



# 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: _____

CHANGE OF  
TRADE NAME  
(Yellow - D)

**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	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiry Date: _____	Town Planning Certificate issued:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NAME	_____		SIGNATURE: _____	DATE: _____		

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

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
NAME	_____	SIGNATURE: _____	DATE: _____

**MANAGER: HEALTH AND ENVIRONMENT SERVICES**

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
COMMENTS: _____			
NAME	_____	SIGNATURE: _____	DATE: _____