

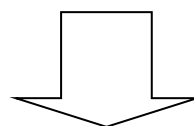
APPLICATION FOR NEW WORK PERMIT

To be completed and submitted by the applicant

1. **Original** application for Work Permit form (form 3-1/0001) (Temporary Work Permit Form).
2. **Original** application for Visa Form (form 3-1/0033) (**complete front page and B return visa on 2nd page & sign at B - do not complete A on the second page**)
3. **Original** Power of Attorney Form : complete your detail on 1st page at the top & sign at Principal on 2nd page with 2 witnesses. My staff will complete the rest.
4. **Certified copy** of marriage & divorce certificate – where applicable.
5. **Certified copy** of birth certificate or ID
6. **Certified copy** passport + **Two passport type photos**.
7. **Certified copies** of educational / training certificates (From school education to current qualifications)
8. **Certified copies** letters of reference from previous employers or certificates of service + **Curriculum Vitae**
9. **Original** : Medical Certificate form 3-1/0003 and Radiological Report form 31/0004 (**not older - 6 months**)
10. **Original** Police Clearance Certificate – from country of origin and last country of residence (**Police Clearance may not be older than 6 months**)
11. **Certified copy** of Registration with a Namibian Professional Board, Body or Association – **where applicable**

To be completed and submitted by the prospective Namibian Employer

12. **Original** Representation by Employer form 3-1/0002
13. **Original motivation letter** from prospective employer – see template below on 2nd page + **Company Profile**.
14. **Original** Social Security printout from the Social Security Commission with employees names & no.
15. **Original Goodstanding Certificate** from the Social Security Commission that company SSC is up to date.
16. **Original** Deed of Surety form 3-1/0005.
17. Proof of 3 advertisements of vacancy : 1 ad in 3 different local newspapers. Please submit entire, **original newspaper page** – do not cut the advertisement from the newspaper. Contact me if this is not possible.
18. **Copies** of the CV's of unsuccessful Namibians who applied for position & **interview scoresheet**.
19. **Cert copy** of proof from NIEIS for the non availability of Namibians. **See page 2 for more info**.
20. **Cert copy** of Employment Equity Compliance Certificate or Non Relevant Employer certificate. Page 2.
21. **Original** Goodstanding Certificate from Receiver of Revenue for company tax.
22. **Certified copies** of company registration documents.



❖ **NIEIS**

Home Affairs want proof from the Namibia Integrated Employment Information System (NIEIS) which is part of the Namibia Ministry of Labour Industrial Relations and Employment Creation of the non availability of Namibian citizens for the position.

The employer must register on NIEIS, and then advertise the position on NIEIS. NIEIS must then give a letter confirming that there is not a suitable Namibian to fill the position.

The website is : <https://nieis.namibiaatwork.gov.na/> or just Google NIEIS.

❖ **NON RELEVANT EMPLOYER CERTIFICATE**

Companies who employ less than 25 employees must give a Non Relevant Employer Certificate from the Employment Equity Commission.

❖ **MOTIVATION LETTER TEMPLATE**

YOUR COMPANY LETTERHEAD

➤ **Address the letter to :**

The Executive Director
Ministry of Home Affairs & Immigration ‘
Private Bag 13200
Windhoek.

➤ **Heading : RE : APPLICATION FOR WORK PERMIT FOR**

➤ **Contents of letter :**

- Explain that you have a vacancy and could not find a qualified Namibian after advertising.
- Explain the applicant’s specialized qualifications and work experience and why you need the applicant.
- Explain what specialized services the applicant will render for your business.
- Explain how many Namibians you employ, and explain if the applicant will train your employees. If so give, their names and social security numbers.
- Every application is unique, ask Emce for more detail regarding the contents.