



**HUMAN  
RESOURCE  
DEVELOPMENT  
COUNCIL**  
*of* BOTSWANA

**PERMISSION/REQUEST FORM FOR USE OF THE BOTSWANA HUMAN  
RESOURCE DEVELOPMENT COUNCIL (HRDC)**

**LOGO AND/OR MARK**

Use this form ('Permission Request Form') to request permission to use the Botswana HRDC logo and/or mark. Kindly forward a completed copy of this form together with the required supporting information to [marketingcomms@hrdc.org.bw](mailto:marketingcomms@hrdc.org.bw)

Botswana HRDC may require additional information prior to making a determination. Botswana HRDC may, in its sole discretion and for any reason refuse to allow a proposed use, require modifications to any proposed use, or require discontinuation of any proposed use.

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**1. Requesting Entity**

Organisation/Company/Institution \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Requesting Logo Format** *(Check all that apply)*

HRDC full logo with tagline

HRDC logo jpeg format

**3. Additional Details** *(Please provide any additional details about your intended use)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Guidelines for use of the HRDC Logo** (Stipulated in the Guidelines for processing Non-Credit Bearing Short Courses (NCBSCs) as per Section C, Post Recognition Activities);

- ✓ Permission for the use of the HRDC logo in cases of recognised courses are as per the guidelines for the use of the logo.
- ✓ ETPs may use the logo for advertising purposes only for short courses recognised by the HRDC.
- ✓ ETPs are reminded that HRDC logo cannot be used on the certificates awarded to participants.

5. **Submission and Contact Information**

*Through completion and submission of this form, you confirm that you will have the authority to act on behalf of the organisation/company/institution identified above and that the information contained herein are true.*

Names: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company Stamp

