



**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 \_\_\_\_\_

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

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

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

**2. Requesting Mark** *(Check all that apply)*

HRDC Logo

HRDC Mark

HRDC Full Logo with tag line

**3. Logo Request Details:** *(Check all that apply)*

Colour would be RGB or CYMK

Format would be Jpeg  Tiff  Pdf

One Spot Colour:  Full colour:

**4. Proposed Use** (*Check all that apply*)

- Promoting Programme Course    Application Forms    Event  
 Products    Printed/Embroidery collaterals  
 Website/Social Media Page    Brochures/Profile    Other

**5. Sample of Proposed Use** (*required*)

*Please attach a sample or visual representation of proposed use together with this form.*

**6. Proposed Dates for use of logo and/mark**

*Start Date:*

*End Date:*

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

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**8. 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

