



# City of Windhoek

## Department of Economic Development and Community Services

PO Box 59, Independence Avenue, Windhoek, Namibia  
Fax: (+264) 61 290 2331 • Tel: (+264) 61 290 2496 / 2603 / 3625 / 3678

### APPLICATION FOR CERTIFICATE OF FITNESS

CF 03D

CHANGE OF TRADE NAME

PREVIOUS TRADE NAME: \_\_\_\_\_

TRADE NAME: \_\_\_\_\_

ERF NO & SUBURB: \_\_\_\_\_

STREET: \_\_\_\_\_

COMPLEX NAME & UNIT NUMBER: \_\_\_\_\_

CELL: \_\_\_\_\_

TEL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

OWNER / MANAGER / REPRESENTATIVE'S NAME: \_\_\_\_\_

ID / PASSPORT NO: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

#### NOTE SHOULD BE TAKEN THAT THIS APPLICATION IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. The client must submit: an authentic Namibian identification document; valid proof of permanent residence or a valid working permit - valid for more than 3 months from the day of registration (for Non-Namibians). In case of the Manager/Representative, to provide ID/valid passport and a representation letter as per resolution)
2. Proof of ownership of the premises (Title Deed) or copies of the lease agreement/sublease agreement/letter of consent from the owner.
3. Proof of registration as a legal entity (in the absence of this registration, such business will be registered in a natural person's name/business owner's name) (Founding statement/Pty Registration/Trust Registration);
4. The client must obtain a consent (residential applications)/town planning certificate from Urban Policy Division
5. Latest paid up Municipal bill (Applications will not be processed if the Municipal Bill is in arrears)
6. Inspections conducted by relevant stakeholders at premises for compliance in terms of nature of business by: -• Pollution Control (required for factories; tanneries; abattoirs; textiles; dairies; breweries and beverages; chemicals; food; dry cleaning) • Emergency Management (for businesses operating from business premises) • Health and Environment Services Division (Health Compliance Inspectors conducted on both residential and business premises by an Environmental Health Practitioner) • Economic Development Division (for hawkers) • Early Childhood Development (for preschools, crèches and kindergartens only); City Police; Roads and Transportation; Solid Waste management
7. The client must attach medical certificates for food handlers (only applicable to food preparation premises)
8. The client must indicate on the form the type of business activities to be conducted on the business.
9. Declaration under Oath for change of trade name.
10. Ministry of Mines & Energy License for Service/Filling Stations

Please note that the processing of applications for Certificate of Fitness is subject to the submission of this application form and all the required documents to the Business Registration Desk in the Customer Care Centre.  
Please note that NO applications will be processed without the submission of ALL the required documents.

#### FOR OFFICIAL USE ONLY

##### URBAN POLICY

Consent  
issued

Yes

No

Expiry  
Date: \_\_\_\_\_

Town Planning  
Certificate issued:

Yes

No

NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

##### ECONOMIC DEVELOPMENT DIVISION (Applicable as Traders)

☐ Approved

☐ Not Approved

NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

##### MANAGER: HEALTH AND ENVIRONMENT SERVICES

☐ Approved

☐ Not Approved

COMMENTS: \_\_\_\_\_

NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# ANNEXURE A (CF 03D)

INDICATE THE NATURE OF BUSINESS (X)									
NATURE OF BUSINESS			NATURE OF BUSINESS			NATURE OF BUSINESS			
SIC09_55201	Accommodation Services	Camping Grounds, Recreational Vehicle Parks and Trailer Parks	SIC10_60100	Information and Communication (continued)	Radio broadcasting	SIC05_38110	Water Supply, Sewerage, Waste Management and Remedial Activities	Collection of non-hazardous waste	
SIC09_55101		Backpackers	SIC10_59200		Sound recording and music publishing activities	SIC05_38120		Collection of hazardous waste	
SIC09_55102		Guesthouse / Bed and Breakfast	SIC10_61300		Satellite telecommunications activities	SIC05_38210		Treatment and disposal of non-hazardous waste	
SIC09_55103		Hotels/Lodges	SIC10_61100		Wired telecommunications activities	SIC05_38220		Treatment and disposal of hazardous waste	
SIC09_55104		Resorts			Wireless telecommunications activities	SIC07_45200		Maintenance and repair of motor vehicles (Formal)	
SIC09_55105		Self-Catering			Television programming and broadcasting activities	SIC07_45201	Wholesale and Retail Trade, Repair of Motor Vehicles and Motorcycle	Maintenance and repair of motor vehicles (Informal)	
SIC09_56301	Beverage Serving Services	Bar	SIC10_61200			SIC07_46900		Non-specialized wholesale trade	
SIC09_56302		Gambling House				SIC07_46630		Wholesale of construction materials, hardware, plumbing and heating equipment and supplies	
SIC09_56303		Clubs	SIC10_60200					Wholesale of metals and metal ores	
SIC09_56304		Other (Beverage serving activities)						Wholesale of solid, liquid and gaseous fuels and related products	
SIC09_56101	Food Serving Services	Catering	SIC03_28250	Manufacturing	Beverage Manufacturers			Wholesale of waste and scrap and other products n.e.c.	
SIC09_56102		Restaurants and mobile food service activities	SIC03_19100		Manufacture of coke and refined petroleum products	SIC07_46620		Retail sale of automotive fuel in specialized stores	
SIC09_56103		Take Aways			Bakery			Retail sale of books, news papers and stationary in specialised stores	
SIC09_56104		Cafeteria			Bakery Products	SIC07_46610		Retail sale of games and toys in specialised stores	
SIC09_56105		Coffee Shop	SIC03_10710		Manufacturing of dairy products			Retail sale of music, and video recordings in specialised stores	
SIC14_78101	Administrative Support Service Activities	Employment Placement agencies	SIC03_10710		Manufacturing of grain mill products	SIC07_46690		Retail sale of sporting equipment in specialised stores	
SIC14_81101		Car Wash (Formal)	SIC03_10500		Food Factory			Bottle Store	
SIC14_81102		Car Wash (Informal)	SIC03_10610		Oil and Fat Manufacturer	SIC07_47300		Retail sale of food in specialized stores	
SIC14_81103		General Cleaning of Buildings	SIC03_10740		Food Factory			Supermarket 1 (Butchery, bakery, restaurant/coffee shop, take away)	
SIC14_81104		Other Building and Industrial Cleaning activities	SIC03_10400		Slaughterhouse			Supermarket 2 (Butchery, bakery, take away)	
SIC14_77100		Renting and Leasing Motor Vehicles	SIC03_10100		Abattoir			Supermarket 3 (restaurant / coffee shop, retailer)	
SIC14_77290		Renting and leasing of other personal and household goods	SIC03_10101		Butchery	SIC07_47640		Retail sale of audio and video equipment in specialized stores	
SIC14_77291		Renting and leasing of recreational and sports goods	SIC03_10102		Animal Feed Manufacturers			Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores	
SIC14_77220		Renting of video tapes and disks	SIC03_10800		Manufacture of textiles	SIC07_47620		Retail sale of carpets, rugs, wall and floor coverings in specialised stores	
SIC14_77300		Renting and leasing of other machinery, equipment and tangibles	SIC03_13120		Sawmilling and planing of wood			Retail sale of electrical household appliances, furniture and lighting equipment	
			SIC03_16100		Manufacture of Leather Products	SIC07_47630		Retail sale of hardware, paints and glass in specialised stores	
					Printing and Reproduction	SIC07_47220		Retail sale of textiles in specialised stores	
					Manufacture of basic pharmaceutical products & pharmaceutical preparations	SIC07_47210		Retail sale via stalls and markets of food, beverages and tobacco products	
SIC14_79120		Tour Operator activities	SIC02_05100	Mining and Quarrying	Mining of hard coal & Lignite			Retail sale via stalls and markets of textiles, clothing and foot ware	
SIC14_79110		Travel agency activities	SIC02_07100		Mining of iron ores			Sale of motor vehicle parts and accessories	
SIC14_80100		Private Security activities	SIC02_07290		Mining of metal ores			Sale of motor vehicles	
SIC14_80200		Security Systems service activities	SIC02_07291		Mining support service activities	SIC07_47420		Sale, maintenance and repair of motorcycles and related parts and accessories	
			SIC02_07292		Other Mining & Quarrying	SIC07_47410		Wholesale of food, beverages and tobacco	
SIC01_03110	Agriculture, Forestry and Fishing	Fishing and Aquaculture	SIC19_94200	Other Service Activities	Activities of trade unions			Wholesale of food, beverages and tobacco	
SIC01_02300		Gathering of non-wood forest products	SIC19_96030		Funeral and related activities			Wholesale of textiles, clothing and footwear	
SIC01_01700		Hunting, trapping and related service activities	SIC19_95110		Repair of computers and personal and household goods	SIC07_47530		Wholesale of other household goods	
SIC01_02200		Logging			Washing and (dry-) cleaning of textile and fur products	SIC07_47590		Wholesale of agricultural machinery, equipment and supplies	
SIC01_01300		Plant propagation			Hairdressing and other beauty treatment (formal)	SIC07_47520		Wholesale of computers, computer peripheral equipment and software	
SIC01_02100		Silviculture and other forestry activities	SIC19_96020		Hairdressing and other beauty treatment (Informal)			Wholesale of electronic and telecommunications equipment and parts	
SIC01_02400		Support services to forestry	SIC19_96021			SIC07_47510		Wholesale of other machinery and equipment	
SIC06_42100	Construction	Construction of roads and railways	SIC13_69200	Professional, Scientific and Technical Services	Accounting, bookkeeping and auditing activities; tax consultancy	SIC07_47810		Wholesale of agricultural raw materials and live animals	
SIC06_41000		Construction of buildings	SIC13_70100		Activities of head offices; management consultancy activities				
SIC06_43110		Demolition and site preparation	SIC13_73100		Advertising and market research	SIC07_47820			
SIC06_43110		Demolition	SIC13_71100		Architectural and engineering activities; technical testing and analysis	SIC07_45300			
SIC18_91030	Creative, Arts and Entertainment Activities	Botanical and zoological gardens and nature reserves activities	SIC13_69100		Legal Activities	SIC07_45100			
SIC18_92000		Gambling and betting activities	SIC13_72100		Research and experimental development on natural sciences and engineering	SIC07_45400			
SIC18_91010		Libraries, archives, museums and other cultural activities			Research and experimental development on social sciences and humanities	SIC07_46300			
SIC16_85420		Cultural education			Veterinary Services	SIC07_46410			
SIC16_85500	Education	Educational support activities	SIC13_72200		Real Estate Activities	SIC07_46490			
SIC16_85210		General secondary education			Transport and Storage	SIC07_46530			
SIC16_85300		Higher education			Freight transport by road	SIC07_46510			
SIC16_85100		Pre-primary and primary education			Passenger air transport				
SIC16_85410		Sports and recreation education (Gym)			Warehousing and storage for transportation	SIC07_46520			
SIC16_85220		Technical and vocational secondary education			Warehousing and support activities				
SIC11_65110		Insurance				SIC07_46590			
SIC11_64300		Trusts, funds and similar financial entities				SIC07_46200			
SIC17_86100	Human Health and Social Work Activities	Hospital activities	SIC13_75000						
SIC17_86200		Medical and dental practice activities	SIC12_68100						
SIC17_87100		Residential care activities							
SIC17_88100		Social work activities							
SIC10_58110	Information and Communication	Book publishing	SIC08_49230						
SIC03_18110		Printing and Reproduction	SIC08_51100						
SIC10_58120		Publishing of directories and mailing lists	SIC08_52100						
SIC10_58130		Publishing of newspapers, journals and periodicals	SIC08_52101						
SIC10_58190		Other publishing activities							

## CHECKLIST FOR CERTIFICATE OF FITNESS ANNEXURE B (CF 03D)

### Change of Trade Name

The checklist for Certificate of Fitness should be completed, signed and dated for every application for Certificate of Fitness. Kindly note that no application will be processed without the below listed documents.

Business Name: \_\_\_\_\_

Erf No & Suburb: \_\_\_\_\_

Street: \_\_\_\_\_

Type of Business: \_\_\_\_\_

REQUIRED DOCUMENTS		OFFICER: INFORMATION & BUSINESS REGISTRATION
		Please Tick: ✓ / NA
1	<b>Consent from Urban Policy</b> (required for businesses operating on a residential zone)	
2	<b>Town Planning Certificate</b> from Urban Policy (required for businesses operating on any other zone)	
3	<b>Identification / Valid Passport</b>	
4	Valid proof of <b>Permanent Residence / Visa / Working Permit</b> - valid for more than three (3) months from the day of registration (for Non-Namibians)	
5	<b>Proof of Ownership of the premises</b> Title Deed / Lease Agreement / Sublease Agreement / Letter of Consent from Owner, where applicable;	
6	<b>Proof of Company Registration</b> , where applicable (in absence of this registration, such business will be registered in a natural person's name / business owner's name); In case of the Manager / Representative (Client to provide a representation letter as per resolution)	
7	<b>Medical Certificates</b> for food handlers (only applicable to food handling / preparation premises)	
8	<b>Latest paid-up Municipal Bill</b> (Application will NOT be accepted if the Municipal Bill is in Arrears) - Municipal Credit clearance check on municipal account	
9	<b>Affidavit / declaration from Police</b> for: <ul style="list-style-type: none"><li>Change of Trade Name</li></ul>	
10	<b>Ministry of Mines &amp; Energy License</b> for Service/Filling Stations	

### OFFICE USE ONLY

**NB:** No application should be processed without all the required supporting documents.

Application received by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_