

CHECKLIST FOR CERTIFICATE OF FITNESS ANNEXURE B (CF 03C)

Change of Ownership

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	Consent from Urban Policy (required for businesses operating on a residential zone)	
2	Town Planning Certificate from Urban Policy (required for businesses operating on any other zone)	
3	Identification / Valid Passport	
4	Valid proof of Permanent Residence / Visa / Working Permit - valid for more than three (3) months from the day of registration (for Non-Namibians)	
5	Proof of Ownership of the premises Title Deed / Lease Agreement / Sublease Agreement / Letter of Consent from Owner, where applicable;	
6	Proof of Company Registration , 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	Medical Certificates for food handlers (only applicable to food handling / preparation premises)	
8	Latest paid-up Municipal Bill (Application will NOT be accepted if the Municipal Bill is in Arrears) - Municipal Credit clearance check on municipal account	
9	Affidavit / declaration from Police for: • Change of Ownership	
10	Ministry of Mines & Energy License for Service/Filling Stations	

OFFICE USE ONLY

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

Application received by: _____

Signature: _____

Date: _____