

Department of Economic Development and Community Services

Private Bag: 59, 80 Independence Avenue, WINDHOEK, NAMIBIA

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CHECKLIST FOR CERTIFICATE OF FITNESS

The checklist for Certificate of Fitness should be completed, signed and dated for every business registration. Please assess whether the type of business requires approval by all stakeholders and tick (✓) in an appropriate box. If an approval is not applicable to that business, please indicate "N/A".

Business Name: _____
Erf No & Suburb: _____
Street: _____
Type of Business: _____

	Please Tick/NA	
	OFFICER: INFORMATION & BUSINESS REGISTRATION:	SH: BUSINESS REGISTRATION & FINANCE
Identification/Passport		
Valid Visa/Working Permit		
Proof of ownership/Lease Agreement		
Proof of Registration as a Legal Entity (e.g. proof of registration as a legal entity)		
Latest Municipal Bill (Application will NOT be processed if the Municipal Account is in Arrears)		
Consent Letter		
Town Planning Certificate		
Completed Declaration by Applicant with the following documents attached: <ul style="list-style-type: none">• Power of Attorney/proof of sole ownership• Final Building Completion Certificate(s)• Copy of Latest Approved Building Plan(s) clearly indicating proposed business operating area		
Approval by Bulk and Waste Water Division		
Compliance with Emergency Management Requirement		
Compliance with Solid Waste Requirement		
Proof of Environmental Impact Assessment		
Inspection Report by the Environmental Health Practitioner		
Verified Inspection Report by the Section Head		
Medical Certificate(s) for food handlers		
Proof of payment		
Approval by the Chief: Health Services		

Officer: Information & Business Registration: _____

Date: _____