

# **New Non-Profit Making Company (Section 21) Checklist**

Company Nr: \_\_\_\_\_

OR

Reference Nr: \_\_\_\_\_

FORM	DESCRIPTION	SUBMISSION CHECK	RESUBMISSION CHECK	RESUBMISSION CHECK	COMMENTS
<b>ITEMS THAT ARE PART OF THE MEMORANDUM &amp; ARTICLE OF ASSOCIATION BOOKLET</b>					
Notarial Certificate of Collation	<b>Of Memorandum and Article of Association</b>				
CM3	<b>Certificate of Incorporation of a company not having a share Capital</b>				
CM4	<b>Memorandum of Association of a Company not having a share capital</b> Fee: N\$ 150.00 without Annual Duty.				
CM4 A	<b>Guarantee</b>				
CM4 PART B	<b>Association Clause</b> (subscribers/ members)				
CM44 B	<b>Articles of Association of a Company not having a share capital not adopting schedule 1</b>				
CM44 C	<b>Signatories to Articles of Association</b>				
<b>LOOSE FORMS THAT MUST BE IN THE SUBMISSION</b>					
CM5	<b>A Valid Name Approval</b> Fee: N\$75.00				
CM22	<b>Registered of address and postal address</b> Fee: N\$20.00 (in duplicate)				
CM29	<b>Register of Directors, Auditors &amp; officers</b> N\$20.00 (in duplicate)				
CM31	<b>Auditors Consent to appointment or resignation</b> N\$20.00 (in duplicate)				
CM46	<b>Certificate to commence business</b> (in case of directors) N\$100.00 without Annual Duty				
Identity documents	<b>Latest (6 months) Original Certified Identity document of Members/ subscribers and Witness</b>				
	<b>Email addresses provided for each Member/ subscriber and Witness</b>				
	<b>Contact details provided for each Member/ subscriber and Witness</b>				

## **Submission:**

Consultant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp: \_\_\_\_\_

## **Resubmission:**

Consultant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp: \_\_\_\_\_

## **Resubmission:**

Consultant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp: \_\_\_\_\_