



CC1

Founding Statement

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

REGISTRATION NUMBER OF CORPORATION	DATE OF RECEIPT
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Full name of corporation **ABC CONSTRUCTION CC**

Literal translation of name (if applicable)

Shortened 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: **doepprop@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.

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.
3. 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).

NAME OF CORPORATION

ABC CONSTRUCTION CC

REGISTRATION NUMBER

PART C

MEMBERS **(ONE) 1**

Full names and surname **JANE DOE**

	Year	Month	Day										
Identity number or date of birth (i)	7	0	0	4	2	0	0	0	0	0	0	0	0
Registration number (ii)													

Percentage of interest **100%** Particulars of contribution **N\$100.00**

Residential address **NUMBER 1234, DEF STREET, OLYMPIA, WINDHOEK, NAMIBIA**

Postal address **P O BOX 0000, WINDHOEK, NAMIBIA**

Email address: janedoe@xxxxmail.com.na

Signature of member or representative **X**

Full names and surname

	Year	Month	Day										
Identity number or date of birth (i)													
Registration number (ii)													

Percentage of interest _____ Particulars of contribution _____

Residential address _____

Postal address _____

Email address: _____

Signature of member or representative _____

Witness Signature _____ Date of signature _____

Full names **JOHN DOE**

Residential address **NUMBER 6247, KLM STREET, WINDHOE-WEST, WINDHOEK, NAMIBIA**

Business address **NUMBER 6247, KLM STREET, WINDHOE-WEST, WINDHOEK, NAMIBIA**

Postal address **P O BOX 000, EROS, WINDOEK**

Email address: johndoe@xxxxmail.com.na

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.

NAME OF CORPORATION

ABC CONSTRUCTION CC

REGISTRATION NUMBER

PART C

MEMBERS

Full names and surname

	Year	Month	Day											
Identity number or date of birth (i)														
Registration number (ii)														

Percentage of interest _____ Particulars of contribution _____

Residential address _____

Postal address _____

Email address: _____

Signature of member or representative _____

Full names and surname _____

	Year	Month	Day											
Identity number or date of birth (i)														
Registration number (ii)														

Percentage of interest _____ Particulars of contribution _____

Residential address _____

Postal address _____

Email address: _____

Signature of member or representative _____

Witness Signature _____ Date of signature _____

Full names _____

Residential address _____

Business address _____

Postal address _____

Email address: _____

NAME OF CORPORATION

ABC CONSTRUCTION CC

REGISTRATION NUMBER

PART C

MEMBERS

Full names and surname

	Year	Month	Day										
Identity number or date of birth (i)													
Registration number (ii)													

Percentage of interest _____ Particulars of contribution _____

Residential address _____

Postal address _____

Email Address: _____

Signature of member or representative _____

Full names and surname _____

	Year	Month	Day										
Identity number or date of birth (i)													
Registration number (ii)													

Percentage of interest _____ Particulars of contribution _____

Residential address _____

Postal address _____

Email address _____

Signature of member or representative _____

Witness Signature _____ Date of signature _____

Full names _____

Residential address _____

Business address _____

Postal address _____

Email Address: _____

NAME OF CORPORATION ABC CONSTRUCTION CC

REGISTRATION NUMBER

PART C

MEMBERS _____

Full names and surname _____

	Year	Month	Day											
Identity number or date of birth (i)														
Registration number (ii)														

Percentage of interest _____ Particulars of contribution _____

Residential address _____

Postal address _____

Email Address _____

Signature of member or representative _____

Full names and surname _____

	Year	Month	Day											
Identity number or date of birth (i)														
Registration number (ii)														

Percentage of interest _____ Particulars of contribution _____

Residential address _____

Postal address _____

Email address _____

Signature of member or representative _____

Witness Signature _____ Date of signature _____

Full names _____

Residential address _____

Business address _____

Postal address _____

Email address _____

NAME OF CORPORATION

ABC CONSTRUCTION CC

REGISTRATION NUMBER

PART C

MEMBERS

Full names and surname

		Year	Month	Day										
Identity number or date of birth	(i)													
Registration number	(ii)													

Percentage of interest _____ Particulars of contribution _____

Residential address _____

Postal address _____

Email address _____

Signature of member or representative _____

Full names and surname _____

		Year	Month	Day										
Identity number or date of birth	(i)													
Registration number	(ii)													

Percentage of interest _____ Particulars of contribution _____

Residential address _____

Postal address _____

Email address _____

Signature of member or representative _____

Witness Signature _____ Date of signature _____

Full names _____

Residential address _____

Business address _____

Postal address _____

Email address _____

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

REGISTRATION NUMBER OF CORPORATION

* (Delete if not applicable)

NAME OF CORPORATION

ABC CONSTRUCTION CC

REGISTRATION NUMBER

The above-named corporation has been converted from company:

Reg. No.)

FOR OFFICE USE

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 is 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
1. Name	JOHN DOE (WITNESS)
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);	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.