



NAMIBIA PERMITTING SYSTEM

Documents to be uploaded



Introduction

By following these tips, you can ensure that your documents are uploaded correctly and that your online permit application is complete.

- **Personal identification:** This could include a copy of your driver's license, passport, or other government-issued ID.
 - **Proof of address:** This could include a copy of your utility bill, bank statement, or other document that shows your current address.
 - **Education:** This could include transcripts from your previous schools, diplomas, or other documentation of your educational achievements.
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- **Work experience:** This could include resumes, letters of recommendation, or other documentation of your work experience.
 - **Skills:** This could include certificates, licenses, or other documentation of your skills and qualifications.
 - **Other:** This could include any other documents that are relevant to your application, such as source of funding or letter from your institution.

Documents to be uploaded

1. Identification Document / Passport/Permanent residence permit /employment permit/student permit/authorization and proof of residence in Namibia.
2. For corporations, a Certified copy of corporate registration/ constitutive documents or proof of existence of the corporate.
3. For Corporations, A Certified Copy Of Of Manager's/ Managing Director's /ceo's/principal's Identification Document / Passport/permanent Residence Permit/employment.
4. For unincorporated body a certified copy of identification document/ passport of the person who will sign the application on behalf of the applicant and if the person is non Namibian, a certified copy of the person's permanent residence permit/ employment.
5. Proof Of Residence In Namibia.
6. If The Applicant Is Different From The Person In Charge Of The Organization, A Certified Copy Of The Project Leader's/person In Charge Of The Research Identification Document / Passport/permanent Residence Permit/employment Permit/authorization And Proof.
7. An organogram clearly indicating the position of each person involved in the research as it relates to the research.
8. Certified Copies Of The Identification Document And Passport And, In The Event Of Non- Namibians, Permanent Residence Certificate, Employment Permit, Student's Permit Or Other Authorisation (as The Case May Be) Of Each Person Listed In The Organogram.
9. Detailed research proposal/project description.

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10. If There Is A Sponsoring/funding Agency, An Official Letter From Such Sponsoring/funding Agency Must Be Attached Setting Out Amount Of Financial Assistance And Terms And Conditions Of Funding, Proof Of Funding And Such Other Details As The Commission May
 11. Access and Benefit Sharing Agreement
 12. Questionnaire Samples If Any
 13. Prior Informed Consent (PIC)
 14. Ethical Clearance

Here are some additional tips for uploading documents as PDF for an online application:

- Name the documents clearly so that they are easy to identify.
- Compress the documents to reduce their file size.
- Proofread the documents carefully before uploading them.
- Test the documents to make sure that they upload and download correctly.