

PUBLIC NOTICE

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BUSINESS REGISTRATION APPLICATION PROCEDURE

1. Application form shall be obtained from the Health Services & Solid Waste Department (Business Registration Office).
2. Town Planning approval should be obtained for new business application, change of ownership/transfer to new owner, relocation to new premises.
3. The applicant must submit: an authentic Namibian identification document; valid proof of permanent residence, a valid business /working visa and proof of registration with BIPA (Business Intellectual Property Authority) and a code of conduct from the Police in case of a hawker.
4. For food business establishments, the applicant must obtain medical examination certificates for all food handlers as well as a pest control certificate (this requirement is only applicable to food establishments).
5. Accommodation establishments and tourism related businesses must submit proof of registration with the Namibian Tourism Board.
6. Applicants must submit a valid fire prevention safety compliance certificate (the certificate is issued by the Fire Brigade Section upon payment and inspection).
7. Applicants are required to obtain an invoice from the Fire Brigade Section which determines the inspections fees. The application and proof of payment must be submitted to the Fire Brigade Section.
8. An inspection fee of **N\$ 1383.43** food premises, **N\$ 732.40** non-food premises, **N\$ 195.30** Hawkers and Small Contractors, **(vat included)** must accompany this application (payment methods may be done physically at the cash hall or via EFT).
9. Charges for lost and duplicate certificates are N\$ 42.92.
10. Applications with all the required documents and proof of payments are submitted to the Health Department (Business Registration Office). The business premises are then inspected for approval by a certified Environmental Health Practitioner.
11. Renewals of fitness and business registration certificates are due for renewal on or before **31 March of every year.** Failure to renew is subjected to monthly penalties/fines (backdated to January) after **31 March.**
12. In the event that the applicants shut-down his/or her business, the applicant must apply for closure of business.
13. Issuing fitness /registration certificates takes two to three weeks (during normal business registration months) and 4 week during peak business registration season (March to May).

For enquiries contact:

Business Registration Office

Health Services & Solid Waste Department

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