

Application for Employment / Temporary Residence Permit

A : Documents required

1. Two Passport –type photographs of each applicant;
2. Highest Educational Qualification;
3. Previous work references;
4. Police clearance certificate from country of origin and each country of residence for more than twelve months [All applicants 18 years and older];
5. Marriage Certificate
6. Proof that the position was advertised [Copy of advert to be attached];
7. A motivating letter providing a synopsis of the applicant;
8. A comprehensive business proposal [Business Plan];
9. Proof of financial resources/bank statement, list of assets, equipment & machinery imported into Namibia, auditor reports;
10. Proof that the business was registered in Namibia [copy of registration certificate as well as share certificates to be attached];
11. Copy of lease agreement of business premises or proof of ownership of business property;
12. Copy of CV.

B. Forms to be completed;

1. Main application form;
2. Radiological report;
3. Medical report;
4. Deed of surety /Repatriation
5. Representation by employed/Work Offer [employees only];
6. Business questionnaire [all business people];
7. Multiple visa entry form;
8. Outline for business plan
9. Payable fees

All documents must be translated into English by an official translator.



REPUBLIC OF NAMIBIA
Ministry of Home Affairs and Immigration

APPLICATION FOR TEMPORARY WORK OR STUDY PERMIT

DIRECTIVES

1. This form must be completed in BLOCK Letters.
2. All items must be completed in detail. A mere dash is not acceptable.
3. Failure to complete in detail will cause unnecessary delay.
4. The completed form must be forwarded to the Under-Secretary, Department of Civic Affairs, Private Bag 13200, Windhoek, Namibia.

PARTICULARS OF THE APPLICANT

1. Surname: _____
2. Maiden name (if applicable): _____
3. First names (in full): _____
4. Particulars of birth:

(a) Date of birth: _____

(b) Place of birth: _____ (District) _____ (Country)

5. Sex: ☐ Male ☐ Female

6. Marital status (Indicate by means of an "X" whatever is applicable and attach a copy of marriage certificate)

Single ☐ Married ☐ Widow/Widower ☐ Separated ☐ Divorced ☐

*If separated, state whether divorce proceedings have been instituted and when final divorce is expected:

(Copy of document to be attached)

7. Identity number (if available): _____
8. Passport or other travel document:

(a) Number: _____ (b) Date of expiry: _____

(c) Issuing authority (attach document): _____

(d) Nationality: _____

(e) Immigration permit number: _____ (f) Date of issue: _____

9. Particulars of residence in Namibia (if any), (if not complete paragraph 13):

(a) Date of entry: _____

(b) Postal address in Namibia: _____

(c) Residential address: _____

Telephone number: _____

(d) If you are already working in Namibia or are on a visit, then state number and date of your temporary residence permit:

(e) If you have no permit explain circumstances under which you find yourself in Namibia:

10. (a) If married, state full name of spouse (including maiden name, where applicable):

(b) Place and date of birth of spouse:

(c) Name and address of employer of spouse (if employed):

11. Particulars of children:

Full name and registered surname of each child	Date of Birth	Place (district) of birth	Sex

12. Present permanent residential address of the spouse and children outside Namibia (if not accompanied by applicant):

13. Present address outside Namibia:

(a) Residential:

(b) Postal: Telephone number:

14. (a) Will your dependants accompany you: ☐ Yes ☐ No

(b) If not state reason:

15. Occupation of applicant:

16. Contemplated period of residence in Namibia:

17. If purpose of entry is to accept employment state:

(a) Nature of employment:

(b) Name and address of firm/person offering employment or sponsoring applicant. (If you have an offer of employment in Namibia, attach copy):

18. Details of training and experience:

(a) School education

From

To

Primary school:

Secondary school:

Highest examination passed:

Major subjects:

(b) Higher education or special training (Copies of relevant documents to be attached)

Name of College, University or institution attended:

Prescribe duration of course: _____

Period attended: From: _____ To: _____

Major subjects: _____

Degree, Diploma or Certificate obtained: _____

(c) Trade qualifications: _____

Duration of apprenticeship training: From: _____ To: _____

Trade in which qualified: _____

(d) Record of employment. (The details furnished must be in date order including periods of employment for the last 5 years):
(Submit documentary proof)

Name of Firm/Employer	Address where located	From	To	Nature of work
.....
.....
.....
.....
.....

(e) Describe briefly your last duties: _____

(f) What is the trade or business of your last employer? _____

(g) What was your last monthly salary or income per month? _____

(h) What amount of money will you transfer to Namibia? _____

(i) Do you receive a pension or do you have a private income? If so, please give details: _____

(j) Language proficiency:

(i) What is your mother tongue?: _____

(ii) What is your proficiency in other languages? (Answer Yes or No)

Language	Speak	Read	Write
(aa) English
(bb)
(cc)
(dd)

19. If purpose of entry is to study, state:

(a) Reason for study in Namibia: _____

(b) Nature of course: _____

(c) Intended period of study: _____

(d) Name of educational institution (attach copy of registration certificate)

20. Have you at any time applied for a permit to reside in Namibia?

Yes ☐

No ☐

21. Have you ever been restricted, or refused entry into Namibia?

Yes ☐

No ☐

22. Have you ever been deported from or ordered to leave Namibia or any other country?

Yes ☐

No ☐

23. Have you ever been convicted of any crime in any country?

Yes ☐

No ☐

24. Are you suffering from any infectious or contagious diseases?

Yes ☐

No ☐

25. Particulars if the reply to one or more of the questions 20 to 24 is in the affirmative: _____

26. If your spouse was born outside Namibia and resides in Namibia, state whether permanent residence has been granted to him/her or his/her parents and, if so give the number of residence permit: _____

27. If you reside outside Namibia at the time of this application, a medical certificate from a doctor in that country to the effect that you are free from infectious disease and physically fit for the type of work which you will perform in Namibia, must be attached to this application.

28. I clearly understand that if the application is approved, the work permit will not entitle me to reside permanently in Namibia and on expiration of the validity or the cancellation of the permit or the termination of my service or whenever the Ministry of Home Affairs and Immigration so decides, I will leave the country forthwith. My employer or myself will be solely responsible for my accommodation. I realise that my spouse and children may not enter Namibia unless they acquire residence rights in Namibia.

29. I solemnly declare that I understand the aforesaid conditions and that the information furnished in this form is true and correct.

SIGNED at _____ in the presence of the undersigned two

witnesses on this _____ day of _____ 20 _____

SIGNATURE OF APPLICANT

AS WITNESSES:

1. _____

2. _____



REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS
MEDICAL CERTIFICATE

CONDITIONS OF A RECURRENT NATURE

Although the person(s) may be generally in a good state of health at the time of the examination, it would be appreciated if the medical officer/practitioner could furnish details of any disease, condition or defect the person(s) has/have suffered and which might recur.

I hereby certify that I have examined the following person(s)

1	5
2	6
3	7
4	8

and find him/her

- (a) not mentally disordered* or physically defective in any way;
- (b) not suffering from leprosy, venereal disease, trachoma, tuberculosis or other infectious or contagious diseases;
- (c) generally in a good state of health;

except for the following defects observed:

Name of person(s) (Please type or print)

.....
.....
.....
.....

Signature of medical officer/practitioner

Official stamp and address of medical officer/
practitioner/hospital

Date:

Int. Code *Mental disorders" includes the following:

290-299	All psychoses
300	Neurosis
301	Personality disorders
303-304	Addictions
308	Behaviour disturbances of childhood
310-315	All forms of mental retardation
320-349	Epilepsy and all other forms of degeneration of the central nervous system.



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS
RADIOLOGICAL REPORT

Note:

- (1) A radiological report of the chest is required in respect of every prospective immigrant 12 years of age and over.
- (2) The radiologist must insert the names of the prospective immigrants examined by him in the space provided for that purpose on the form. Unused spaces must be crossed out.
- (3) A separate report is required in respect of every applicant suffering or suspected to be suffering from tuberculosis.

**I hereby certify that I have radiologically examined the chest(s) of the following person(s)
 and that I could find no signs of active pulmonary tuberculosis.**

Name: (1)
 (2)
 (3)
 (4)
 (5)
 (6)

Official stamp and address of Radiologist/Hospital:

.....
 Radiologist

Date:



**REPUBLIC OF NAMIBIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF CIVIC AFFAIRS**

**IMMIGRATION CONTROL ACT, 1993
ANNEXURE TO APPLICATION FOR EMPLOYMENT PERMIT
(Section 27(1)/Regulation 17)**

REPRESENTATION BY PROSPECTIVE EMPLOYER

1. Surname and full first names of applicant (prospective employee):

PARTICULARS RELATING TO THE PERSPECTIVE EMPLOYER

2. Name of employer:
3. Street address (head-office):
4. Postal address:
5. Telephone number:
6. Address(es) of branch(es):
7. Name(s) and citizenship of owner(s) of employer-undertaking, or if a company or close corporation, name(s) and citizenship of director(s) or member(s):
.....
.....
.....
8. Date of establishment of the business of the employer:
9. Main activities of employer:
10. Employees at present employed by the employer:
- (a) total number:
- (b) Namibian citizens: (number):
- (c) non-citizens:
- (i) permanent residents (number)
- (ii) holders of employment permits (number)
- (iii) others

PARTICULARS OF THE VACANCY CONCERNED

11. Job title:
12. Brief job description:
13. Date on which vacancy occurred:
14. Details of enquiries made at Trade Unions:
15. Details of enquiries made at private employment agencies (attach proof):
16. Details of advertisements relating to vacancy in local newspapers (attach proof):
17. Why is the filling of the post essential (attach motivation, if necessary)
18. Reasons why Namibian citizens or persons in possession of permanent residence permits
are not considered suitable or cannot be considered suitable for the position
(attach motivation, if necessary):

19. Reasons why the position cannot be filled by promoting any of the other employees of the employer:
20. Will the employer be prepared to employ a suitable Namibian citizen, if available?
21. If the reply to paragraph 20 is "No", give reasons:

Yes	
-----	--

No	
----	--
22. Are Namibian citizens being trained to fill the position?
23. If the reply to paragraph 22 is "YES", give details. If "NO", motivate (attach details of motivation, if necessary):

Yes	
-----	--

No	
----	--
24. Employer's requirements for an appointment to the position (qualifications, training, experience etc.)
25. Place in Namibia where employee will be employed (town/district/farm):
26. Proposed date of commencement of employment:
27. Conditions of service agreed upon:
- (a) remuneration per week/month/year: N\$
- (b) other benefits:
- (c) period of employment:

PARTICULARS RELATING TO THE APPLICANT

28. Reasons why the applicant is considered to be a suitable candidate for the position (in respect of the following)
- (a) qualifications and training:
- (b) experience:
- (c) other reasons (be specific):
29. Is the applicant in possession of any qualification or training or experience not obtainable or available in Namibia?

Yes	
-----	--

No	
----	--
30. If the reply to paragraph 29 is "Yes", give details (attach details, if necessary):
31. Will the applicant train other employees?

Yes	
-----	--

No	
----	--
32. Reasons for your reply to the question in paragraph 31:
33. Details of training programmes for local inhabitants (attach details, if necessary):

UNDERTAKING BY PROSPECTIVE EMPLOYER

/We

acting in my/our personal capacity/capacities acting for and on behalf of

and duly authorized thereto, hereby accept full responsibility for all costs pertaining to the return of the applicant and his or her spouse and his or her dependent children to his or her or their respective countries of domicile at the expiration of applicant's period of employment in Namibia referred to in paragraph 27(c), or any extension of such period.

Signed at..... on this..... day of..... 20.....

AS WITNESSES:

PROSPECTIVE EMPLOYER/FOR ON BEHALF
OF PROSPECTIVE EMPLOYER.

19. Reasons why the position cannot be filled by promoting any of the other employees of the employer:
20. Will the employer be prepared to employ a suitable Namibian citizen, if available?
21. If the reply to paragraph 20 is "No", give reasons:

Yes	
-----	--

No	
----	--
22. Are Namibian citizens being trained to fill the position?
23. If the reply to paragraph 22 is "YES", give details. If "NO", motivate (attach details of motivation, if necessary):

Yes	
-----	--

No	
----	--
24. Employer's requirements for an appointment to the position (qualifications, training, experience etc.)
25. Place in Namibia where employee will be employed (town/district/farm):
26. Proposed date of commencement of employment:
27. Conditions of service agreed upon:
- (a) remuneration per week/month/year: N\$
- (b) other benefits:
- (c) period of employment:

PARTICULARS RELATING TO THE APPLICANT

28. Reasons why the applicant is considered to be a suitable candidate for the position (in respect of the following)
- (a) qualifications and training:
- (b) experience:
- (c) other reasons (be specific):
29. Is the applicant in possession of any qualification or training or experience not obtainable or available in Namibia?

Yes	
-----	--

No	
----	--
30. If the reply to paragraph 29 is "Yes", give details (attach details, if necessary):
31. Will the applicant train other employees?

Yes	
-----	--

No	
----	--
32. Reasons for your reply to the question in paragraph 31:
33. Details of training programmes for local inhabitants (attach details, if necessary):

UNDERTAKING BY PROSPECTIVE EMPLOYER

/We

acting in my/our personal capacity/capacities acting for and on behalf of

I/We, duly authorized thereto, hereby accept full responsibility for all costs pertaining to the return of the applicant and his or her spouse and his or her dependent children to his or her or their respective countries of domicile at the expiration of applicant's period of employment in Namibia referred to in paragraph 27(c), or any extension of such period.

Signed at..... on this..... day of..... 20.....

AS WITNESSES:

PROSPECTIVE EMPLOYER/FOR ON BEHALF
OF PROSPECTIVE EMPLOYER.

Business Questionnaire

To be completed by applicants who intend to conduct an own business :

1. Registered name of the business :.....
.....

2. Business Address ;

[a] Postal Address:

.....
.....
.....

[b] Physical Address :

.....
.....
.....

Tel.No:

Fax No:.....

3. Employees :

(a) Total :

(b) Namibians:

(c) Others [specify]:

4. Money available for conducting the business :

5. Total Investment Amount :

6. Business Sector : Manufacturing ; Tourism; Trade; Service; Agriculture; Mining

7. A brief description of the nature and activities of the business:

.....
.....

PLEASE NOTE ;

Copies of , inter alia , the following documents must be attached ;

(a) Registration and /or licensing;

(b) Partnership and / or any applicable ownership agreement ;

(c) Certificate of incorporation;

(d) Articles and/or memorandum of association;

(e) Share Certificate;

(f) A bank statement reflecting the financial standing of the business or a letter indicating the availability and / or transferability of money;

(g) Financial statements reflecting the assets and liabilities;

(h) Rent / Lease agreements ; etc.



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS

DEPARTMENT OF CIVIC AFFAIRS
IMMIGRATION CONTROL ACT, 1993

APPLICATION FOR VISA

(Sections 12 and 13 / Regulation 11)

FOR OFFICIAL USE ONLY
Approved / Not Approved
Single / Multiple Entry

File No: _____

Date of Issue: _____

Date of Expiry: _____

Remarks: _____

Signature: _____

Date: _____

1. Surname: _____
2. First Names: _____
3. Maiden name (if applicant is or was a married woman): _____

ITEMS 4 TO 10 TO BE COMPLETED BY INSERTING AN "X" IN THE APPROPRIATE BOX

4. Sex: ☐ Male ☐ Female ☐
5. Marital Status ☐ Never Married ☐ Married ☐ Divorced ☐ Widow/Widower ☐
6. Have you at any time applied for a permit to settle permanently in Namibia? ☐ Yes ☐ No ☐
7. Have you ever been restricted or refused entry to Namibia? ☐ Yes ☐ No ☐
8. Have you ever been deported or ordered to leave Namibia? ☐ Yes ☐ No ☐
9. Have you ever been convicted of any crime in any country? ☐ Yes ☐ No ☐
10. Are you suffering from tuberculosis, or any other contagious lung disease; trachoma, or any other chronic eye infection, frambesia, yaws, scabies or any other contagious bacterial or other skin disease; syphilis or any other venereal disease; or leprosy or acquired immune deficiency syndrome virus (AIDS virus), or any mental illness or affliction? ☐ Yes ☐ No ☐
11. If the reply to any one of the questions 6 to 19 is in the affirmative, attach full particulars
12. Birth: (a) Date: _____ (b) Place: _____ Country: _____
13. Citizenship: _____ (if acquired by naturalization, state original citizenship)
14. Passport: (a) Number _____ (b) Place of issue: _____
(c) Date of issue _____ (d) Date of expiry: _____
(e) Is passport valid for travel to Namibia? ☐ Yes ☐ No ☐
15. (a) Present residential address: _____
(b) Telephone number: (Code: _____) No: _____
16. Address and period of residence in country of which you are a permanent resident:
(a) Residential address: _____
(b) Telephone number: (Code: _____) No: _____
(c) Period: _____
17. Occupation or profession: _____
18. Firm, company, university, etc., to which you are attached or which you represent: _____
(a) Name and address of employer: _____
(b) Telephone number: (Code: _____) No: _____
(c) Nature of business: _____
(d) If a student, name of university to which you are attached and the course pursued: _____

19. If accompanied by your wife and children, state:

FIRST NAMES

DATE OF BIRTH

PLACE OF BIRTH

- | | | |
|-----------|-----------|-----------|
| (a) _____ | (a) _____ | (a) _____ |
| (b) _____ | (b) _____ | (b) _____ |
| (c) _____ | (c) _____ | (c) _____ |

20. (a) What amount of money will you have on arrival in Namibia for your own use? N\$

- (b) Will you be in possession of an onward/return ticket? ☐ Yes ☐ No ☐

(N.B. Separate applications have to be completed in respect of your spouse or children over the age of 16 years and children travelling with their own passports.)

NOTE: COMPLETE ONLY PART A OR B

(A) HOLIDAY / BUSINESS / WORK / TRANSIT VISA

1. Intended date and port of arrival in Namibia: _____
2. (a) What is the purpose of your visit? _____
(b) If it is for business, explain in detail the nature of business: _____
(c) Duration of intended visit (number of days, weeks or months): _____
3. Places to be visited in Namibia (full address, including telephone number must be provided): _____

4. If the purpose of your visit is for medical treatment, please provide the following information:
(a) Name of doctor, hospital or clinic you will visit: _____
(b) Who will pay your medical expenses and hospital fees: _____
(c) If you are liable for the expenses and fees above, state amount of funds available: _____
5. Proposed residential address in Namibia: _____ Telephone number: _____
6. Name and addresses of relatives in Namibia:

NAME	ADDRESS AND TELEPHONE NUMBER	RELATIONSHIP
(a) _____	_____	_____
(b) _____	_____	_____
7. Date of last visit, if any to Namibia: _____
8. Do you contribute professionally or otherwise to publications, radio, television or films? If so, please give details: _____

9. (a) Destination after leaving Namibia: _____
(b) Mode of travel to destination: _____
(c) Intended date and port of departure: _____
(d) Is your entry to that destination assured, e.g. do you hold visa or permit for permanent or temporary residence? (Proof to be submitted) _____
10. Reasons for travelling through Namibia: _____

(B) RETURN VISA

IMPORTANT

An applicant has to:

- (i) produce his or her passport or travel document; and
- (ii) submit proof of his or her right of residence in Namibia if not endorsed in his or her passport.

1. (a) Kind of Permit and number: _____
(b) Date of departure: _____
(c) Expected date of return: _____
2. Particulars of residence in Namibia:

DATE OF FIRST ENTRY	PORT OF ENTRY	PERIODS OF RESIDENCE IN NAMIBIA	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
3. Countries to which you will be travelling:
(a) _____ (b) _____ (c) _____ (d) _____
4. Purpose of journey (explain fully): _____

I solemnly declare that the above particulars given by me are true in substance and in fact and that I fully understand the meaning thereof.

Date: _____ Signature: _____

(N.B. Only the signature of the applicant will be accepted)

OUTLINE FOR BUSINESS PLAN

1. Business Concept
 - Nature and activities of business (summary of intended business activities)
 - Description of your production process or services offered.
 - Where do you intend to locate your business
 - What is your long term strategic plan / vision
2. The Management
 - List investor and expatriate management staff by name
 - Previous accomplishments and experience of these people
 - Summarize number of years of experience in this field
3. Market summary
 - Target market
 - Present competition
 - Your own competitive advantage
4. Production information (to be completed for manufacturing/processing projects Only)
 - Production capacity
 - Product quality and standard
 - Raw materials required
 - Source of raw materials
5. Manpower required (Local and foreign)

	Local	Foreign
Skilled		
Unskilled		////////////////////

6. Financial projections
 - Capital Requirements

Capital expenditure	Year 1	Year 2	Year 3
Fixed investments			
Equipment & machinery			
Working capital (e.g. rent & salaries)			
TOTAL			

**FEES PAYABLE TO THE MINISTRY OF HOME AFFAIRS AND IMMIGRATION FOR VISAS,
TEMPORARY WORK/RESIDENCE, AND PERMANENT RESIDENCE PERMITS:**

TYPE OF PERMIT	3 Months or less	4-6 Months	7-12 Months	24 Months	36 Months
Visa (gratis for countries exempted)	N\$ 390.00	N\$ 780.00	N/A	N/A	N/A
Multiple -Entry/Re- Entry Visa	N\$ 390.00	N\$ 780.00 (TRP)	N\$ 1 560.00	N\$ 3 120.00	N\$ 4 680.00
Work & Business Visas	N\$ 390.00	N\$ 780.00	N\$ 1 560.00	N/A	N/A
Employment/Work Permits (first application & Extension)	N/A	N/A	N\$ 1 395.00	N\$ 2 790.00	N\$ 4 185.00
Study Permit (Primary and Secondary Education)	N/A	N/A	N\$ 1 050.00	N\$ 2 100.00	N\$ 3 250.00
Study Permit (Tertiary Education)	N/A	N/A	N\$ 1 395.00	N\$ 2 790.00	N\$ 4 185.00

Handling fees N\$ 80-00

Permanent Residence Permit	N\$ 12 173.00
Handling Fees	N\$ 80.00
Transit Visa (Multiple)	N\$ 390.00