



## DOCUMENTATION GUIDELINES- FOR INDIVIDUALS, SOLE TRADERS AND PARTNERSHIPS

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 a [Namibian Individual](#) or is registered as a [Namibian Sole Trader](#):**

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|  | Namibian ID Document (or Namibian passport / Namibian birth certificate) |
|  | Proof of Mandate to Represent Other (Only needed for representatives)    |

**If the policyholder is registered as a [Partnership](#):**

|  |  |
|--|--|
|  | Partnership Agreement or list of partners  |
|  | Proof of Bank Account (Bank letter or Bank statement not older than 3 months)              |
|  | Income Tax Certificate (for individuals) and VAT Certificate (If applicable)               |
|  | ID's of all the Partners   |
|  | Control & Ownership structure (indicating Beneficial Owners and the CEO/Executive Manager) |
|  | 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