

FINAL PUBLIC NOTICE

BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY OF NAMIBIA

1. Reference is made to the BIPA Public Notice dated **22 August 2017**, and published in the press during the week of **07 – 17 September 2017**, and again on **10 October 2017**, in which BIPA informs the Public that as of **30 November 2017** the Registrar will no longer accept payment by affixing revenue stamps to documents of any fee, additional fee or other money payable for services under the **Close Corporations Act, 1988 (Act No. 26 of 1988)** and the **Companies Act, 2004 (Act No. 28 of 2004)** to the Registrar in terms of **section 32 of the BIPA Act 2016 (Act No.8 of 2016)**. Payment will only be accepted by way of cash, electronic banking transfers, bank deposits and point of sale (POS) in terms of section 32 of the BIPA Act 2016 (Act No.8 of 2016).
2. This notice serves as a reminder that as of **30 November 2017**, only payments made by way of cash, electronic bank transfers and direct deposits and point of sale (POS) shall be accepted:

All cash payments shall be made at the cashier situated at the Registration Office at:

- **Kamenco House, 188 Sam Nujoma Drive, Windhoek**
- **BIPA Wanaheda Office, Erf 2780, Shire Street, Wanaheda, Windhoek.**

Operating hours of the Registration Office are as follows:

Monday – Friday

09:00 – 12:00 and 14:00 – 16:00

3. The Regional Offices of the Ministry of Industrialisation, Trade and SME Development (where business and Industrial Property registrations are facilitated) currently do not possess the facilities to collect cash, thus, as of the 1ST of December 2017, all applications submitted at the Regional Offices of the Ministry of Industrialisation, Trade and SME Development must be accompanied by proof of payment into the BIPA bank account, until otherwise communicated.

When making a direct payment into the bank account, please follow these guidelines:

Details to be used as reference:

- **Application for Reservation of a Name or Translated Form or Shortened Form / Reservation of a CC Name:**
 - **Reference: Form CC8 and the full Name of the applicant**
- **Application for reservation of name or shortened form or Defensive name**
 - **Reference: Form CM05 and the full Name of the applicant**
- **Application for registration of Defensive Name**
 - **Reference: Form CM08 and Approved Name**
- **Application for renewal of a Defensive Name**
 - **Reference: Form CM8A and Defensive Name to be renewed**
- **All other registrations: Close Corporations, Company Registrations (PTY, NGO's, etc) as well as for Amendments:**
 - **Reference: The name of the entity as approved at point of Name Reservation (for new registrations)**
 - **Reference: The name of the entity on which an amendment is being filed (for all amendments)**
- **A schedule of all the fees payable for difference services is available on the BIPA Website at www.bipa.na**

The banking details for EFTs or bank deposits are:

**BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY, ACC # 8003758105,
BANK WINDHOEK BRANCH CODE: 486-372 (CAPRICORN BRANCH)**


T S ANDIMA
REGISTRAR OF BUSINESS AND INDUSTRIAL PROPERTY,
Windhoek, 27 November 2017

