

CHECKLIST FOR A NEW PUBLIC /PRIVATE COMPANY

Company Name: _____

Reference Nr: _____

FORM	DESCRIPTION	SUBMISSION CHECK	RESUBMISSION CHECK	RESUBMISSION CHECK	COMMENTS
ITEMS THAT MUST BE IN THE MEMORANDUM BOOKLET					
Notarial certificate of Collation	Memorandum & Article of Association				
CM 1	Certificate of Incorporation of a company				
CM 2	Memorandum of Association of a company having a share capital Fee Payable: N\$150-00 + (N\$7.50 for every N\$1000 share capital)				
CM 2 A	Main business and Main Objects of Company				
CM 2 B	Pre-incorporation contracts (if any) + Capital				
CM 2 C	Particulars of more than one person who signs the memorandum + particulars of witness				
CM2 D	To be completed where one person signs the memorandum				
CM 44	Articles of Association of a company having a share capital adopting Schedule 1				
CM 44B	Articles of Association of a Company not having share capital not adopting schedule 1				
CM 44C	Signatories to Articles of Association				
LOOSE FORMS THAT MUST BE IN THE SUBMISSION					
CM 5	A valid Name Reservation approval Fee Payable: N\$ 75.00				
CM 22	Registered address and Postal address (in duplicate) Fee Payable: N\$ 20.00				
CM29	Register of Directors, auditors & Officers (in duplicate) Fee Payable: N\$ 20.00				
CM 31	Auditors Consent to appointment or resignation (in duplicate) Fee Payable: N\$ 20.00				
CM 46	Certificate to commence business (in case of directors) (in duplicate) Fees payable: N\$100.00 + annual duty (depends on the financial year-end and date to commence business (N\$100 + N\$130 if financial year end is 6 months backwards and N\$65.00 if 6 months forward)				
CM 47	Statements by each Director regarding adequacy of Capital of Company Fee payable: N\$50 per director				
CM 51	Certification of additional copies of documents lodged for registration Fee Payable: N\$ 10.00				
Identity documents	Latest (6 months) Original Certified Identity document of Members/ Shareholders/ Directors and Witness				
	Email addresses provided for each Member/ Director/ Shareholders and Witness				
	Contact details provided for each Member/ Director/ Shareholder and Witness				

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Submission

Consultant Name : _____ Date: _____ Stamp:

Resubmission

Consultant Name: _____ Date: _____ Stamp:

Resubmission

Consultant Name: _____ Date: _____ Stamp: