



## DOCUMENTATION GUIDELINES- FOR A COMPANY

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 Company:**

	Latest CM23 (Annual Return as lodged with Ministry of Trade & Industry)
	ID`s of all directors
	<p>If CM23 is <u>not</u> supplied:</p> <ul style="list-style-type: none"> <li>- Control &amp; Ownership structure indicating Beneficial Owners, CEO/Executive Manager (only needed where CM23 is <u>not</u> supplied)</li> <li>- CM22 – Registered address of the company (only needed where CM23 is <u>not</u> supplied)</li> <li>- CM29 – Register of directors and officers (only needed where CM23 is <u>not</u> supplied)</li> </ul>
	CM1 - Certificate of Incorporation
	CM9 - Certificate of Name Change (If applicable)
	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