RYKLIEF ACADEMY

Simplifying Namibia

New Enterprise Checklist

Everything you need before registering a Close Corporation (CC) with BIPA in Namibia.

Before You Start

- [ ] Choose and reserve your business name (Form CC8) at BIPA, or via an accredited agent
- [ ] Confirm at least one member is a Namibian citizen or permanent resident (for full local ownership)
- [ ] Decide on percentage interests for all members — must total 100%

Documents to Prepare

- [ ] Certified copies of ID or passport for every member and witness
- [ ] Founding Statement (Form CC1) completed with member details and business address
- [ ] Consent Letter from a certified Accounting Officer registered with a recognised accounting body
- [ ] Beneficial Ownership (BO) declaration — mandatory at registration

Submission

- [ ] Submit completed forms and documents to a BIPA office or via an accredited agent
- [ ] Pay the prescribed BIPA registration fees
- [ ] Keep your proof of payment and stamped acknowledgement

After Registration

- [ ] Register with NamRA for tax purposes
- [ ] Register with the Social Security Commission if you will employ staff
- [ ] Open a dedicated business bank account using your registration certificate
- [ ] File your Beneficial Ownership declaration annually as required

This checklist reflects the general BIPA Close Corporation process as publicly described by BIPA. Fees and exact processing times change periodically — always confirm current fees directly with BIPA (www.bipa.na) before submitting.

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