

FORM FS1



APPLICATION FOR REGISTRATION OF A FRIENDLY SOCIETY



APPLICATION FOR NEW REGISTRATION IN TERMS OF SECTION 5 OF THE FRIENDLY SOCIETIES ACT, 1956 (ACT 25 OF 1956)

1. I, _____

(full name of authorized representative of friendly society)
hereby apply for the registration of _____
(name of friendly society)
as a friendly society.

2. It is intended that -

(a) the friendly society will provide

(type of benefits to be provided)

(b) the Principal Officer will be _____

(full names)

(c) the physical address, ID number and contact details of the Principal Officer will be

_____;

(d) the registered office of the society will be located at

(full physical address)

(e) the postal address of the society will be _____

_____;

- (f) the name and contact details of the administrator (if applicable)

_____;

- (g) the name and contact details of the proposed auditor

_____.

3. Attached to this application are -

- (a) The management committee's resolution approving the establishment and the name of the friendly society;
- (b) The management committee's resolution approving the appointment of the Principal Officer;
- (c) Two copies of the proposed rules of the friendly society duly signed by the Chairman and co-signed by one other Management Committee Member;
- (d) A schedule with full details of the proposed management committee members i.e. full names, ID numbers, addresses and contact numbers;
- (e) Full details of those who will be participating employers for the society (if applicable);
- (f) Full details of the proposed auditor;

- (g) Curriculum vitae and the Identification documents of the proposed management committee members;
- (h) Curriculum vitae and the Identification document of the Principal Officer;
- (i) Proof of Namibian citizenship or permanent residence of Principal Officer;
- (j) A statement explaining the basis on which the society will operate and a certificate of the valuator as to the financial soundness of the friendly society;
- (k) A statement of the present rights, obligations, assets and liabilities of the friendly society (if any) and of any assets held in trust for the friendly society as contemplated in section 44 (1) (c) of the Act;
- (l) Code of conduct for the members of the Management Committee;
- (m) Copy of the proposed administration agreement between the Society and the administrator (if applicable);
- (n) Latest audited financial statements of the Administrator (if applicable);
- (o) Copy of all reinsurance agreements relating to the Society (if applicable);
- (p) Copy of any other agreements between the Friendly Society and any other party (eg. Funeral service provider, etc.);
- (q) Full details of the infrastructure, computer facilities and expertise in terms of which the business of the Society is to be conducted or administered (this may be included in the business plan);
- (r) Copy of the Business Plan;
- (s) Proof of payment of the prescribed application fee.



4. Applicant's declaration

We: _____
(Name of Friendly Society)

- **Declare** that all the information and documents provided in this application are complete, and correct.
- **Understand** that the information and documents provided in this application form the basis of the application and can be relied upon.
- **Understand** that if any information in this application changes before and/or after this application is approved, we must immediately notify NAMFISA in writing of the changes.

(To be signed by two members of the management committee including the Chairperson)

.....
Full Name
(Chairperson)

.....
Signature

.....
Date

.....
Full Name
(Ordinary Committee Member)

.....
Signature

.....
Date