



## DOCUMENTATION GUIDELINES- FOR CLOSED CORPORATIONS

This guideline should be used to assist you in preparing the necessary documentation that our Corporate Guarantee Risk Consultant will need to process your request to open a policy with us.

**If the policyholder is registered as a Closed Corporation:**

	CC1 - Founding Statement, containing Certificate of Incorporation
	CC2 - Latest Amended Founding Statement
	ID's of all the Members of the Closed Corporation
	Proof of Bank Account (Bank letter or Bank statement not older than 3 months)
	Income Tax Certificate and VAT Certificate (if the business is a VAT vendor)
	Proof of Business Address
	Proxy letter / Resolution – (If applicable)

Walvis Bay Physical Address:  
Bedding Boutique Building,  
1040 Theo Ben Gurirab Street  
Walvis Bay

Tsumeb Physical Address:  
Nictus Building,  
President Street  
Tsumeb

Windhoek Physical Address:  
1<sup>st</sup> Floor,  
140 Mandume Ndemufayo Avenue  
Windhoek