#### BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA

CLOSE CORPORATIONS ACT, 1988 (Sections 12, 13, 14, 24, 27, 29, 47 and 60) (Regulations 2, 3 and 13)



DATE OF RECEIPT

# **Founding Statement**

Before filling in the form, first see notes on page 2.

REGISTRATION NUMBER OF CORPORATION

ull name of corporation ABC CONSTRUCTION CC
Literal translation of name (if applicable)
hortened form of name (if applicable)
Description of principal business TO CONSTRUCT, AND RENOVATE PROPERTIES AND ALL RELATED ACTIVITIES.
Date of end of financial year LAST DAY OF MARCH EACH YEAR
Postal address P O BOX 0000, WINDHOEK, NAMIBIA
Address of registered office (not post office box)  NUMBER 000, WXYZ SUITES, LMK STREET,  WINDHOEK, NAMIBIA
Email address: doeprop@xxxxmail.com.na
Name and address of accounting officer JOHN DOE
P O BOX 00000
WINDHOEK
(Attach written consent to appointment)
Full name of association or body of which accounting officer is a member
NAMIBIA INSTITUTE OF PUBLIC ACCOUNTANTS (NIPA)
Membership/Practice No. NIPA XXXX
Signature of Accounting Officer

Commented [LM1]: Please note, before submitting an application for a CC to be registered, a client should first obtain an approved name through the submission of an application for a name reservation on Form CC8.

Commented [LM2]: Only complete this space if the shortened name has been approved. The shortened name must be 7 characters long and derived from the full name of the corporation. An application for the reservation of a shortened name can be submitted on form CC 8, the associated fee of N\$75.00 is payable.

Commented [LM3]: Principal business on the form CC1 must be the same as was provided with the approved name, if any activities are being added these must relate to the name as provided. Also note regulated activities cannot be added after a name has been approved.

Commented [LM4]: \*\*Please note: in addition to the requirements of the CC Act and Regulations, any additional information requested is in terms of Section 4 of the Financial Intelligence Act, 2012 (Act No. 13 of 2012), as well as the Regulations thereunder.

Commented [LM5]: In terms of Section 59(1) of the Close Corporations Act; "Every corporation shall appoint an accounting officer who has in writing consented thereto".

Commented [LM6]: In addition to issuing a consent letter, a CC application must be signed by the Accounting Officer to confirm and authenticate the appointment.

- 2 - CC 1

# **NOTES**

- 1. Form CC 1 must be written in block capitals or be typewritten, lithographed or printed in legible characters with deep permanent black ink, and lodged in triplicate.
- 2. Where a person signs on behalf of a member, a power of attorney must be attached.
- Minor children and other persons under legal disability must be assisted by their parents, guardians or representatives, as the case may be, and the capacity must be stated.
- 4. If no identity document has been issued, a written statement to this effect must be attached.
- 5. Form CC 1 which does not comply with the requirements of the Act, regulations or these notes, will be rejected.
- 6. Particulars to be furnished under the heading "MEMBERS".
  - (a) Full names and surname. (if juristic person, mention name and capacity and if trustee, also mention name and particulars of testamentary trust).
  - (b) Identity number ((i) if no identity document has been issued, state date of birth and see par. 4 above.) ((ii) If juristic person, mention registration number).
  - (c) Size of interest expressed as a percentage.
  - (d) Particulars of interest and fair value thereof.
  - (e) Residential address
  - (f) Postal address.
  - $(g) \ \ Signature \ of \ member \ or \ representative \ (where \ applicable).$

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•		ι.		

#### NAME OF CORPORATION

ABC CONSTRUCTION CC													
	REGISTRATION NU	JMBER											
			PAR'	ΓС									
MEMBERS (ONE) 1													
Full names and surname	JANE DOE												
		İ	Year	Mont	th	Day							
dentity number or date	of birth	(i)	7 0		4	2 0	0	0	0	0	0		
Registration number		(ii)										1	
Percentage of interest	100%			Particul	ars	of con	tributio	on N	\$100	0.00			
Residential address N	UMBER 1234, DEF	STRE	ET, O	LYMPIA	4, V	VIND	HOEK	, NA	MIB	BIA			
Postal address P	O BOX 0000, WIN	DHOE	K, NAN	/IIBIA									
Email address: jan	nedoe@xxxxmail.c	om.na											
Signature of member or	representative X												 
Full names and surname	•												
			Year	Mont	ı.la	Day							
dentity number or date	of hirth	(i)	1 Cai	Wioni	.11	Day							
Registration number	or onth	(ii)									l		
Percentage of interest				Particula	ars c	of cont	ributio	n		_			
Residential address			_					_					
Postal address													
Email address:													
Signature of member or	representative												
Witness Signature					Da	ate of s	ignatu	re					
	OHN DOE												
Residential address N	UMBER 6247, KLN	/ STRE	ET, W	INDHO	E-\	NEST	, WIN	IDHO	DEK	, NA	MIE	BIA	
Business address N	UMBER 6247, KLN	/ STRE	ET, W	INDHO	E-\	NEST	, WIN	IDHO	DEK	, NA	MIE	BIA	_
Postal address P (	O BOX 000, EROS	, WIND	OEK										
Email addrass	andaa@vvvvmail												

- 3 -

Commented [LM7]: Where a cc has more than 1 member, each member's percentage share must be expressed as a percentage of 100 (the total percentage of a corporation), otherwise express as 100% if the cc has only 1 member.

Commented [LM8]: \*\*Please note: in addition to the requirements of the CC Act and Regulations, any additional information requested is in terms of Section 4 of the Financial Intelligence Act, 2012 (Act No. 13 of 2012), as well as the Regulations thereunder.

Commented [LM9]: NB. Each CC must be signed by a member of representative and where a representative sign the additional requirements as expressed in Paragraphs 2 and 3 in the guiding notes on page 2 must be provided in addition to submitting the CC and the rest of the required documentation.

Commented [LM10]: The signature and date of signature of the witness must be reflected at all times.

Commented [LM11]: \*\*Please note: in addition to the requirements of the CC Act and Regulations, any additional information requested is in terms of Section 4 of the Financial Intelligence Act, 2012 (Act No. 13 of 2012), as well as the Regulations thereunder.

CC1

# ABC CONSTRUCTION CC

- 4 -

	REGISTRATIO	N NUMBEI	₹						
L									
			PART	$\Gamma$ $\mathbf{C}$					
MEMBERS									
Full names and surna	ame								
			Year	Month	Day	]			
Identity number or d	ate of birth	(i)							
Registration number		(ii)							
Percentage of interes	st			Particulars	of contr	ibution			
Residential address									
Postal address									
Email address:									
Signature of member	r or representative								
	1								
Full names and surna	ame								
			Year	Month	Davi	7			
Identity number or d	ate of birth	(i)	1 eai	Wionin	Day				
Registration number		(ii)							
Percentage of interes	st			Particulars	of contri	bution	•		
Residential address						-			
Postal address									
osur udiress									
Email address:									
Signature of member	r or representative								
Witness Signature				D	ate of sig	gnature			
Full names									
Residential address									
Duoimaga addmas-									
Business address Postal address									
Email address:									-

-5- CC 1

# NAME OF CORPORATION

# ABC CONSTRUCTION CC

	REGISTRATION	NUMBER	2										
			PAR	RT C									
MEMBERS													
Full names and surn	ame												
			Yea	r M	onth	Da	ıy						
Identity number or d	late of birth	(i)											
Registration number	•	(ii)											
Percentage of interes	st			Parti	culars	of co	ontri	butio	n				
Residential address													
Postal address													
Email Address:													
Signature of membe	r or representative												
Full names and surn	ame												
			Yea	r M	onth	Da	ıy						
Identity number or d	late of birth	(i)											
Registration number		(ii)											
Percentage of interes	st			Partio	ulars	of co	ntrib	ution	1				
Residential address													
Postal address													
Email address													
Signature of membe	r or representative _												
Witness Signature					_ D	ate o	f sig	natur	e				
Full names													
Residential address													
Business address													
Postal address				-		'	-		-	-		 '	
Email Address:													

- 6 -CC 1

NAME OF CORPORATION ABC CONSTRUCTION CC

	REGISTRATIO	ON NUMBER										
			PAF	RT C								
MEMBERS												
Full names and surn	ame											
	·											
			Yea	r M	onth	D	ay					
Identity number or o		(i)										
Registration number		(ii)										
Percentage of intere	st			Parti	culars	of c	ontri	butio	n			
Residential address												
Postal address												
Email Address												
Signature of member	er or representative											
Full names and surn	ame											
			Yea	r M	onth	D	ay					
Identity number or o	late of birth	(i)										
Registration number	r	(ii)										
Percentage of intere	st			Parti	culars	of co	ontrib	oution	1			
Residential address												
Postal address												
Email address												
Signature of membe	er or representative											
Witness Signature					D	ate c	of sig	natur	e			
Full names												
Residential address												
Business address _												
Postal address Email address												_

-7- CC1

## NAME OF CORPORATION

# ABC CONSTRUCTION CC

	REGISTRATION NUMB	ER						
L		DAI	RT C					
MEMBERS		LAI	KI C					
·	ime							
run names and suma								
		Yea	ar Month	Day	7			
Identity number or da	ate of birth (i)		ai Wionui	Day				
Registration number	(ii)							
Percentage of interes	t		Particular	s of contr	ibution	1		
Residential address						-		
Postal address								
Email address				-			 	 
<del></del>								
Signature of member	or representative							
organical or memori								
Full names and surna	ime							
					1			
(dantity number or d	ate of birth (i)	Yea	ar Month	Day				
Identity number or da Registration number	(ii)							
Percentage of interes			Particulars	of contri	hution			
Residential address				or contri	oution			
Residential address								
Postal address								
_								
_								
Postal address Email address								
Email address  Signature of member	or representative							
Email address  Signature of member				Date of sig	gnature			
Email address  Signature of member  Witness Signature  Full names	or representative			Date of sig	gnature	·		
Email address  Signature of member  Witness Signature  Full names	or representative			Date of sig	gnature	·		
Email address  Signature of member	or representative			Date of sig	gnature	·		
Email address  Signature of member  Witness Signature  Full names  Residential address	or representative			Date of sig	gnature	·		

- 8 -**CC 1** 

# REPUBLIC OF NAMIBIA BUSINESS AND INTELLECTUAL PROPERTY AUTHORITY - BIPA CLOSE CORPORATIONS ACT, 1988 (Section 13, 14, 27 and 60) (Regulations 3, 10 and 13)

 $(To\ be\ lodged\ in\ triplicate\ together\ with\ the\ Founding\ Statement)$ 

		Certificate	of Incorporat	ion	
	I	REGISTRATION N	IUMBER OF CORPO	RATION	
	CC	/			
This is to certify that	the Founding	Statement (CC 1) of	f		
ABC CONSTRU	CTION CC				
Has been registered a Act, 1988 * The above-named		_	ation was this day incom	rporated in terms of th	ue Close Corporation
				(Reg. No	)
Signed at Windhoek	this		Day of		
Two Thousand and					
REGISTRAR OF	CLOSE CO	RPORATIONS			
* (Delete if not annli	cable)				

-9-

## NAME OF CORPORATION

# ABC CONSTRUCTION CC

	REGISTRATION NUMBER		
The above-named c	orporation has been converted from con	npany:	
		Reg. No.	

FOR	OFF	ICE	HZE

Founding Statement registered

Registrar of Close Corporations

Date

Data Processing

Classification

Recorded

Signature and

date

N\$ 150,00 fee payable in terms of the Act and as set out in the regulations

Commented [LM12]: Please note that each application for the registration of a CC must be submitted together with proof of payment of the associated registration fee of N\$150.00 an application not submitted with proof of payment is deemed incomplete. When making payment please use the approved CC name as payment reference.

## MEMBER (S) / WITNESS CONTACT DETAILS

\*\*Please note: in addition to the requirements of the CC Act and Regulations, any additional information requested in terms of Section 4 Financial Intelligence Act (Act 13 of 2012), as well as the Regulations thereunder.

_		
1.	Name	JANE DOE (MEMBER)
2.	Land-line number of applicant (if available);	061 - 000000
3.	Mobile number (compulsory);	08112000000
4.	Fax Number (if available);	N/A
5.	E-mail Address (if available);	
		janedoe@xxxxmail.com.na
	Y	IOUN DOE (MITNESS)
2.	Name Land-line number of applicant (if available);	JOHN DOE (WITNESS)
		061 - 000000
3.	Mobile number (compulsory);	08112000000
4.	Fax Number (if available);	N/A
5.	E-mail Address (if available);	
		johndoe@xxxxmail.com.na
1.	Name	
1.	Land-line number of applicant (if available);	
2.	Mobile number (compulsory);	
3.	Fax Number (if available);	
4.	E-mail Address (if available);	
1.	Name	
2.	Land-line number of applicant (if available);	
3.	Mobile number (compulsory);	
4.	Fax Number (if available);	
5.	E-mail Address (if available);	
1.	Name	
2.	Land-line number of applicant (if available);	
3.	Mobile number (compulsory);	
4.	Fax Number (if available);	
5.	E-mail Address (if available);	
1.	Name	
2.	Land-line number of applicant (if available);	
3.	Mobile number (compulsory);	
4.	Fax Number (if available);	
5.	E-mail Address (if available);	

Commented [LM13]: \*\*Please note: in addition to the requirements of the CC Act and Regulations, any additional information requested is in terms of Section 4 of the Financial Intelligence Act, 2012 (Act No. 13 of 2012), as well as the Regulations thereunder.