



BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY

Protecting Entrepreneurship and Innovation

PUBLIC NOTICE

SUBJECT: NOTICE OF IMPLEMENTATION OF DATABASE CONTROLS

The Chief Executive Officer of the Business and Intellectual Property Authority (BIPA) herewith wishes to inform its clients that as of the 01st of June 2017, all applications for registration of businesses must be submitted with the following details appended thereto:

1. For applications for **Name Reservations in respect of Companies, Close Corporations and Defensive Names** the following must be appended:

- a copy of the Identity Document of the applicant;
- An appendix with the following information:
- contact information of the applicant as follows:
 - (land-line number (if any),
 - mobile number,
 - fax number,
 - full postal and residential address,
 - e-mail address

2. For the **registration of Companies, Close Corporations and Defensive Names**, the following must be appended for each director and/or member:

- a copy of the Identity Document of the applicant(s) / member(s);
- An appendix with the following information:
- contact information of the applicant(s) / member(s) as follows:
 - (land-line number (if any),
 - mobile number,
 - fax number,
 - full postal and residential address,
 - e-mail address

3. For the **amendment of Companies, and Close Corporations** the above information must also be provided.

4. The above information is required for the implementation of mandatory controls on the **Integrated Companies Registration System (ICRS)** to ensure data integrity, and further as per the requirements of the **Financial Intelligence Act (Act Number 13 of 2012)** it is mandatory that the above information be submitted to the Registrar, and failure to submit such information would be in contravention of the FIA Act. Due to these changes, the registrar is currently in the process of amending the Business Registration forms to incorporate the above changes.

5. Please note that as of the date indicated above, applications that are submitted without the required information will not be accepted for registration, hence; clients are called to ensure that their applications are submitted in a complete format to avoid delays in the registration of their businesses.

Enquiries can be directed to the following colleagues:

Mrs. Anna Husselmann

Tel: +264 61 299 4434

Mobile: +264 811 415652

E-mail: husselmann@bipa.na

Or

Ms Lembey N Mulike

Tel: +264 61 299 4455

Mobile: +264 811 478006

E-mail: mulike@bipa.na

I count on your usual cooperation

Mr. Tileinge S Andima

Chief Executive Officer

P O Box 185

Windhoek, Namibia

Tel: +264 61 299 4400 | Fax: +264 61 401061 | E-mail: info@bipa.na | Website: www.bipa.gov.na