

CHECKLIST: NEW REGISTRATION - MICROLENDING APPLICATIONS

Information to be submitted/included when applying for registration i.t.o. the Microlending Act No. 7 of 2018

	Please Tick		Comments to note
1 Application completed on NAMFISA Online (ERS)			NAMFISA Online (ERS) Reference No:
All Sections on ERS Duly Completed			NB: All the sections must be duly completed on ERS. Validate and Save the sections and submit the form for NAMFISA's assessment.
2 Application for Registration Form			
2.1 Are the following sections fully completed?	Please Tick		
Section A			
Section B			
Section C			
Section D			
Section E			
Section F (is it completed for <u>each</u> person named under No. 12 of the checklist?)			
Section G (is it completed for <u>each</u> person named under No. 12 of the checklist?)			
Section H (is it completed for <u>Principal Officer, Director</u> and <u>Branch Manager</u> named under No. 12 of the checklist?)			
2.2 Initialed on <u>each page</u> by Deponent and Commissioner of Oaths (Notary Public if commissioned outside Namibia)			
2.3 Signed by Deponent and Commissioner of Oaths under Sections C, E, and H			
3 Proof of payment of application fee of N\$ 2 000			Please use the NAMFISA Online (ERS) Application Form reference number as the reference when making payment.
4 Standard Written Loan Agreement			
4.1 Is the agreement in accordance with the provisions of <u>Part 4</u> (Sections 22-28) and <u>Part 5</u> (Sections 29-30) of the Microlending Act No. 7 of 2018?			Please ensure to personalize the loan agreement with the details of microlender, i.e. business name, address, contact details, etc.
5 Fitness and Registration Certificate with the Local Authority/ Municipality (if available)			Required 3 months post-approval. But can be submitted if available at the registration stage.
6 Income Tax Registration Certificate			
7 FIC Registration Form			
8 AML Compliance Programme			
9 Proof of registration/founding documents of the business	Submitted Yes/No	Certified Yes/No	Certified on each page. Or, certified on the first and last page and the middle pages stamped (by the Commissioner of Oaths).
Sole Proprietor (Defensive Name Registration Certificate)			
Close Corporation (CC1 or CC2)			
Companies (i.e. CM1, CM2, CM9, CM22, CM 23, CM26, CM27, CM29, CM31, CM44, CM46, as applicable)			
10 Proof of source of funds			
10.1 Amount of Start-up Capital (N\$) (please indicate an amount not less than N\$5,000.00)			
10.2 Description of the Source of Funds (description of where the funds originate from)			
10.3 Latest Bank-Stamped, Bank Statement of the microlender confirming transfer/deposit of the funds into the account and availability of the funds in the account at the time of submission of the application to NAMFISA.			
11 Consent letter from Accounting Officer/Bookkeeper	Submitted Yes/No	Certified Yes/No	

12	Name of Key Responsible Person (KRP)	Designation of KRP - Owner / Member / Shareholder / Director / Principal Officer or Branch Manager	Identity Document (ID)		Valid Certificate of Conduct (CoC) (not older than 12 months)		Detailed Curriculum Vitae (CV)		Educational Qualifications		Employment Reference Letter(s)	
			Submitted (Y/N)	Certified (Y/N)	Submitted (Y/N)	Certified (Y/N)	Submitted (Y/N)	Updated (Y/N)	Submitted (Y/N)	Certified (Y/N)	Submitted (Y/N)	Certified (Y/N)
12.1												
12.2												
12.3												
12.4												

PLEASE NOTE - ALL DOCUMENTS MUST BE CERTIFIED AS TRUE COPIES OF THE ORIGINAL. WE WILL NOT ACCEPT UNCERTIFIED DOCUMENTS. BANK STATEMENTS MUST HAVE THE ORIGINAL BANK STAMP - WE WILL NOT ACCEPT E-MAIL PRINTOUTS OF BANK STATEMENTS THAT DO NOT HAVE THE BANK STAMP.