HUMAN RESOURCES PROFESSIONALS' SOCIETY - BOTSWANA
"Advancing the future of HR"

78755643 / 75660891 / 75802263
enquiries@hrsociety.co.bw
www.hrsociety.co.bw
75660891

Dear Valued Member of HRPSB,

REMINDER: ANNUAL MEMBERSHIP RENEWAL

Thank you for having worked this year with the Society as we venture to Advance the Future of HR in Botswana.

This serves as reminder that your membership has expired/due to expire and in that regard, we kindly request that you commence the process to renew.

Membership Categories & Fees

Based on your CV submission, you will be categorized into one of the following:

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Category	Qualifications & Years of Experience in HRM/Public Administration/Industrial/Organizational Psychology or related fields	Annual Renewal Fee
Human Resources Learner	○ Certificate/Diploma/Degree students at tertiary.	100BWP
Human Resources Graduate	○ Certificate/Diploma/Degree with **0 to 1** year experience.	150BWP
Human Resources Associate	○ Certificate and up to diploma level **with plus 3** years of experience ○ Degree holders between **1-2** Years' experience	250BWP
Human Resources Practitioner	○ Degree holders with **2** to **5** years of experience.	300BWP
Human Resources Professional	○ Degree Holder with **5** to **10** years' experience/Specialists in the value chain processes.	400BWP
Chartered Human Resources Professional	○ Degree/Post Graduate Professional showing rounded experience plus **10** years and above with supervisory/managerial responsibilities.	500BWP
Fellow Human Resources Professional	○ Degree holder/Master/PHD with more than **10** years leading at the strategic level.	600BWP

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	○ Subject matter expert in a field of HR/A trendsetter in the HRM & related fields ○ Registration/accreditation/certification with reputable International Professional Bodies in HRM or related fields.	
Human Resources Academia	○ Educator/Trainer in HRM-related disciplines.	500BWP

Our Application Process

To ensure that you are advised on the appropriate category please follow these steps:

1. **Submit CV**: Email your CV to **enquiries@hrsociety.co.bw** to determine your fit for purpose category, that is whether it remains the same or it should be upgraded.
2. **Eligibility Feedback**: We will provide feedback showing your assigned category and the associated costs.
3. **Payment**: Once feedback is given, pay the fees to the provided Society account and email your Proof of Payment (POP) to **enquiries@hrsociety.co.bw**.
4. **KYC Link**: Upon receipt of your POP, you will be sent a KYC (Know Your Customer) link to log into and complete.
5. **Completion**: Fill in the KYC link and notify us once done.
6. **Certification**: You will be issued an official HRPSB e-certificate.

Important Renewal Terms & Penalties

- **Annual Renewal**: Membership must be renewed annually from the month of your expiry.
- **Two-Month Notice**: It is important to renew your membership **two months prior** to expiry to ensure continuity.
- **Penalty for Non-Compliance**: Please be aware that failure to renew will lead to **removal from all benefits, including removal from the HRPSB Society WhatsApp Platform**.
- **Processing Time**: Our standard processing time is **10 working days** from receipt of POP.
- **Express Requirements**: Urgent processing requests attract an express fee of **200 BWP**.

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Our Banking Details

- **Account Name**: Human Resources Professional's Society
- **Bank**: Stanbic Bank (Fairgrounds Branch)
- **Account Number**: 906 000 439 7458
- **Branch Code**: 064967
- **Swift Code**: SBICBWGX
- **Reference**: [Your Full Name & Surname]

For further inquiries, please contact us at **78755643 / 75802263/75660891 (also on WhatsApp)** or email: enquiries@hrsociety.co.bw.

Best Regards,

Ms. Celia C. Chikaonda - HRPSB Secretariat Administrator