

**BANK OF BOTSWANA  
FORM 5  
MONTHLY RETURN FOR BUREAUX de CHANGE**

*Month.....Day..... Year.....*

*Name and Physical Address of the Bureau de Change* .....

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**SCHEDULE 1 – PURCHASES**

*Part A: (Valid for transactions with the Public other than Banks and other Bureaux de Change)*

<i>Currency</i>	<i>Travellers Cheques or Drafts/IMO Credit Card</i>	<i>Pula Equivalent</i>	<i>CASH</i>		<i>Total in Pula</i>
			<i>Foreign Currency</i>	<i>Pula Equivalent</i>	
<i>US dollar</i>					
<i>Pound Sterling</i>					
<i>South African rand</i>					
<i>Euro</i>					
<i>Other (specify)</i>					
<i>Sub-Total in Pula</i>					

**Part B: (Valid for transactions with Banks)**

<i>Currency</i>	<i>Travellers Cheques or Drafts/IMO Credit Cards</i>	<i>Pula Equivalent</i>	<i>CASH</i>		<i>Total in Pula</i>
			<i>Foreign Currency</i>	<i>Pula Equivalent</i>	
<i>US dollar</i>					
<i>Pound Sterling</i>					
<i>South African rand</i>					
<i>Euro</i>					
<i>Other (specify)</i>					
<i>Sub-Total in Pula</i>					

**Part C: (Valid for transactions with other Bureaux de Change)**

<i>Currency</i>	<i>Travellers Cheques or Drafts/IMO Credit Cards</i>	<i>Pula Equivalent</i>	<i>CASH</i>		<i>Total in Pula</i>
			<i>Foreign Currency</i>	<i>Pula Equivalent</i>	
<i>US dollar</i>					
<i>Pound Sterling</i>					
<i>South African rand</i>					
<i>Euro</i>					
<i>Other (specify)</i>					
<i>Sub-Total in Pula</i>					

**Part D: Total (Part A, B and C) Foreign Exchange Purchases (Pula Equivalent)**

<i>PUBLIC</i>	<i>BANKS</i>	<i>BUREAUX</i>	<i>TOTAL</i>

**Part E: Average Buying Exchange Rate During the Reporting Month**

	<i>TCs/Drafts/IMO/Credit Card</i>	<i>CASH</i>
<i>US dollar</i>		
<i>Pound Sterling</i>		
<i>South African rand</i>		
<i>Euro</i>		
<i>Other (specify)</i>		

## SCHEDULE 2 - SALES

*Part A: (Valid for transactions with the Public other than Banks and other Bureaux de Change)*

<i>Currency</i>	<i>Travellers Cheques or Drafts/IMO Credit Cards</i>	<i>Pula Equivalent</i>	<i>CASH</i>		<i>Total in Pula</i>
			<i>Foreign Currency</i>	<i>Pula Equivalent</i>	
<i>US dollar</i>					
<i>Pound Sterling</i>					
<i>South African rand</i>					
<i>Euro</i>					
<i>Other (specify)</i>					
<i>Sub-Total in Pula</i>					

*Part B: (Valid for transactions with Banks)*

<i>Currency</i>	<i>Travellers Cheques or Drafts/IMO Credit Cards</i>	<i>Pula Equivalent</i>	<i>CASH</i>		<i>Total in Pula</i>
			<i>Foreign Currency</i>	<i>Pula Equivalent</i>	
<i>US dollar</i>					
<i>Pound Sterling</i>					
<i>South African rand</i>					
<i>Euro</i>					
<i>Other (specify)</i>					
<i>Sub-Total in Pula</i>					

**Part C: (Valid for transactions with other Bureaux de Change)**

<i>Currency</i>	<i>Travellers Cheques or Drafts/IMO Credit Cards</i>	<i>Pula Equivalent</i>	<i>CASH</i>		<i>Total in Pula</i>
			<i>Foreign Currency</i>	<i>Pula Equivalent</i>	
<i>US dollar</i>					
<i>Pound Sterling</i>					
<i>South African rand</i>					
<i>Euro</i>					
<i>Other (specify)</i>					
<i>Sub-Total in Pula</i>					

**Part D: Total (Part A, B and C) Foreign Exchange Sales (Pula Equivalent)**

<i>PUBLIC</i>	<i>BANKS</i>	<i>BUREAUX</i>	<i>TOTAL</i>

**Part E: Average Selling Exchange Rate During the Reporting Month**

	<i>TCs/Drafts/IMO</i>	<i>CASH</i>
<i>US dollar</i>		
<i>Pound Sterling</i>		
<i>South African rand</i>		
<i>Euro</i>		
<i>Other (specify)</i>		

*I..... hereby confirm that the information provided herein is correct and agrees with the records as per registers and books of accounts maintained by the Bureau de Change, for the stated period.*

*Signature: .....*

*Capacity: .....*

*Date: .....*

*Telephone number of contact person: .....*