maximum holding of certificate

(1) No person shall at any time be a holder of certificates whose face value exceeds P100,000 or such other amount as the Minister may, from time to time, determine, except where additional certificates are inherited from an estate of a deceased person.

(2) Where a person's holding exceeds a face value of P100,000, the holder shall no longer be eligible to purchase additional certificates.

9. Amount repayable

The amount repayable in respect of a certificate shall comprise the purchase price of the certificate and the interest accrued thereon.

10. Early redemption of certificate

(1) A holder may redeem a certificate at any time before the maturity of the certificate.

(2) No interest shall be paid in respect of a certificate that is redeemed within the first six months of purchase.

(3) Interest shall be paid at the end of the first six months after purchase of the certificate and thereafter at the end of each subsequent calendar month.

(4) Where a person redeems a certificate prior to the end of a complete month referred to in subregulation (3), any interest accrued thereon for the incomplete month shall be forfeited.

11. Payment on maturity

(1) A person wishing to obtain payment on a certificate shall make an application to the Bank, Botswana Post or any other authorised agent in Form 2 set out in the Schedule.

(2) An executor of a deceased estate or a person with legal authority to act on behalf of a person without legal capacity who is registered with the Bank under regulation 6 (3), may make an application for payment in respect of a certificate held in the name of the estate of the deceased person or held by the person without legal capacity.

(3) Payment on a certificate shall be made as follows-

- (a) up to P5,000 shall be made immediately at any authorised agent;
- (b) amounts exceeding P5,000, but less than P10,000, shall be made within a period of three days from the date the application is made, by the office at which the application was made; and
- (c) amounts in excess of P10,000 shall be paid by the Bank within a period of 14 days from the date of receipt of the application.

(4) Payment of any sum in respect of a certificate shall be made only if the holder produces his or her-

- (a) national identity card and the certificate, in the case of a person with legal capacity; or
- (b) national identity card, the certificate and a registration card, in the case of a person acting on behalf of another person without legal capacity.

(5) A certificate that has reached maturity-

- (a) may be reissued by the holder for the value of the certificate on maturity; or
- (b) shall be reissued 30 days after the certificate reaches maturity, where the holder fails to-
 - (i) redeem the certificate; or
 - (ii) reissue the certificate.

12. Transfer of certificate

(1) A person may transfer his or her certificate to another person provided that the person to whom the certificate is transferred is a citizen of Botswana.

(2) An application to transfer a certificate in accordance with subregulation (1) shall be made to the Bank, Botswana Post or any other authorized person in Form 3 set out in the Schedule.

(3) A certificate to be transferred shall be surrendered to the Bank for reissue in the name of the transferee.

(4) A certificate bought and held on behalf of a person without legal capacity is not transferable.

13. Use of certificate as security

(1) A holder may use a certificate as security only against his or her own obligations.

(2) Financial institutions shall register any interest they hold in certificates pledged as security under subregulation (1) with the Bank.

14. Loss of certificate

(1) A holder may apply to the Bank for the replacement of a lost certificate.

(2) A holder may request the Bank to stop payment on a lost certificate, in Form 4 set out in the Schedule.

(3) An application in accordance with subregulation (1) shall be accompanied by a sworn statement attested before a Chief, Headman, District Commissioner or Commissioner of Oaths, confirming the loss and the circumstances thereof.

(4) The Bank shall replace a certificate on being satisfied that the loss is bona fide, and the lost certificate shall be deemed to be null and void.

15. Mutilation of certificate

(1) A holder may apply to the Bank for a replacement of a certificate that is mutilated.

(2) A holder may apply to the Bank to stop payment on a certificate that is mutilated, in Form 4 set out in the Schedule.

(3) An application in accordance with subregulation (1) shall be accompanied by the mutilated certificate and the Bank shall, within 14 days of receipt, issue a replacement certificate.

16. Change of address, name or nominated beneficiary of holder

A holder may apply to the Bank to notify the Bank of a change in his or her address, name or nominated beneficiary in Form 5 set out in the Schedule.

17. Arrangement on death of holder

(1) Following the death of the holder, the executor of an estate of the deceased holder or any other person with legal authority to administer the estate of the deceased holder may apply for payment on the certificate under regulation 11, or for transfer of a certificate under regulation 12, to the nominated beneficiary.

(2) A transfer by the Bank to the nominated beneficiary under subregulation (1) shall constitute full discharge of the Bank's obligation to transfer the certificate.

(3) An application in accordance with subregulation (1) shall be accompanied by the confirmation of the death of the holder in the form of-

- (a) a death certificate of the deceased holder;
- (b) letters of administration of the deceased holder's estate; or
- (c) a letter from a Chief or Headman of the deceased.

18. Duty to report suspicious transactions

All agents handling certificates shall report suspicious transactions to the Bank and the Financial Intelligence Unit of the Directorate on Corruption and Economic Crime established under the Corruption and Economic Crime Act. **SCHEDULE**

Form 1

Application to Purchase

(reg 4(2))

LETLOLE NATIONAL SAVINGS CERTIFICATES

Please use block letters throughout. (To be completed in quadruplicate).

A. DETAILS OF APPLICANT

Surname:

First Name(s):

Title: (Mr/Mrs/Miss):

Date of Birth:

Omang/Birth Certificate Number:

Postal Address:

Residential Address:

.....

* INSTRUCTIONS
FOR COMPLETING FORM
 * The following must be given:
 Full name
 Omang number
 Postal address
 Residential address
 * Complete section B only if applicant wishes to have a person(s) noted as beneficiary(ies) to the certificate(s). Please note that the amount should be in multiples of P50.
 * If applicant is unable to sign name please leave ink impression of thumb (right hand) in the place of signature on panel C.

B. BENEFICIARY(IES)

Full Name (Mr/Mrs/Miss)	Omang/ Birth Certificate	Date of Birth	Amount
.....	P.....
.....	P.....
.....	P.....

C. AMOUNT OF PURCHASE (MINIMUM P250)

P.....

I, the undersigned, confirm that the information given is correct.

Amount in words:

Signature of applicant
.....

Method of payment: Cash Cheque

Cheque No.:

Bank:

Branch:

Name and address of legal representative
.....

Signature for and on behalf of applicant
.....

**Cheques must be payable to Postal Services/Bank
and crossed "a/c payee".
N.B. Third party cheques not accepted.**

Date:

D. OFFICIAL USE ONLY

Receipt Number: Office Name: Code:

PLEASE ENDORSE ALL CHEQUES WITH THE RECEIPT NUMBER.

I confirm that I have verified the name, Omang and address of the applicant in accordance with official internal procedures.

SIGNATURE OF OFFICER: DATE STAMP:

DATE:

**Form 2
Application for Payment
(reg 11(1))**

LETLOLE NATIONAL SAVINGS CERTIFICATES

**Before completing this form please read notes overleaf.
Please use block letters throughout.**

A. Details of Holder

TITLE: (Mr/Mrs/Miss)

SURNAME:

FIRST NAME(S):

OMANG/BIRTH CERTIFICATE NUMBER:.....

POSTAL ADDRESS:

I, the holder of the certificate(s) listed in section B request payment of:

TICK ONE BOX ONLY

- The full value
- Partial payment (specify amount required in multiples of P50).
P.....

Signature:

Date:

Do you wish for payment to be made to your bank account? If so, the following details must be provided:

NAME OF BANK:

BRANCH:

ACCOUNT NUMBER:

Signature:

Date:

B. Enter certificate number(s) in date order

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

Holder is advised to retain a record of his/her certificate number(s) in case of further query.

C. OFFICIAL USE ONLY

PRINCIPLE: P.....

NO. OF CERTIFICATES (QUANTITY):

.....

INTEREST EARNED: P.....

DATE VERIFIED:

TOTAL: P.....

OFFICE LOCATION:

OFFICE CODE:

SIGNATURE OF APPLICANT OR OF PERSON AUTHORISED TO ACT ON BEHALF

OF APPLICANT:

PAYING OFFICER

NAME (PRINT):

SIGNATURE:

OFFICIAL
STAMP

DATE:

IMPORTANT: Please return this form with the relevant Letlole Savings Certificate(s) by registered mail to:

**Botswana Savings Bank
P. O. Box 1150
GABORONE**

D. IMPORTANT NOTES

1. Section A: Show the amount required

Section B: List savings certificates to be repaid

2. Interest accrues on a saving certificate six months from date of purchase and for each complete three month period thereafter. To receive maximum return on your investment the certificate should be cashed on or after these stages.
3. A savings certificate is deemed to be purchased on the date on which a receipt is issued from the Post Office or at the Botswana Savings Bank.
4. Repayment will be made by presentation of the savings certificate which may be cashed at any Post Office or at the Botswana Savings Bank.
5. Payment of a certificate shall be made as follows:
 - (a) up to P1,000 shall be made immediately at any authorised agent;
 - (b) amounts exceeding P1,000, but less than P5,000, shall be made within a period of three days from the date the application is made; and
 - (c) amounts in excess of P5,000 shall be paid by the Botswana Savings Bank.
6. Partial cashing of certificates shall be permissible with P250 and P500 certificates in multiples of P50 and the residual principle amounts shall be converted into multiples of P250 and P50 certificates at the original interest rate.
7. If the holder is unable to sign his or her name please leave impression of thumb (right hand) in place of signature.
8. If for some reason the holder is unable to attend the office of an authorised agent he or she may arrange encashment within the limits specified in paragraph 5 above subject to the following:
 - (a) Giving a letter of authority to a nominated person who is acting on behalf of the holder for encashment purposes. Such letter must be stamped by either the Chief, Headman, District Commissioner or local police authority.
 - (b) The nominated person acting on behalf of the holder must also be in possession of the holder's Omang for encashment purposes. Also, the nominated person must present an acceptable form of identification i.e. his or her Omang, Passport, etc.
9. If the holder has lost his or her Omang or is awaiting extension of term of Omang he or she may arrange encashment within the limits specified in paragraph 5 above subject to obtaining a letter confirming such event, signed and stamped by either the Chief, Headman, District Commissioner or local police authority.
10. Certificates which have matured need not be cashed; they will continue to earn interest in accordance with the relevant extension terms.

Form 3
Application to Transfer Certificates
(reg 12(2))
LETLOLE NATIONAL SAVINGS CERTIFICATES

Please use block letters throughout.
Existing holder to complete sections A and B.

A. Please enter the National Savings Certificate Number(s) to be transferred:

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

B. I hereby request that the above certificates be transferred to:

NEW FULL NAME (which will appear on the certificate(s))

SURNAME: NAME OF INDEPENDENT WITNESS (non beneficiary):
FIRST NAME(S).....

TITLE: (Mr/Mrs/Miss): SIGNATURE OF INDEPENDENT WITNESS:

OMANG/BIRTH CERTIFICATE NUMBER: OMANG/BIRTH CERTIFICATE NUMBER:.....
DATE OF BIRTH:

NEW ADDRESS (which will appear on the certificate(s)) ADDRESS:.....
.....

POSTAL ADDRESS: DATE.....
.....

RESIDENTIAL ADDRESS:
.....

SIGNATURE OF EXISTING HOLDER:
.....
OMANG/BIRTH CERTIFICATE NUMBER:
.....
DATE:

Proposed new holder to complete sections C and D

C. Name of new holder

FULL NAME:..... SIGNATURE:

OMANG NUMBER:..... DATE:

D. If you already hold certificate(s) please list the number(s):

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

IMPORTANT: Please return this form with the relevant Letlole Savings Certificate(s) by registered mail to:

**Botswana Savings Bank
P. O. Box 1150
GABORONE**

**Form 4
Request to Stop Payment on Lost/Mutilated Certificate
(reg 14(2) and 15(2))**

LETLOLE NATIONAL SAVINGS CERTIFICATES

To: Botswana Savings Bank
P. O. Box 1150
Gaborone

Date:

Tel: (267) 3912555 Fax: (267) 3952608

I request that you stop payment of the undermentioned National Savings Certificate(s).

A. Enter certificate number(s):

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

B. Please indicate circumstances under which the certificate(s) are being stopped:

- MISLAID Name of holder:
- NEVER RECEIVED Signature of holder:
- DESTROYED/
MUTILATED Omang/Birth Certificate Number:.....
- STOLEN Postal address:
-
- Date:

C. To be completed by Chief, Headman, District Commissioner or police authority

The above loss was reported to me on:

- Date: Signature:
- Date stamp: Name (in block letters):
- Location:

D. OFFICIAL USE ONLY

DATE RECEIVED: TIME:

(PLEASE TICK AS APPROPRIATE)

COPY FAXED TO BOTSWANA SAVINGS BANK OFFICE NAME:

ORIGINAL COPY POSTED TO BOTSWANA SAVINGS BANK

OFFICE CODE:

NAME:

OFFICIAL
STAMP

SIGNATURE:

DATE:

Form 5

1. Application for Change of Address;
2. Alteration of Name on Marriage, etc.; or
3. Nomination of or Change in Beneficiary
(reg 16)

LETLOLE NATIONAL SAVINGS CERTIFICATES

Please use block letters throughout.

A. Change of Address

FORMER ADDRESS _____ NEW ADDRESS _____

POSTAL: POSTAL:

.....

RESIDENTIAL: RESIDENTIAL:

.....

B. Alteration of Name

FORMER FULL NAME:

HOLDER'S FORMER SIGNATURE:

CURRENT FULL NAME:

CURRENT SIGNATURE:

C. Nomination of or Change in Beneficiary

FULL NAME:

TITLE (Mr/Mrs/Miss):

OMANG NUMBER (if any):

DATE OF BIRTH:

CERTIFICATE NUMBER(S) TO BE NOTED:

.....

.....

D. Authorisation of Holder

I, the undersigned, hereby request that the above-mentioned changes be noted in certificate(s) held by me:

FULL NAME:

SIGNATURE:

OMANG NUMBER:

DATE:

IMPORTANT:

Where a change of name is involved please return this form together with the relevant National Savings Certificate(s) registered mail to the address below. Where a change of address or nomination of or change of beneficiary is involved send form only to:

**Botswana Savings Bank
P. O. Box 1150
GABORONE**