



NAMIBIA INDUSTRIAL  
DEVELOPMENT AGENCY  
*Growing Sustained Industries*

## APPLICATION FOR LEASE OF BUSINESS PREMISES

\_\_\_\_\_ **Park**

**NB: ONLY SUCCESSFUL APPLICANTS WILL BE NOTIFIED**

### 1. DETAILS OF THE PROPERTY YOU INTEND TO RENT

1.1 Indicate the type of business space required: Industrial/Trading/Personal Service/General Service/Financial

1.2 Size (m<sup>2</sup>) of enclosed & backyard leasing space required by you? : Unit Size \_\_\_\_\_ m<sup>2</sup>; Yard Size \_\_\_\_\_ m<sup>2</sup>;  
Unit No. \_\_\_\_\_

### 2. YOUR BUSINESS INFORMATION, which business will lease the subject property

2.1 Name of Your Business : \_\_\_\_\_

2.2 Address : Post Box \_\_\_\_\_ Town \_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Cell phone \_\_\_\_\_

2.3 Briefly describe the type of business activities that will be undertaken on this premises:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.4 Is this business a sole ownership, partnership, close corporation, or a company :

Type: \_\_\_\_\_ Registration number: \_\_\_\_\_

2.5 Income Tax number : \_\_\_\_\_

2.6 Certify method of monthly rental payment will be by Debit Order / Electronic / Direct deposit with NIDA account

2.7 Indicate number of persons employed/or to be employed: Total: \_\_\_\_\_ men: \_\_\_\_\_ women: \_\_\_\_\_

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

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

### 3. YOUR BUSINESS REFERENCES

3.1 Bank

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account no: \_\_\_\_\_

3.2 Creditor

Name of Creditor: \_\_\_\_\_ Tel/Cell: \_\_\_\_\_

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

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

**4. YOUR PERSONAL INFORMATION (If company/cc, person duly authorized to sign lease agreement)**

4.1 Full name/s of applicant: \_\_\_\_\_

4.2 Identity/ Passport no: \_\_\_\_\_

4.3 Date of Birth: \_\_\_\_\_

4.4 Nationality: \_\_\_\_\_

4.5 Residential Address: \_\_\_\_\_

4.6 Employee Address: \_\_\_\_\_

4.7 Postal &amp; e-mail Address: \_\_\_\_\_

4.8 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell phone: \_\_\_\_\_

4.9 Marital Status : \_\_\_\_\_: \* In the event of marriage, provide information on spouse:

\*Married with / or Without Antinuptial Contract: \_\_\_\_\_

\*Full name &amp; surname: \_\_\_\_\_

\*Identity/passport number: \_\_\_\_\_

\*Residential Address: \_\_\_\_\_

\*Employment Address: \_\_\_\_\_

4.10 Give details of work / business experience

Name of employer	Location	Tel. No.	Position	Year from	Year to

4.11 I / We hereby give consent that an ITC Check may be conducted and / or a Bank Code obtained by NIDA.

**I / WE DO HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT**

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

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

**FOR OFFICE USE ONLY**1. Size of premises : (enclosed)\_\_\_\_\_ m<sup>2</sup>; (open under roof)\_\_\_\_\_ m<sup>2</sup>; (backyard)\_\_\_\_\_ m<sup>2</sup>2. Rent per m<sup>2</sup> : N\$ \_\_\_\_\_ N\$ \_\_\_\_\_ N\$ \_\_\_\_\_

3. Rent per month : N\$ \_\_\_\_\_ 4. Breakage Deposit : N\$ \_\_\_\_\_

5. Annual Escalation : ± ..... % 6. Lease Date Applicable : \_\_\_\_\_

7. ITC Report : Clean / Default / Judgement (s) N\$ \_\_\_\_\_ Company \_\_\_\_\_

8. Personal/Creditor reference Report: \_\_\_\_\_

9. Bank Code of applicant : \_\_\_\_\_

References checked by PO : \_\_\_\_\_ Date : \_\_\_\_\_

Recommend/Declined by PO : \_\_\_\_\_ Date : \_\_\_\_\_

PML Approved/Declined : \_\_\_\_\_ Date : \_\_\_\_\_

*CHAIRPERSON*

Date of Occupation : \_\_\_\_\_ Date of Rent Payment: \_\_\_\_\_

# NIDA PROPERTIES

## SME & CORPORATE APPLICANTS FOR LEASE OF BUSINESS UNITS ELIGIBILITY GRID

**Dear Applicant**

**According to the Financial Intelligence Act 13 of 2012, NIDA is required to obtain and confirm the identities and other particulars of all customers we deal with. Therefore, it is very important that NIDA receive all documents as requested below:**

**No application form will be processed unless all necessary documents are attached.**

- |  |                          |
|--|--------------------------|
| 1. Application for Lease form = Completeness & Quality of application by applicant   | <input type="checkbox"/> |
| 2. Resolution from Board of Directors and/or Members of a CC that the signatory to the Lease Application Form do have authority to sign all documentation and is also authorized to apply for lease of the property for and on behalf of the Business Entity | <input type="checkbox"/> |
| 3. Certified copy/ies of Identification by Identity Document / Passport of applicant-owner(s)/member(s) director(s)  | <input type="checkbox"/> |
| 4. Certified copy of Identification by Identity Document / Passport of spouse of owner(s) (if applicable)  | <input type="checkbox"/> |
| 5. Marriage Certificate (if applicable)  | <input type="checkbox"/> |
| 6. Work permit if non-Namibian   | <input type="checkbox"/> |
| 7. Business Profile  | <input type="checkbox"/> |
| 8. Copy of CC founding statement or copy of memorandum of Association for a company/proof of registration as SME   | <input type="checkbox"/> |
| 9. Good Standing with Social Security  | <input type="checkbox"/> |
| 10. Good Standing with Receiver of Revenue   | <input type="checkbox"/> |
| 11. For Close Corporations and Companies   |                          |
| - Bank Statements for 3 months   | <input type="checkbox"/> |
| 12. Proof of residence (Local Authority invoice/statement)   | <input type="checkbox"/> |
| 13. Certificate of Good Standing (LETTABLE OR NOT) pertaining business unit, ensure Local Authority accounts are up to date, to be submitted by the Property Officer   | <input type="checkbox"/> |

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**Applicant**

.....  
**Date**