

**SCHEDULE 1** (to Standard No. ADM.S.8.1)**FORM A - APPLICATION LETTER****FOR REGISTRATION AS A FUND ADMINISTRATOR OR SOCIETY ADMINISTRATOR**  
(*delete whichever not applicable*)

In terms of section 366 of the Financial Institutions and Markets Act, 2021 (Act No. 2 of 2021) (“the Act”) –

1. I, the undersigned, being the applicant, principal officer or authorised person of \_\_\_\_\_  
\_\_\_\_\_ duly empowered thereto as per the annexure  
hereto<sup>1</sup>, hereby apply for the registration of the said company, entity or individual as a fund or society  
administrator (*delete the one not applicable*) to carry out, in Namibia, the following administration  
services, as defined in terms of section 363 of the Act:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_

2. I submit with this application all the required documents in terms of this Standard.

3. The proof of the prescribed registration fee, as determined in terms of Standard No. GEN.  
S.10.23 - Fees, is enclosed with the application.

**SIGNATURE OF APPLICANT, PRINCIPAL OFFICER OR DULY AUTHORISED PERSON**

Full name: \_\_\_\_\_

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

Capacity: \_\_\_\_\_

<sup>1</sup> Applicant to attach a copy of the letter or document of authorisation.

**SCHEDULE 3 (to Standard No. ADM.S.8.1)****FORM C - APPLICATION FORM FOR REGISTRATION AS A SOCIETY  
ADMINISTRATOR - INDIVIDUAL**

I, the undersigned, do hereby apply for registration to carry on the business of society administrator in Namibia pursuant to section 366 of the Financial Institutions and Markets Act, 2021 (Act No. 2 of 2021) ("the Act").

**1. DETAILS OF APPLICANT**

1.1 Full name(s): .....

1.2 Surname: .....

1.3 Current/other NAMFISA license number: .....

1.4 ID/Passport number: .....

1.5 Income tax number: .....

**2. CONTACT DETAILS**

2.1 Physical address: .....

2.2 Postal address: .....

2.3 Telephone number: .....

2.4 Facsimile number: .....

2.5 E-mail: .....

**3. BANKING DETAILS**

3.1 Bank name: .....

3.2 Branch name: .....

3.3 Branch code: .....

3.4 Account number: .....

3.5 Account type: .....

**4. ATTACHMENTS**

<b>The applicant must provide the following information and documentation as is relevant and if not already provided elsewhere</b>	<b>YES</b>	<b>NO</b>
Certified copy of municipality certificate of registration or of fitness		
Business plan with at least a five year cashflow projection		
List of funds or societies that the administrator intends to provide administration services to		
Declaration of related party relationships, if any		

Completed parts and other information required pursuant to Standard No. GEN.S.10.2 – Fit and Proper Requirements		
Proof of payment of the required application fee in terms of Standard No. GEN.S.10.23 - Fees		
Proof of bank account		
Professional indemnity insurance cover certificate		
Proof of registration as a taxpayer from the Receiver of Revenue		

All copies of original documents must be duly certified. Copies made from certified documents will not be accepted.

### **SIGNATURE OF APPLICANT**

By signing the document, I confirm that all the information contained in this application is true and correct and can be relied upon and I have disclosed all necessary material information that may be required by NAMFISA.

Full name: \_\_\_\_\_

Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

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

\_\_\_\_\_