



**APPLICATION FORM FOR REGISTRATION AS A LONG-TERM/SHORT-TERM  
INSURANCE AGENT  
-Individual or Natural Person-**

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**LONG-TERM INSURANCE ACT (NO. 5 OF 1998)  
SHORT-TERM INSURANCE ACT (NO. 4 OF 1998)**

I, the undersigned, do hereby apply for registration to carry on the business of insurance agent in Namibia in terms of Section 55 of the Long-term Insurance Act No. 5 of 1998 and Section 53 of the Short-term Insurance Act (No. 4 of 1998).

**1. DETAILS OF THE INSURANCE AGENT**

Full Names: .....  
Surname: .....  
Current/other NAMFISA License Number: .....  
ID/Passport Number: .....  
Gender: .....  
Marital Status: .....  
Income Tax Number: .....  
ERS Reference Number: .....

**2. CONTACT DETAILS**

**A) Work Address and Contact Details**

Physical Address: .....  
Postal Address: .....  
Telephone Number: .....  
Facsimile Number: .....  
E-Mail Address: .....

**B) Home Address and Contact Details**

Physical Address: .....  
Postal Address: .....  
Telephone Number: .....  
Mobile Number: .....

**3. EMPLOYMENT HISTORY**

Current Employer: .....  
Position: .....  
Date of employment: .....

Previous Employer: .....  
Position: .....  
Date of employment: .....

**Educational Qualifications**

Highest qualifications: .....  
Relevant training attended: .....

**4. BANKING DETAILS**

Bank Name: .....  
Branch Name: .....  
Branch Code: .....  
Account Number: .....  
Account Type: .....

**5. ATTACHMENTS**

- i.  Registration Fee N\$ 200.00
- ii.  Proof of Bank Account
- iii.  Letter of Intent from Insurer(s)
- iv.  If registered with NAMFISA previously, proof of annual levy payment
- v.  Abridged or Shortened CV
- vi.  Certified Copies of Highest Educational Qualifications
- vii.  Sworn Affidavit and Fit and Proper Questionnaire signed in-front of a Commissioner of Oaths. Kindly note that each page should be initialed by the applicant and Commissioner of Oaths.
- viii.  Certified Copy of ID/valid Passport
- ix.  Residence Permit or Work Permit (if not Namibian)
- x.  Proof of registration as a tax payer from the Receiver of Revenue

All copies of original documents to be submitted should be duly certified. No copies made from certified documents will be accepted.

**6. DECLARATION:**

I hereby declare that I have not been convicted by any court of any offence involving dishonesty, or of an offence in terms of the Long-term Insurance Act (No. 5 of 1998) or the Short-term Insurance Act (No. 4 of 1998).

By signing the document I guarantee that:

- a. The long-term/short-term insurance business will be conducted in Namibia in compliance with the Long-term Insurance Act (No. 5 of 1998) or the Short-term Insurance Act (No. 4 of 1998), Long-term/Short-term Insurance Regulations and other relevant legislation;
- b. I will adhere to the requirements & conditions stated in this application form; and
- c. All the above information is true and accurate and can be relied on and that I have disclosed all necessary material information that may be required by the Registrar. Where such information completed in this application, is incorrectly given or partially disclosed to the Registrar, I accept that the license issued to me may be withdrawn in accordance with the provisions of the Long-term Insurance Act (No. 5 of 1998) or the Short-Term Insurance Act (No. 4 of 1998).

Full Name: .....

Signature: .....

Date:.....

Place:.....

## **7. REQUIREMENTS OF CARRYING LONG-TERM AND SHORT-TERM INSURANCE BUSINESS IN NAMIBIA IN TERMS OF LONG-TERM INSURANCE ACT (NO. 5 OF 1998) AND SHORT-TERM INSURANCE ACT (NO. 4 OF 1998) AND LONG-TERM/SHORT-TERM INSURANCE REGULATIONS OF 1998**

### **7.1 REMUNERATION**

#### **7.1.1 Percentage of commission payable to an insurance agent in terms of Regulation 13 of the Long-term Insurance Act and Regulation 6 of the Short-term Insurance Act.**

- 7.1.1.1 Credit Life Insurance 20%
- 7.1.1.2 Sinking Fund Insurance 2.50%
- 7.1.1.3 Other Long-term Insurance 7.50%
- 7.1.1.4 Vehicle Insurance 12.5%
- 7.1.1.5 Other Short-term Insurance 20%

#### **7.1.2 Limitation**

No other consideration other than commission in a monetary form, which relates to the long-term or short-term insurance business, should be directly or indirectly paid/ allowed/ given/accepted by insurance agent.

### **7.2 CANCELLATION OF REGISTRATION**

#### **7.2.1 Voluntarily Cancellation of Registration**

A voluntary cancellation can be applied at the office of the Registrar in terms of section 59 of the Long-term Insurance Act (No.5 of 1998) and section 57 of the Short-term Insurance Act (No.4 of 1998) (Application forms for cancellation is available at the Authority).

#### **7.2.2 Cancellation of Registration by the Registrar**

Registration can be cancelled due to non-compliance in terms of section 59 of the Long-term Insurance Act (No.5 of 1998) or section 57 of the Short-term insurance Act (No.4 of 1998).

### **7.3 CHANGE OF CONTACT DETAILS OF INSURANCE AGENT**

New contact details must be submitted in writing to the Registrar i.e. Physical, Postal and Email Addresses, Telephone, Mobile and Facsimile Numbers.

### **7.4 CHANGE OF REGISTERED NAME**

An application for a change of name must be submitted to the Registrar in accordance with section 18 of the Long-term Insurance Act (No. 5 of 1998) and section 18 of the Short-term Insurance Act (No. 4 of 1998) (**Application form for a name change is available at the Authority**).

### **7.5 MOVEMENT OF INSURANCE AGENT(S) WITHIN THE INDUSTRY**

The Registrar should be notified immediately of any movement of an insurance agent from one insurer to another or upon an agent exiting the industry.