



Converting Risk into Sustainable Wealth

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:
Ground Floor, Nictus Building
140 Mandume Ndemufayo Avenue
Windhoek*