

**REPUBLIC OF NAMIBIA**  
**Ministry of Trade and Industry**  
**Investment Centre**

**Application for**  
**Certificate of Status Investment**  
**under**  
**The Foreign Investment Act 1990**

For official use only:  
Registration number:..... /.....

## NOTES TO THE APPLICATION FOR A CERTIFICATE OF STATUS INVESTMENT

1. The information required in each section of the application is to be fully provided in order to avoid delays in the conclusion of official action.
2. Applicants should feel free to submit additional information in the form of annexures if the spaces provided on the Application form are not sufficient.
3. Reports on profit forecasts, cash flow projections, projected income statements and balance sheets should be presented either in addition to, or where applicable as a substitute for, the relevant portions of the application by making cross references to these reports.
4. The following constitute the complete application:
  - 4.1 Completed application form.
  - 4.2 Foreign registration particulars of Applicant, if any.
  - 4.3 Joint Venture Agreement, where applicable.
  - 4.4 Partnership Agreement, where applicable.
  - 4.5 Registration particulars or Namibian venture, where applicable.
  - 4.6 Copy of project documents / feasibility study related to project or business.
5. All financial information should be provided in Namibian currency (i.e. Rand or Namibian Dollar, as applicable).

### 1. INFORMATION ABOUT THE APPLICANT

1.1 Full Name:

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1.2 Postal address:

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1.3 Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Telex No.: \_\_\_\_\_

1.4 Location of Head Office (Street address)

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1.5 Business and bank references:

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1.6 Nature of business conducted by applicant:

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1.7 Experience appertaining to 1.6 above:

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**2. INFORMATION REGARDING PROPOSED BUSINESS IN NAMIBIA**

2.1 Name:

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2.2 Type of business organisation (i.e. Private limited company, Public limited company, Sole Trader, Partnership, others [specify]):

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2.3 Company Registration number: \_\_\_\_\_

2.4 Registered address:

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2.5 Head Office in Namibia:

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2.6 Locality and description of business operations:

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2.7 Goods produced or to be produced and / or services rendered or to be rendered:

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2.8 Shareholding in proposed business (directors and shareholders):

<b>Name</b>	<b>Address</b>	<b>Nationality</b>	<b>Capacity</b> Shareholder / Director	<b>%</b> <b>Shareholding</b>

2.9 Name of country in which final control and overall management policy will be exercised:

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2.10 Funding of the business / value investment:

Item	Namibian	Foreign	Total Value
Land			
Buildings			
Machinery			
Equipment			
Patents			
Cash			
Other			
<b>TOTAL</b>			

**3. INVESTMENT INFORMATION**

- 3.1 Monetary value of foreign assets already invested: \_\_\_\_\_
- 3.2 Monetary value of foreign assets to be invested: \_\_\_\_\_
- 3.3 Monetary value of re-investment already made: \_\_\_\_\_
- 3.4 Monetary value of re-investment envisaged: \_\_\_\_\_
  - 3.4.1 from profits \_\_\_\_\_
  - 3.4.2 from proceeds of sale of business \_\_\_\_\_

3.5 Foreign assets already invested and / or to be invested:

Type	Already Invested	To be Invested				
		Year				
		1	2	3	4	5
Machinery						
Equipment						
Spare Parts						
Technology						
Cost of Expertise						
R&D						
Patents						
Raw materials						
Cash						
Other						
<b>TOTAL</b>						

Amount provided:

on Loan						
by Shares						

3.6 Application of investment

3.6.1 Will the investment be utilised for the acquisition of existing shares in a company, incorporated in Namibia?

Yes  No

3.6.2 Will the investment be utilised to increase the capital of an existing company in Namibia?

Yes  No

3.6.3 Will the investment be utilised to capitalise a new company to be established or incorporated in Namibia?

Yes  No

3.6.4 Name of Company:

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3.6.5 Authorised share capital:

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3.6.6 Issued share capital:

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3.6.7 Fully paid share capital:

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3.6.7.1 Number of shares :

\_\_\_\_\_

Nominal value per share :

\_\_\_\_\_

Market value per share :

\_\_\_\_\_

3.6.8 Structure of shareholding:

Name of shareholder	Nationality	Shareholding (Value)	% Shareholding

3.6.9 Existing business operations:

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3.6.10 What role will you, as investor, play in the management of the company?

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3.7 Is the investment intended to:

3.7.1 acquire existing shares in an unincorporated Joint Venture in Namibia?

Yes  No

3.7.2 provide new capital for an unincorporated Joint Venture in Namibia?

Yes  No

If yes please specify:

3.7.1  3.7.2

3.7.3 Name of the Joint Venture:

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

3.7.4 Capital employed in Joint Venture (value): : \_\_\_\_\_

3.7.5 Your share in Joint Venture (%) : \_\_\_\_\_

3.7.6 Existing Joint Venture operations:

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

3.7.7 What role will you, as investor, play in the management of the Joint Venture?

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

**4. OPERATIONAL INFORMATION**

In this section applicants are required to specify proposed step by step development of the business as a result of the investment.

4.1 Stages of development to full production:

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

4.2 Production capacity of the business:

Installed capacity: \_\_\_\_\_

Proposed production: \_\_\_\_\_

4.3 Raw materials used or to be used annually by the enterprise: (Please quote unit of measurement).

Item	Source	Quantity at full capacity	Value

4.4 Expected annual revenue / expenditure:

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>REVENUE:</b>					
Exports.....					
Other.....					
<b>Total Income</b>					

4.4 Continued

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>OPERATIONAL COSTS:</b>					
Labour.....					
Material.....					
Other.....					
Total Costs					
NETT INCOME					

4.5 Expected annual foreign exchange earnings of the business:

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue from exports	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____

4.6 Expected foreign exchange expenditure of the business:

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Machinery and Equipment	_____	_____	_____	_____	_____
Raw materials	_____	_____	_____	_____	_____
Service payments (please specify)	_____	_____	_____	_____	_____
Profits and dividends to be transferred out of Namibia	_____	_____	_____	_____	_____
Interest on loans or debentures	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____

**5. EMPLOYMENT / TRAINING INFORMATION**

5.1 Persons employed or to be employed by the business:

5.1.1 Year 1	Namibian		Foreign	
	Male	Female	Male	Female
Managers	_____	_____	_____	_____
Supervisors	_____	_____	_____	_____
Technicians	_____	_____	_____	_____
Skilled Workers	_____	_____	_____	_____
Clerical and office staff	_____	_____	_____	_____
Unskilled Labour	_____	_____	_____	_____

Year 2	Namibian		Foreign	
	Male	Female	Male	Female
Managers	_____	_____	_____	_____
Supervisors	_____	_____	_____	_____
Technicians	_____	_____	_____	_____
Skilled Workers	_____	_____	_____	_____
Clerical and office staff	_____	_____	_____	_____
Unskilled Labour	_____	_____	_____	_____

Year 3	Namibian		Foreign	
	Male	Female	Male	Female
Managers	_____	_____	_____	_____
Supervisors	_____	_____	_____	_____
Technicians	_____	_____	_____	_____
Skilled Workers	_____	_____	_____	_____
Clerical and office staff	_____	_____	_____	_____
Unskilled Labour	_____	_____	_____	_____

Year 4	Namibian		Foreign	
	Male	Female	Male	Female
Managers	_____	_____	_____	_____
Supervisors	_____	_____	_____	_____
Technicians	_____	_____	_____	_____
Skilled Workers	_____	_____	_____	_____
Clerical and office staff	_____	_____	_____	_____
Unskilled Labour	_____	_____	_____	_____

Year 5	Namibian		Foreign	
	Male	Female	Male	Female
Managers	_____	_____	_____	_____
Supervisors	_____	_____	_____	_____
Technicians	_____	_____	_____	_____
Skilled Workers	_____	_____	_____	_____
Clerical and office staff	_____	_____	_____	_____
Unskilled Labour	_____	_____	_____	_____

5.1.2 Indicate names, addresses (if available), posts and duties of the proposed foreign employees, their experience and academic qualifications and your programme for their replacement by Namibian staff:

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5.1.3 When are the foreign employees expected to assume duties?

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5.2 Number of Namibian staff trained or to be trained:

Year 1	Inside	Namibia	Outside
Male	_____		_____
Female	_____		_____
Year 2	Inside	Namibia	Outside
Male	_____		_____
Female	_____		_____
Year 3	Inside	Namibia	Outside
Male	_____		_____
Female	_____		_____
Year 4	Inside	Namibia	Outside
Male	_____		_____
Female	_____		_____
Year 5	Inside	Namibia	Outside
Male	_____		_____
Female	_____		_____

**6. INFORMATION ON TECHNOLOGY AND ENVIRONMENT**

6.1 Describe, if possible, the technology, patents, etc., to be used including year and place of registration (if applicable):

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6.2 Description of production process:

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6.3 Wastes and by-products of the process:

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6.4 Effects of the production on the environment (e.g. indicate the extent of pollution, effluents and waste and the means of reducing the danger to the environment):

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6.5 Steps to be taken to mitigate effects on environment:

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## 7. DEVELOPMENT INFORMATION

7.1 How will this investment contribute to Namibia's economic development?

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## 8. FISCAL AND OTHER INCENTIVES

8.1 Are you applying for or receiving fiscal or other incentives over and above those provided for in the Act?

If yes, please specify:

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## 9. SETTLEMENT OF DISPUTES

9.1 Indicate if you wish to elect a dispute settlement procedure as provided in Section 13 of the Foreign Investment Act:

Yes  No

If yes, please indicate:

Namibian  International   
Court of Law Arbitration

9.2 If by International Arbitration, please indicate:

UNCITRAL

Other method of settlement

10. I / We \_\_\_\_\_ in my / our capacity  
as \_\_\_\_\_ and being duly authorised  
hereto by the Applicant declare that the particulars stated above are true and correct to the best of my / our knowledge and  
that any estimates given in this Application have been made in good faith and with all due care.

I / We furthermore undertake to provide satisfactory proof of the above particulars on request.

Dated this ..... day of ..... 20.....

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Applicant