

APPLICATION FOR EMPLOYMENT PERMIT (NEW)

A: Documents required

1. Two passport photos of each applicant
2. Highest Educational Qualifications
3. Previous work references
4. Police Clearance Certificate from country of origin and each country of residence for more than 12 months (applicable to applicants 18 years and older)
5. Marriage Certificate or Divorce certificate (if applicable)
6. Proof that position was advertised (copy of advert to be attached) applicable to employees
7. Motivation letter (providing a synopsis of the applicant)
8. Comprehensive business proposal (Business plan)
9. Proof of financial resources/bank statement, list of assets, equipment & machinery imported into Namibia
10. Proof that business was registered in Namibia (copy of registration certificate as well as share certificates to be attached)
11. Copy of lease agreement or proof of ownership of business premises/property
12. Detailed CV

B: Forms to be completed

1. Application for work permit form (main application form)
2. Application for visa form
3. Medical certificate
4. Radiological report
5. Deed of surety form including a revenue stamp
6. Representation by employer form/Work Offer (employees only)
7. Business Questionnaire (business owners and shareholders only)
8. Handling fees of N\$80.00, payable at the Ministry of Home Affairs and Immigration

NB: ALL DOCUMENTS MUST BE TRANSLATED IN ENGLISH BY AN SWORN TRANSLATOR