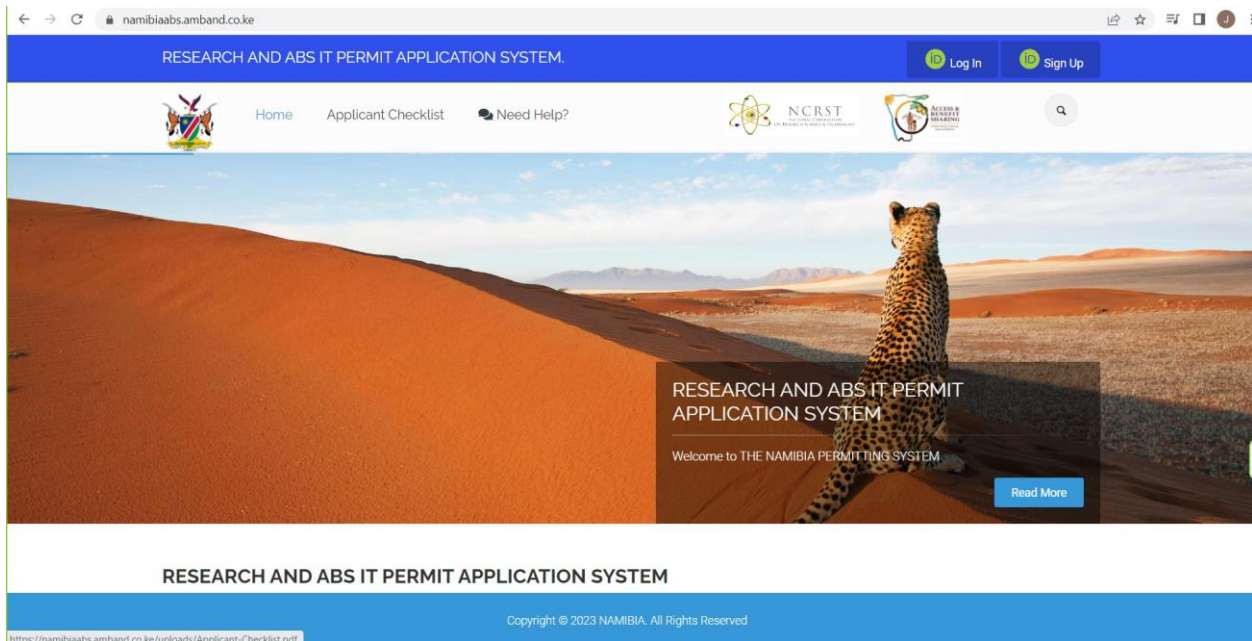


NAMIBIA RESEARCH AND ABS IT PERMIT APPLICATION SYSTEM

USER MANUAL

The Home Page



The Home Page provides a summary of research and ABS permit application process in Namibia. It advises the applicant on the whole application process for both National Commission on Research, Science and Technology (NCRST) and Ministry of Environment and Forestry (MEFT).

APPLICATION FOR AN NCRST RESEARCH CERTIFICATE OR PERMIT

NATIONAL COMMISSION ON RESEARCH, SCIENCE AND TECHNOLOGY (NCRST)

The Research and ABS IT permit application system was developed by the Namibian government to expedite research authorization, certificate and permit application process for researchers at the same time improving the efficiency and transparency of the entire research permit application process.

The Research and ABS IT permit application system has three types of application

1. Certificate

A research certificate will be issued to all Namibian Based Research Institute (public or private) whose mandate is to do research or as part of their daily duties.

A research institute based in Namibia which has been issued with a research certificate MUST apply for a written authorization for each specific research projects to be undertake and for collection of research samples.

2. Permit/ Authorization

A research permit is issued to the following;

- i. Non- Namibian based research institute/researcher intending to do research in Namibia;
- ii. All Namibian based researcher studying abroad and intend to do research in the country;
- iii. Non- Namibian based researcher collaborating with Namibian based research institute/researcher, where the non-Namibia based researcher owns at least 51% of the research.

A research authorization is issued to;

- i. All Namibian based research person not affiliated to any research institute intending to do research in the country.
- ii. A research institute based in Namibia which has been issued with a research certificate MUST apply for a written authorization for each specific research projects to be undertake and for collection of research samples.

Under NCRST the homepage states the types of application i.e. certificate, authorization and permits issued, target group, documents needed and fees payable.

Target Group

Below is the list of people and entities who should register with the system;


1. All Namibian Based Research Institutes (public or private) who carry out research or as part of their duties;
2. All Namibian Based Research Person not affiliated to any research institute intending to do research in Namibia;
3. Non- Namibian Based Research Institute/Person intending to do research in Namibia;
4. All Namibian based person studying abroad and intend to do research in Namibia;
5. Non- Namibian based person collaborating with Namibian based research institute/researcher;
6. In all cases where the research involves acquiring information/data from the Country or Public and Government organizations.
7. All researchers, persons and institutions who wish to do bioprospecting in Namibia
8. All researchers, persons and institutions who wish to change the intent of their research from Non-commercial to Commercial.

List of documents to be uploaded for research certificate application

According to the Research, Science and Technology regulation of 2011, all namibian-based research institution/researcher MUST attach the following documents to support their application.

1. If the applicant is a natural person, a certified copy of the applicant's identity document or passport and, in the case of a non-Namibian citizen, a certified copy of the applicant's permanent residence permit, employment permit, student's permit or other authorisation and proof of residence in Namibia.
2. If the applicant is a body corporate, a certified copy of its registration documents/constitutive documents. In the event of an unincorporated body, proof of existence of such body.
3. If the applicant is a body corporate or an unincorporated body, a certified copy of manager's/ managing director's/CEO's/principal's, as the case may be, identity document or passport and, in the case of a non-Namibian citizen, a certified copy of such person's permanent residence permit, employment permit or other authorisation and proof of residence in Namibia.
4. If the applicant is an unincorporated body, a certified copy of the identity document or passport of the person contemplated in who will sign the application on behalf of the applicant and, in the case of such person being a non-Namibian citizen, a certified copy of the person's permanent residence permit, employment permit, student's permit or other authorisation and proof of residence in Namibia.

Under MEFT the homepage discusses the Prior Informed Consent (PIC), Access and Benefit Sharing Agreement, Access permit and Materials Transfer Agreement (MTA) and fees payable.

 Application for access (ABS) Permit

MINISTRY OF ENVIRONMENT FORESTRY AND TOURISM (MEFT)

The Access to Biological and Genetic Resources and Associated Traditional Knowledge Act No. 2 of 2017 and Subsequent Regulations, was developed to regulate access to biological or genetic resources and associated traditional knowledge, and innovation, practices and technologies associated with biological and genetic resources and traditional knowledge; to protect the rights of the local communities over biological and genetic resources and associated traditional knowledge; to provide for a fair and equitable mechanism for benefit sharing; to establish the necessary administrative structures and processes for the implementation and enforcement of such principles; and to provide for incidental matters.

Documents needed for an ABS permit application

Notification of Prior Informed Consent

Any person or institution intending to approach right holders for obtaining prior informed consent must first notify the Office and take the necessary guidance from the Office.

[Click here.](#) to access, fill and submit the Notification of Prior Informed Consent.

Prior Informed Consent

Access to biological or genetic resources and associated traditional knowledge is subject to written prior informed consent of the concerned right holders of such biological or genetic resources and associated traditional knowledge.

In order to obtain prior informed consent, the user is required to provide a full explanation as prescribed of how the biological and genetic resources and associated traditional knowledge is to be acquired and used.

To obtain prior informed consent from right holders, a person or institution must;

Prior Informed Consent

Access to biological or genetic resources and associated traditional knowledge is subject to written prior informed consent of the concerned right holders of such biological or genetic resources and associated traditional knowledge.

In order to obtain prior informed consent, the user is required to provide a full explanation as prescribed of how the biological and genetic resources and associated traditional knowledge is to be acquired and used.

To obtain prior informed consent from right holders, a person or institution must;

- a. Comply with community protocols or customary practices, where such protocols or practices exist; and
- b. Comply with the advice given by ABS Office.

A prior informed consent granted under these regulations does not entitle the applicant to access biological or genetic resources and associated traditional knowledge but only enables the applicant to proceed with the application for an access permit.

To access and fill in the Prior Informed Consent click [here](#).

The Prior Informed Consent signed by both parties MUST be uploaded with other supporting documents in your application as advised by the ABS Office.

Access and Benefit Sharing agreements

If prior informed consent is granted in accordance, the right holders and the person intending to access biological or genetic resources and associated traditional knowledge must enter into an access and benefit sharing agreement.

Must be negotiated and entered into between the applicant and the right holders or their duly authorised representatives, and may be negotiated under the guidance of the Office and recorded in writing on the Access and Benefit Sharing forms;

In addition to the type of benefits, an access and benefit sharing agreement may vary on a case by case basis, and may include -

The Prior Informed Consent signed by both parties MUST be uploaded with other supporting documents in your application as advised by the ABS Office.

Access and Benefit Sharing agreements

If prior informed consent is granted in accordance, the right holders and the person intending to access biological or genetic resources and associated traditional knowledge must enter into an access and benefit sharing agreement.

Must be negotiated and entered into between the applicant and the right holders or their duly authorised representatives, and may be negotiated under the guidance of the Office and recorded in writing on the Access and Benefit Sharing forms;

In addition to the type of benefits, an access and benefit sharing agreement may vary on a case by case basis, and may include -

- a. Socio-economic development of the local community or right holders;
- b. Collaboration and sharing of information with academia and research institutions;
- c. Participation of right holders, academia and research in the project of access to biological or genetic resources and associated traditional knowledge; or and
- d. Joint ownership of relevant forms of intellectual property rights.

During compliance monitoring the Office will ascertain if all benefits contained in an access and benefit sharing agreement have accrued or been paid to the right holders.

To access and fill in the Access and Benefit Sharing agreement click [here](#).

The Access and Benefit Sharing Agreement signed by both parties MUST be uploaded with other supporting documents in your application.

Access Permit

A person who intends to apply for an access permit must;

The front end shows applicants which documents they will need to supply during the application process on the page

Applicants will also sign up and sign in to the system through this page at the top right hand-side corner. using ORCID.

1. SIGN UP with ORCID

ORCID is short for **Open Researcher and Contributor ID**.

ORCID's mission is to enable transparent and trustworthy connections between researchers, their contributions, and their affiliations by providing a unique, persistent identifier for individuals to use as they engage in research, scholarship, and innovation.

ORCID does the above by providing three interrelated services:

- The ORCID iD: a unique, persistent identifier free of charge to researchers
- An ORCID record connected to the ORCID iD
- A set of Application Programming Interfaces (APIs), as well as the services and support of communities of practice that enable interoperability between an ORCID record and member organizations so researchers can choose to allow connection of their iD with their affiliations and contributions

Why ORCID?

ORCID is a unique, persistent digital identifier that distinguishes researchers from those who might have the same (or similar) names. These also keep researchers connected to their work, regardless of name changes or changes to organizational affiliation. These iDs link researchers and their scholarly activities - like published articles or dissertations, patents, artistic performances and even datasets.

SIGN IN

The Namibia ABS System uses ORCID IDs to make it easy to login. When you click Login below you will be asked to Authorise us to use your ORCID ID with the system. If you do not have an ORCID ID please register for one by signing up. Use of ORCID allows you to sign in securely. Learn more about [Whats so special about signing in with ORCID](#). An ORCID ID is required to use the Namibia ABS System.

If you already have an ORCID account, you can use it to Login.

Login with your ORCID

Login

Not an ORCID user yet? Create an account, it is free and takes a few seconds. **We require basic profile information to be able to fill in your profile**

SignUp

ORCID login page

Sign in

Email or 16-digit ORCID ID

name@email.com

example@email.com or 0000-0001-2345-6789

Password

SIGN IN

[Forgot your password or ORCID ID?](#)

Don't have an ORCID ID yet? [Register now](#)

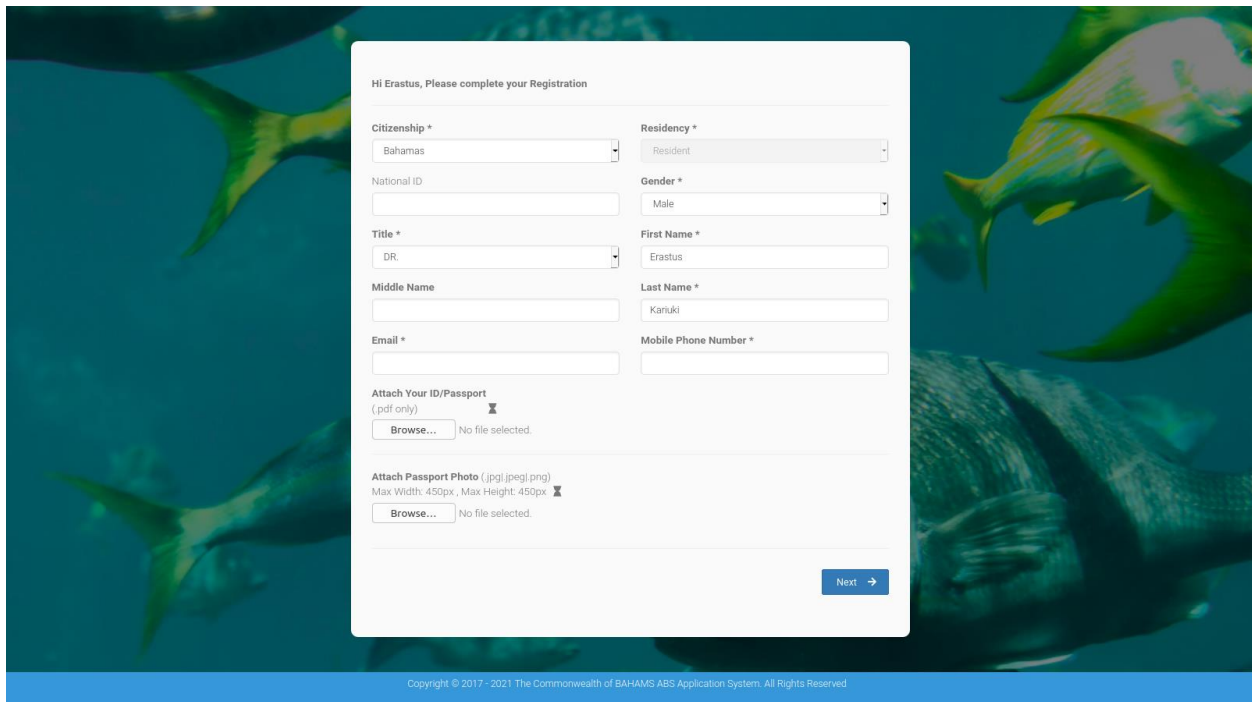
or

Access through your institution

Sign in with Google

Sign in with Facebook

Namibia Research and ABS system sign up page



Hi Erastus, Please complete your Registration

Citizenship *
Bahamas

Residency *
Resident

National ID
[Empty field]

Gender *
Male

Title *
DR.


First Name *
Erastus


Middle Name
[Empty field]

Last Name *
Kariuki

Email *
[Empty field]

Mobile Phone Number *
[Empty field]

Attach Your ID/Passport
(pdf only) 
Browse... No file selected.

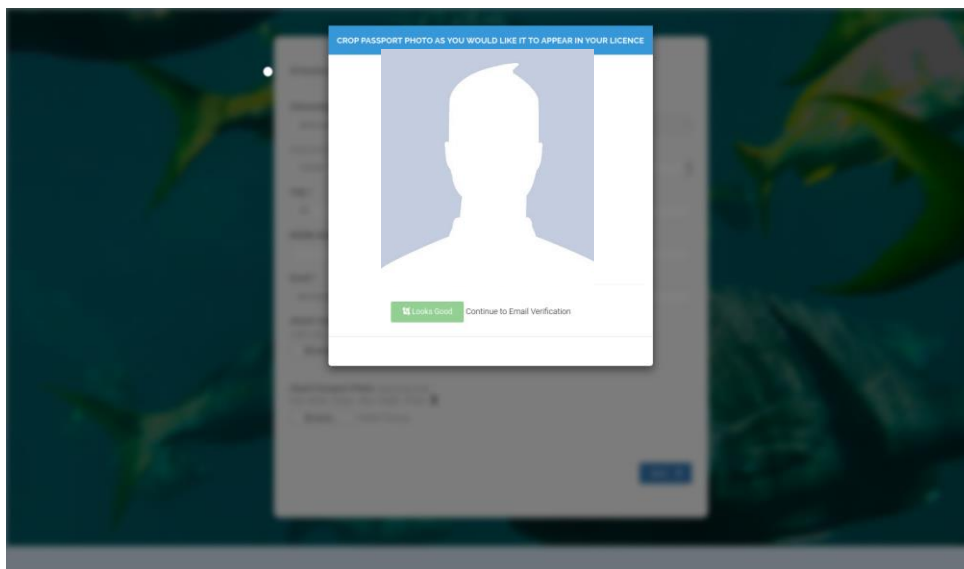
Attach Passport Photo (.jpg|.jpeg|.png)
Max Width: 450px, Max Height: 450px 
Browse... No file selected.

Next →

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The signup page displays data fields to be filled by the applicant in-order for their profile to be registered by the system. The applicant will need to fill all fields and attach a **PDF** photocopy of their passport and a passport photo in **jpeg/jpg and png formats ONLY**.

Sign up crop profile photo



The photo crop functionality is used to remove unwanted outer areas from the image attached by the applicant. The image can be centered to capture the applicant's full face and remove of peripheral areas of an image to improve its framing. The aspect ratio can also be changed and the applicant can be accentuated or isolated from the background.

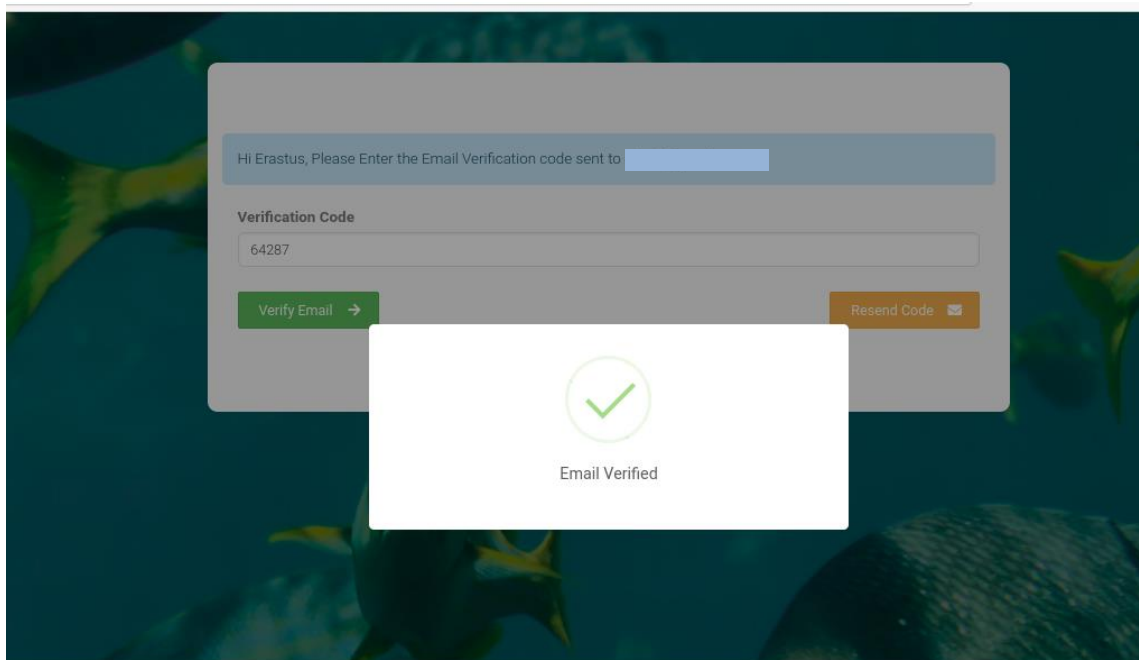
Sign up verify email address

Dear Achim

Thank you for registering for The NAMIBIA ABS SYSTEM THE NAMIBIA RESEARCH AND PERMITTING SYSTEM with the Government of the Namibia Research and ABS Permit Portal. Your email verification code is shown below

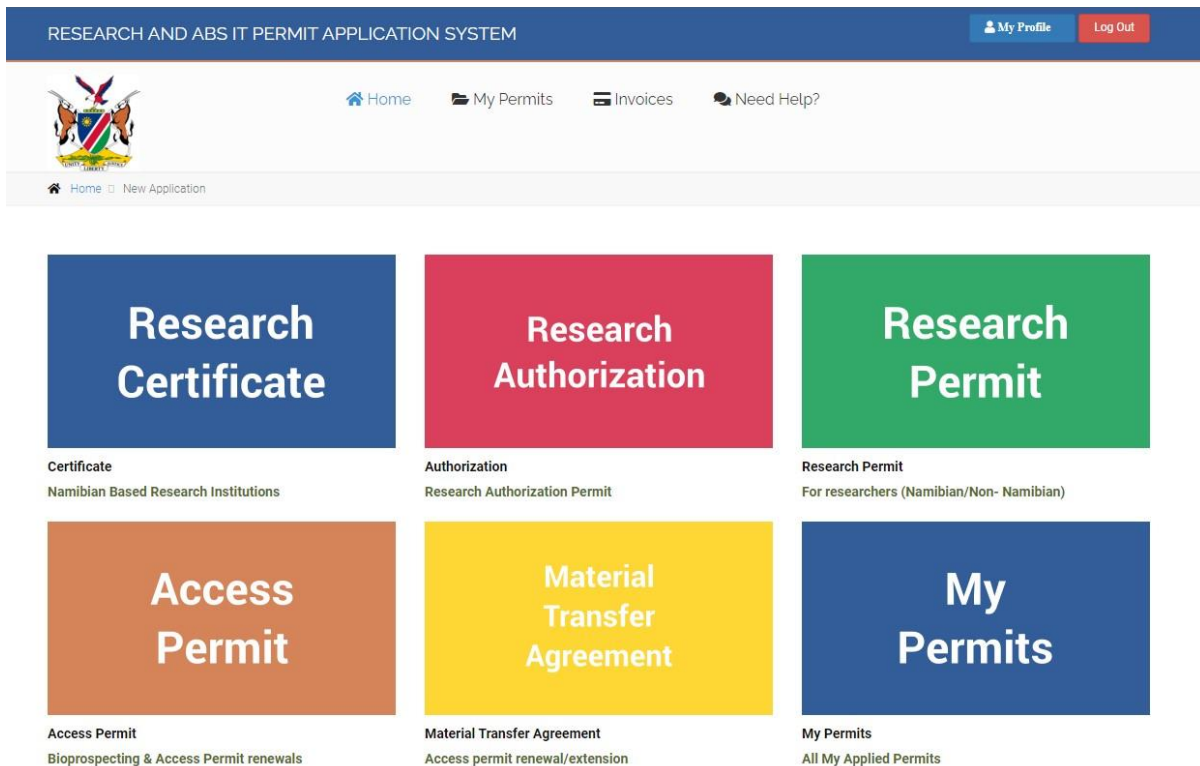
Verification Code is : **10952**

Upon successful registration with the Research and ABS system, the system opens a verification code window which instructs the applicant to key in a code which has been sent to the email provided by the applicant. Upon successful verification, the system opens the Research and ABS application form.



2. Home

Once an applicant logs in he/she will be redirected to the page below.



The page displays four menus at the top;

1. Home
2. My permits
3. Invoices
4. Need help

Home

The home page has six modules;

1. Research certificate
2. Research Authorization
3. Research permit
4. Access permit
5. Material Transfer Agreement
6. My permits

1. Research certificate

A research certificate will be issued to a Namibian based research institute (private or public) whose mandate is to do research or as part of their daily duties.

A research institute based in Namibia which has been issued with a research certificate **MUST** apply for a written authorization for specific research projects to be undertake and for collection of research samples.

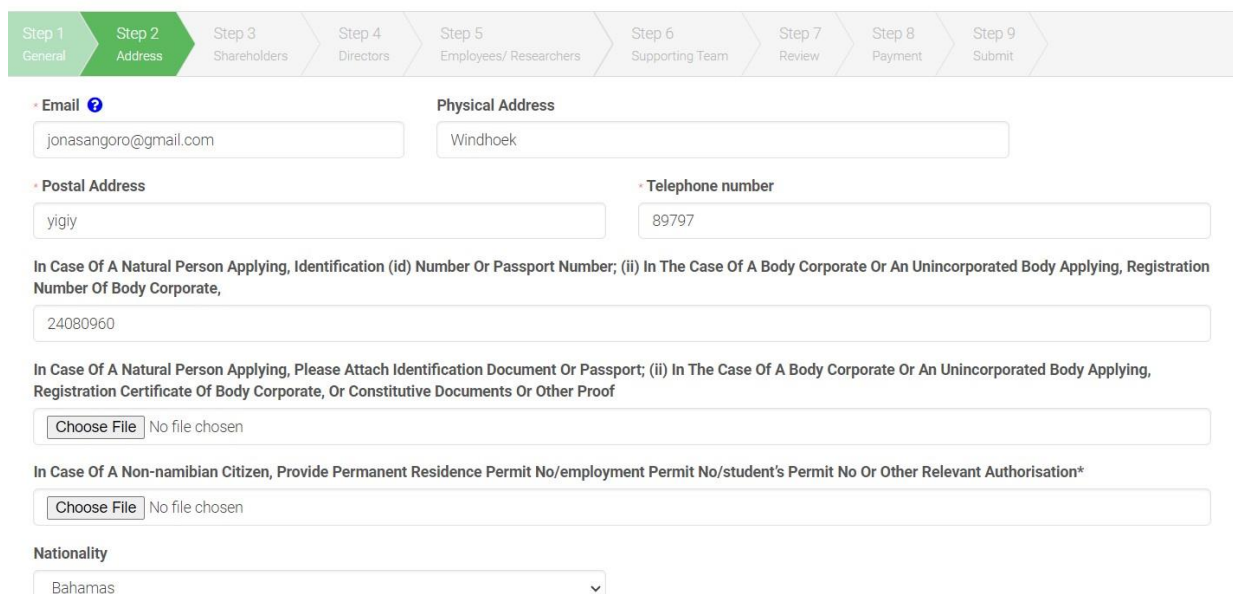
The research certificate has nine application steps.

Step 1: General

The screenshot shows a multi-step application process. At the top, a horizontal navigation bar contains nine steps: Step 1 General (highlighted in green), Step 2 Address, Step 3 Shareholders, Step 4 Directors, Step 5 Employees/ Researchers, Step 6 Supporting Team, Step 7 Review, Step 8 Payment, and Step 9 Submit. Below the navigation bar, the form contains two main sections. The first section has two fields: 'Full Name Of Applicant' with the text 'Jonathan O Sangoro' and 'Is applicant a recognised legal entity?' with a dropdown menu showing 'No'. The second section is titled 'If Applicant Is Not A Recognised Legal Entity, Provide Name Of Legal Entity Who Will Sign This Form On Behalf Of The Applicant As Well As The Relationship Between Such Legal Entity And The Applicant' and contains a text field with the text 'Individual'. At the bottom of the form, there are two buttons: '← Previous' and 'Save & Continue →'.


The applicants fills in all the fields displayed and clicks on “save and continue” to move to the next step.

Step 2: Address



The screenshot shows the 'Step 2: Address' form. At the top is a progress bar with steps 1 through 9. Step 2 is highlighted. The form contains several input fields: 'Email' (jonasangoro@gmail.com), 'Physical Address' (Windhoek), 'Postal Address' (yigiy), and 'Telephone number' (89797). Below these are two sections for document uploads. The first section is for 'In Case Of A Natural Person Applying, Identification (id) Number Or Passport Number; (ii) In The Case Of A Body Corporate Or An Unincorporated Body Applying, Registration Number Of Body Corporate,' with a value of 24080960. The second section is for 'In Case Of A Natural Person Applying, Please Attach Identification Document Or Passport; (ii) In The Case Of A Body Corporate Or An Unincorporated Body Applying, Registration Certificate Of Body Corporate, Or Constitutive Documents Or Other Proof' and another for 'In Case Of A Non-namibian Citizen, Provide Permanent Residence Permit No/employment Permit No/student's Permit No Or Other Relevant Authorisation*'. Both have a 'Choose File' button and 'No file chosen' text. At the bottom is a 'Nationality' dropdown menu set to 'Bahamas'.

Step 1 General Step 2 Address Step 3 Shareholders Step 4 Directors Step 5 Employees/ Researchers Step 6 Supporting Team Step 7 Review Step 8 Payment Step 9 Submit

* Email  Physical Address

jonasangoro@gmail.com Windhoek

* Postal Address * Telephone number

yigiy 89797

In Case Of A Natural Person Applying, Identification (id) Number Or Passport Number; (ii) In The Case Of A Body Corporate Or An Unincorporated Body Applying, Registration Number Of Body Corporate,

24080960

In Case Of A Natural Person Applying, Please Attach Identification Document Or Passport; (ii) In The Case Of A Body Corporate Or An Unincorporated Body Applying, Registration Certificate Of Body Corporate, Or Constitutive Documents Or Other Proof

Choose File No file chosen

In Case Of A Non-namibian Citizen, Provide Permanent Residence Permit No/employment Permit No/student's Permit No Or Other Relevant Authorisation*

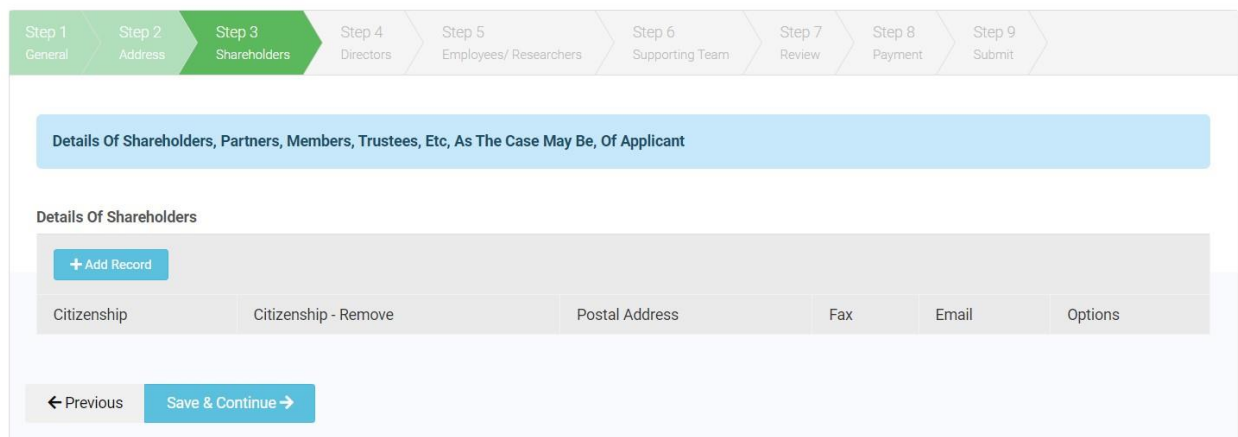
Choose File No file chosen

Nationality

Bahamas

The applicant fills all the displayed fields and uploads documents where requested and the clicks on save and continue at the bottom to proceed to the next step.

Step 3: Shareholders



The screenshot shows the 'Step 3: Shareholders' form. At the top is a progress bar with steps 1 through 9. Step 3 is highlighted. Below the progress bar is a blue header bar with the text 'Details Of Shareholders, Partners, Members, Trustees, Etc, As The Case May Be, Of Applicant'. Below this is a section titled 'Details Of Shareholders' which contains a '+ Add Record' button. Below the button is a table with columns: 'Citizenship', 'Citizenship - Remove', 'Postal Address', 'Fax', 'Email', and 'Options'. At the bottom of the form are two buttons: 'Previous' and 'Save & Continue'.

Step 1 General Step 2 Address Step 3 Shareholders Step 4 Directors Step 5 Employees/ Researchers Step 6 Supporting Team Step 7 Review Step 8 Payment Step 9 Submit

Details Of Shareholders, Partners, Members, Trustees, Etc, As The Case May Be, Of Applicant

Details Of Shareholders

+ Add Record

Citizenship	Citizenship - Remove	Postal Address	Fax	Email	Options
-------------	----------------------	----------------	-----	-------	---------

Previous Save & Continue

The applicant clicks on “add record” fills all the displayed fields and the clicks on save and continue at the bottom to proceed to the next step.

Step 4: Directors

Step 1
General

Step 2
Address

Step 3
Shareholders

Step 4
Directors

Step 5
Employees/ Researchers

Step 6
Supporting Team

Step 7
Review

Step 8
Payment

Step 9
Submit

Details Of Directors

Details of directors

+ Add Record

Full Name	Id No	Citizenship	Postal Address	Residential Address	Email	Options
-----------	-------	-------------	----------------	---------------------	-------	---------

In the case of: (a) a body corporate, provide name, registration number and country of registration, of all holding and subsidiary companies as defined in the Namibian Companies Act, 2004 (Act No. 28 of 2004); and (b) a body unincorporated, provide details of associated bodies in Namibia and elsewhere

Physical And Postal Address Of All Branches, Other Offices, Etc (if Any) Of Applicant

ewafeFs

Corporate Name

sFSFsgf

Corporate registration number

dgdagva\

corporate country of registration ?

dgdag

A body unincorporated, provide details of associated bodies in Namibia and elsewhere

dgdsgda

The applicant clicks on “add record” fills all the displayed fields and the clicks on save and continue at the bottom to proceed to the next step.

Step 5: Employees/ Researchers

Step 1
General

Step 2
Address

Step 3
Shareholders

Step 4
Directors

Step 5
Employees/ Researchers

Step 6
Supporting Team

Step 7
Review

Step 8
Payment

Step 9
Submit

DETAILS OF EMPLOYEES/RESEARCHERS

Details of employees/researchers

+ Add Record

First Name	Last Name	Nationality Of Passport	Email	Telephone	Options
------------	-----------	-------------------------	-------	-----------	---------

← Previous

Save & Continue →

The applicant clicks on “add record” fills all the displayed fields and the clicks on save and continue at the bottom to proceed to the next step.

Step 6: Supporting team

Step 1 General Step 2 Address Step 3 Shareholders Step 4 Directors Step 5 Employees/ Researchers Step 6 Supporting Team Step 7 Review Step 8 Payment Step 9 Submit

Complete only if you are the principal researcher. Please provide supporting team emails that are ORCID registered failure of which the supporting team will NOT be able to upload their CVs.

Supporting team

[+ Add Record](#)

Full Name	Nationality	Email	Organization	Category	Options
< Previous Save & Continue >					

The applicant clicks on “add record” fills all the displayed fields and the clicks on save and continue at the bottom to proceed to the next step.

Step 7: Review

Step 1 General Step 2 Address Step 3 Shareholders Step 4 Directors Step 5 Employees/ Researchers Step 6 Supporting Team Step 7 Review Step 8 Payment Step 9 Submit

Please check that all application fields are complete. Entries with an **X** are required to submit. Navigate to that step to complete the details, then Save & Continue.

General		
Full Name Of Applicant	Jonathan O Sangoro	✓
Is applicant a recognised legal entity?	No	✓
If Applicant Is Not A Recognised Legal Entity, Provide Name Of Legal Entity Who Will Sign This Form On Behalf Of The Applicant As Well As The Relationship Between Such Legal Entity And The Applicant	Individual	✓
Address		
Email	jonasangoro@gmail.com	✓
Physical Address	Windhoek	✓
Postal Address	yigiyi	✓
Telephone number	89797	✓
In Case Of A Natural Person Applying, Identification (id) Number Or Passport Number; (ii) In The Case Of A Body Corporate Or An	24080960	✓

The applicant reviews all the answers he/ she has completed in the application. Those answers that have been satisfactorily given are represented by a green tick while blank questions are shown by a red X. The applicant then clicks on “save and continue” to proceed to the next step.

Step 8: Payment


Step 1 General Step 2 Address Step 3 Shareholders Step 4 Directors Step 5 Employees/ Researchers Step 6 Supporting Team Step 7 Review Step 8 Payment Step 9 Submit

Application Charges are based on who you are 'Applying as' of Research. Please **Confirm** before an Invoice is generated.

Invoice Details	
Invoice Description	Application Fees For - Research Certificate
Charges	300.00
Currency	NAD
Invoice Description	Application Fees For - Research Certificate
Bill Details	
Bill To Address Line 1	
Bill To Address Line 2	jonasangoro@gmail.com
Bill To Address Line 3	dgdag
Bill To Address Line 4	Windhoek
Bill To Address Line 5	ewafeFs
<input type="button" value="✓ Accept & Invoice"/> or <input type="button" value="↺ Review Application"/>	

In this step the applicant clicks on accept and invoice and the system will automatically send the invoice amount to the registration email and open the step below;


Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Invoice No	Invoice Date	Description	Invoice Amount	Paid	Actions
 View 01014	26/Sep/23	Application Fees For - Research Permit... ?	NAD 5,000	No	<input type="button" value="Pay Now >"/>

The applicant then clicks on pay now which then opens the step below;

Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Bank Transfer

 I have already paid

Kindly use the following bank details to make a payment of NAD 5,000

This payment for research license is exclusive of bank transfer charges and commission

Bank	National Research, Science and Technology Fund
Branch	First National Bank
Account No	62245753505
Account Name	National Research, Science and Technology Fund
Swift Code	FIRNNANX


or

Bank	National Research, Science and Technology Fund
Branch	First National Bank
Account No	62245753505
Account Name	National Research, Science and Technology Fund
Swift Code	FIRNNANX

The applicant then clicks on “I have already paid” which opens the page below;


Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Bank Transfer

 I have already paid

Have you already Paid Via Bank Transfer ?

We will Confirm Your Payment at the Finance Approval Stage

Evidence of Application Fee payment (PDF only) 

No file chosen

The applicant then clicks on choose file and uploads the receipt of payment and the system displays the page below.

Step 1 General	Step 2 Project	Step 3 Documents	Step 4 Location	Step 5 Benefit Sharing	Step 6 Institutional	Step 7 Specimen	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
Invoice No	Invoice Date	Description	Invoice Amount	Paid	Actions					
00185	11/Feb/21	ABS PERMIT APPLICATION FEES ?	USD 1,000	No	Attached					

[← Previous](#)
[Save & Continue →](#)


The applicant then clicks on “save and continue” at the bottom of the page.

Step 9: Submit

Step 1 General	Step 2 Address	Step 3 Shareholders	Step 4 Directors	Step 5 Employees/ Researchers	Step 6 Supporting Team	Step 7 Review	Step 8 Payment	Step 9 Submit
<p><input checked="" type="checkbox"/> I hereby undertake not to surreptitiously remove any sample from Namibia without the prior written approval of the Commission as anticipated in the Science, Research and Technology Act and Regulations.</p> <p><input checked="" type="checkbox"/> I hereby Declare That And That The Information Submitted By Me In This Application Is True And Correct.</p> <p><input checked="" type="checkbox"/> I hereby undertake to refrain from publishing any information prejudicial to the integrity and national interest of Namibia;</p> <p><input checked="" type="checkbox"/> I hereby declare that and that the information submitted by me in this application is true and correct.</p> <p><input checked="" type="checkbox"/> I hereby undertake to Ensure compliance with the Science, Research and Technology Act, 2004 (Act No. 23 of 2004), and Science, Research and Technology Regulations, 2011;</p>								

The applicant checks all the dialogue boxes and clicks on “submit”.

Step 1 General	Step 2 Project	Step 3 Documents	Step 4 Location	Step 5 Benefit Sharing	Step 6 Institutional	Step 7 Specimen	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
<p><input checked="" type="checkbox"/> I Certify That The Information In This Application Is True And Accurate To The Best Of My Knowledge</p> <p><input checked="" type="checkbox"/> I Agree To Abide By The Laws And Regulations</p> <p><input checked="" type="checkbox"/> I Agree To Observe Standards Of Best Practice</p> <p><input checked="" type="checkbox"/> I Agree To Observe Standards Of Best Practice</p> <p> ← Previous Submit </p>										



Application Submitted.Your Reference No. is 489427

The system will then display to the applicant his/her application has been successfully submitted and an application issued.

2. Research authorization

A research authorization is issued to all Namibian based research persons not affiliated to any research institute intending to do research in the country.

A research institute based in Namibia which has been issued with a research certificate **MUST** apply for a written authorization for specific research projects to be undertake and for collection of research samples.

The research authorization application has seven steps.

Step 1: Applicant

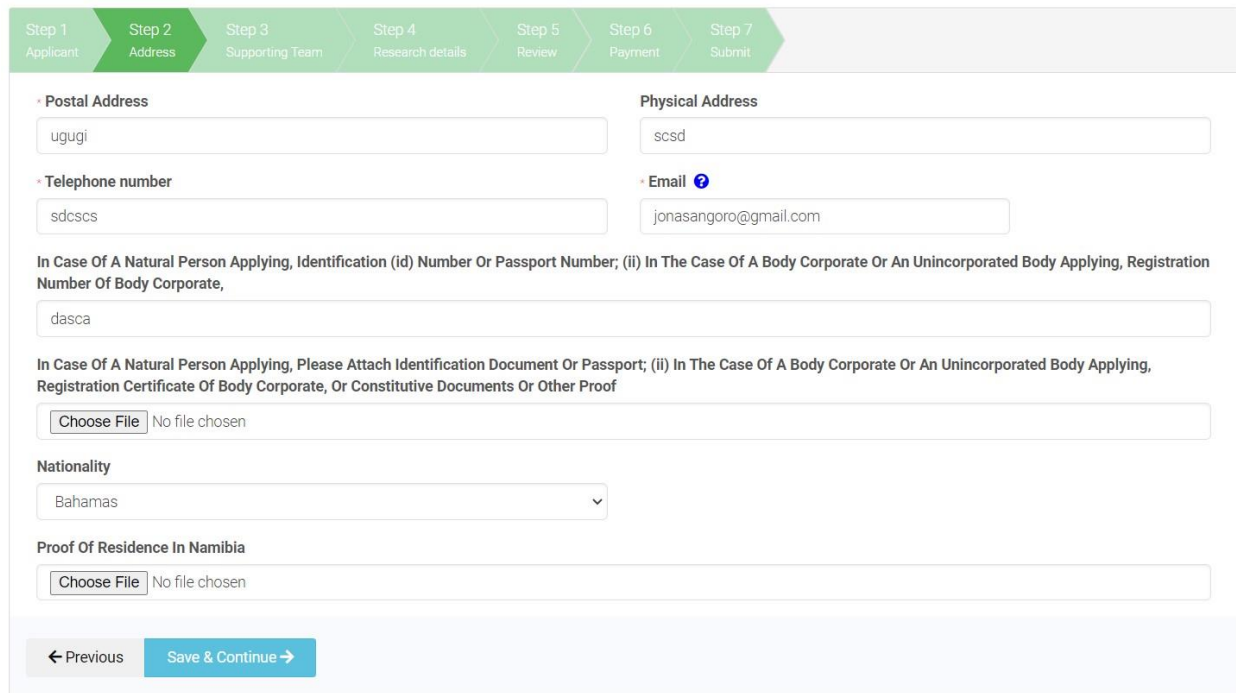
The screenshot shows the 'Step 1: Applicant' form. At the top, a progress bar indicates seven steps: Step 1 (Applicant), Step 2 (Address), Step 3 (Supporting Team), Step 4 (Research details), Step 5 (Review), Step 6 (Payment), and Step 7 (Submit). Step 1 is currently active and highlighted in green.

The form content includes:

- Information on research conducted by a Namibian research certificate holder**
 - Full Name Of Certificate Holder**: A text input field containing 'Jonathan O Sangoro'.
 - Research Certificate Number**: An empty text input field.
- Information of Applicant and lead researcher**
 - Full Name Of Applicant**: A text input field containing 'Jonathan Sangoro'.
 - Is applicant a recognised legal entity?**: A dropdown menu with 'Yes' selected.
 - If Applicant Is Not A Recognised Legal Entity, Provide Name Of Legal Entity Who Will Sign This Form On Behalf Of The Applicant As Well As The Relationship Between Such Legal Entity And The Applicant**: A text input field containing 'Individual'.
- Supply Also Document That Gives Authority For The Main Researcher To Sign On Behalf Of The Certificate Holder**: A file upload area with a 'Choose File' button and the text 'No file chosen'.
- In the case of a body corporate, an unincorporated body or a statutory body, the following information regarding the person in charge of the body (i.e. manager/managing director/CEO/ principal) must be provided: Cooperate or an incorporated body or Natural Person or Statutory body**: A section header for additional information.
- In the case of a body corporate, an unincorporated body or a statutory body, the following information regarding the person in charge of the body (i.e. manager/managing director/CEO/ principal) must be provided:**: A sub-header for the information to be provided.

The applicant fills all the displayed fields and uploads documents where requested and the clicks on “save and continue” at the bottom to proceed to the next step.

Step 2: Address



The screenshot shows the 'Step 2: Address' form. At the top, a progress bar indicates the current step. The form is divided into two columns: 'Postal Address' and 'Physical Address'. The 'Postal Address' column contains fields for 'Postal Address' (filled with 'ugugi'), 'Telephone number' (filled with 'sdscscs'), and a section for identification documents with a 'Choose File' button. The 'Physical Address' column contains a 'Physical Address' field (filled with 'scsd') and an 'Email' field (filled with 'jonasangoro@gmail.com'). Below these columns, there are fields for 'In Case Of A Natural Person Applying, Identification (id) Number Or Passport Number; (ii) In The Case Of A Body Corporate Or An Unincorporated Body Applying, Registration Number Of Body Corporate,' (filled with 'dasca') and 'In Case Of A Natural Person Applying, Please Attach Identification Document Or Passport; (ii) In The Case Of A Body Corporate Or An Unincorporated Body Applying, Registration Certificate Of Body Corporate, Or Constitutive Documents Or Other Proof' (with a 'Choose File' button). At the bottom, there is a 'Nationality' dropdown menu (set to 'Bahamas') and a 'Proof Of Residence In Namibia' section with a 'Choose File' button. The footer contains 'Previous' and 'Save & Continue' buttons.

Step 1 Applicant Step 2 Address Step 3 Supporting Team Step 4 Research details Step 5 Review Step 6 Payment Step 7 Submit

Postal Address ugugi

Physical Address scsd

Telephone number sdscscs

Email jonasangoro@gmail.com

In Case Of A Natural Person Applying, Identification (id) Number Or Passport Number; (ii) In The Case Of A Body Corporate Or An Unincorporated Body Applying, Registration Number Of Body Corporate, dasca

In Case Of A Natural Person Applying, Please Attach Identification Document Or Passport; (ii) In The Case Of A Body Corporate Or An Unincorporated Body Applying, Registration Certificate Of Body Corporate, Or Constitutive Documents Or Other Proof

Choose File No file chosen

Nationality Bahamas

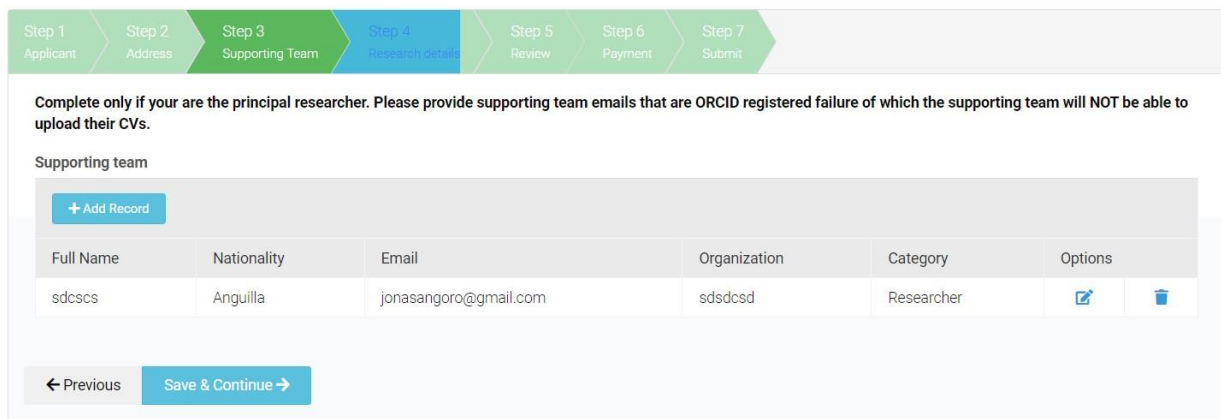
Proof Of Residence In Namibia

Choose File No file chosen

Previous Save & Continue

The applicant fills all the displayed fields and uploads documents where requested and the clicks on “save and continue” at the bottom to proceed to the next step.

Step 3: Supporting team





The screenshot shows the 'Step 3: Supporting team' form. At the top, a progress bar indicates the current step. The form contains a text instruction: 'Complete only if you are the principal researcher. Please provide supporting team emails that are ORCID registered failure of which the supporting team will NOT be able to upload their CVs.' Below this is a 'Supporting team' section with an '+ Add Record' button. A table lists the supporting team members with columns for 'Full Name', 'Nationality', 'Email', 'Organization', 'Category', and 'Options'. The table contains one record: 'sdscscs', 'Anguilla', 'jonasangoro@gmail.com', 'sdsdcscd', 'Researcher'. At the bottom, there are 'Previous' and 'Save & Continue' buttons.

Step 1 Applicant Step 2 Address Step 3 Supporting Team Step 4 Research details Step 5 Review Step 6 Payment Step 7 Submit

Complete only if you are the principal researcher. Please provide supporting team emails that are ORCID registered failure of which the supporting team will NOT be able to upload their CVs.

Supporting team

+ Add Record

Full Name	Nationality	Email	Organization	Category	Options
sdscscs	Anguilla	jonasangoro@gmail.com	sdsdcscd	Researcher	 

Previous Save & Continue

The applicant clicks on “add record” fills all the displayed fields and the clicks on save and continue at the bottom to proceed to the next step.

Step 4: Research details

Step 1
Applicant

Step 2
Address


Step 3
Supporting Team

Step 4
Research details

Step 5
Review

Step 6
Payment

Step 7
Submit

Title Of Research 

Name Of Research Project And Executive Summary/synopsis/description

A detailed research proposal/project description must be attached to the application form containing at least the following information:

1. Research title
2. Objective of research
3. Statement of research issue/problem/question
4. Scope of research
5. Methodology
6. Conceptual definitions
7. Monitoring methods
8. Geographical location(s) where research will be conducted
9. Detailed list of all scientific equipment and instruments to be used
10. Details of all vessels, vehicles, aircraft and the like to be used
11. Schedule of research
12. If research will, or may reasonably expected to, negatively impact on the environment
13. an environmental impact assessment must be submitted including the manner in which
14. such impact will be negated or mitigated
15. Technical institute, official agency or academic institute in Namibia involved in the
16. research
17. Significance/benefits or expected benefits of research with specific reference to benefits/
18. significance to Namibia and/or Namibians (if any)

The applicants fill in all the fields displayed and clicks on “save and continue” to move to the next step.

Step 5: Review

Step 1
Applicant

Step 2
Address

Step 3
Supporting Team

Step 4
Research details

Step 5
Review

Step 6
Payment

Step 7
Submit

Please check that all application fields are complete. Entries with an **✗** are required to submit. Navigate to that step to complete the details, then Save & Continue.

Applicant		
Full Name Of Certificate Holder	Jonathan O Sangoro	✓
Research Certificate Number		✗
Full Name Of Applicant	Jonathan Sangoro	✓
Is applicant a recognised legal entity?	Yes	✓
If Applicant Is Not A Recognised Legal Entity, Provide Name Of Legal Entity Who Will Sign This Form On Behalf Of The Applicant As Well As The Relationship Between Such Legal Entity And The Applicant	Individual	✓
Supply Also Document That Gives Authority For The Main Researcher To Sign On Behalf Of The Certificate Holder	top_page.pdf	✓
In the case of a body corporate, an unincorporated body or a statutory body, the following information regarding the person in charge of the body (i.e. manager/managing director/CEO/ principal) must be provided:	Corporate or an unincorporated body	✓
Manager/managing Director/ceo/principal Full Name	Gernot	✓
Manager/managing Director/ceo/principal Nationality	Albania	✓
Manager/managing Director/ceo/principal Position	kevin	✓
Project Leader Full Name	kevin	✓
Project Leader Position	kevin	✓
Project Leader Nationality	Bahrain	✓

The applicant reviews all the answers he/ she has completed in the application. Those answers that have been satisfactorily given are represented by a green tick while blank questions are shown by a red X. The applicant then clicks on “save and continue” to proceed to the next step.

Step 6: Payment

Step 1 Applicant Step 2 Address Step 3 Supporting Team Step 4 Research details Step 5 Review Step 6 Payment Step 7 Submit

Application Charges are based on who you are 'Applying as' of Research. Please **Confirm** before an Invoice is generated.

Invoice Details	
Invoice Description	Application Fees For - Authorization of Research Projects
Charges	100.00
Currency	NAD
Invoice Description	Application Fees For - Authorization of Research Projects
Bill Details	
Bill To Address Line 1	<input type="text"/>
Bill To Address Line 2	<input type="text" value="jonasangoro@gmail.com"/>
Bill To Address Line 3	<input type="text"/>
Bill To Address Line 4	<input type="text" value="scsd"/>
Bill To Address Line 5	<input type="text"/>
<input type="button" value="✓ Accept & Invoice"/> or <input type="button" value="↺ Review Application"/>	

In this step the applicant clicks on accept and invoice and the system will automatically send the invoice amount to the registration email and open the step below;


Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Invoice No	Invoice Date	Description	Invoice Amount	Paid	Actions
View 01014	26/Sep/23	Application Fees For - Research Permit... ?	NAD 5,000	No	Pay Now >

The applicant then clicks on pay now which then opens the step below;

Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Bank Transfer

 I have already paid

Kindly use the following bank details to make a payment of NAD 5,000

This payment for research license is exclusive of bank transfer charges and commission

Bank	National Research, Science and Technology Fund
Branch	First National Bank
Account No	62245753505
Account Name	National Research, Science and Technology Fund
Swift Code	FIRNNANX


or

Bank	National Research, Science and Technology Fund
Branch	First National Bank
Account No	62245753505
Account Name	National Research, Science and Technology Fund
Swift Code	FIRNNANX

The applicant then clicks on “I have already paid” which opens the page below;


Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Bank Transfer

 I have already paid

Have you already Paid Via Bank Transfer ?

We will Confirm Your Payment at the Finance Approval Stage

Evidence of Application Fee payment (PDF only) 

No file chosen

The applicant then clicks on choose file and uploads the receipt of payment and the system displays the page below.

Step 1 General	Step 2 Project	Step 3 Documents	Step 4 Location	Step 5 Benefit Sharing	Step 6 Institutional	Step 7 Specimen	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
Invoice No	Invoice Date	Description				Invoice Amount	Paid	Actions		
00185	11/Feb/21	ABS PERMIT APPLICATION FEES ?				USD 1,000	No	<div>Attached</div>		

[< Previous](#)
[Save & Continue >](#)


The applicant then clicks on “save and continue” at the bottom of the page.

Step 7: Submit

Step 1 Applicant	Step 2 Address	Step 3 Supporting Team	Step 4 Research details	Step 5 Review	Step 6 Payment	Step 7 Submit
<input type="checkbox"/> I hereby undertake not to surreptitiously remove any sample from Namibia without the prior written approval of the Commission as anticipated in the Science, Research and Technology Act and Regulations.						
<input type="checkbox"/> I hereby undertake to refrain from publishing any information prejudicial to the integrity and national interest of Namibia;						
<input type="checkbox"/> I hereby declare that and that the information submitted by me in this application is true and correct.						
<input type="checkbox"/> I hereby undertake to Ensure compliance with the Science, Research and Technology Act, 2004 (Act No. 23 of 2004), and Science, Research and Technology Regulations, 2011;						

The applicant checks all the dialogue boxes and clicks on “submit”.

Step 1 General	Step 2 Project	Step 3 Documents	Step 4 Location	Step 5 Benefit Sharing	Step 6 Institutional	Step 7 Specimen	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
<input checked="" type="checkbox"/> I Certify That The Information In This Application Is True And Accurate To The Best Of My Knowledge										
<input checked="" type="checkbox"/> I Agree To Abide By The Laws And Regulations										
<input checked="" type="checkbox"/> I Agree To Observe Standards Of Best Practice										
<input checked="" type="checkbox"/> I Agree To Observe Standards Of Best Practice										
<div> < Previous Submit </div>										



Application Submitted.Your Reference No. is 489427

The system will then display to the applicant his/her application has been successfully submitted and an application issued.

3. Research permit

A research permit is issued to;

- Non-Namibians based research institute/researcher intending to do research in Namibia;
- All Namibian based researcher studying abroad and intend to do research in Namibia;
- Non-Namibian based researchers collaborating with Namibian based research institute/researcher.

The research permit application process has 11 steps all to be filled by the applicant in-order to submit a successful ABS permit application request. The steps are as follows:

Step 1: Documents

Step 1
Documents

Step 2
Trigger Questions

Step 3
Team

Step 4
Location

Step 5
Benefit Sharing

Step 6
Institutional

Step 7
Samples

Step 8
Export

Step 9
Review

Step 10
Payment

Step 11
Submit

Please attach pdfs of the documents requested below (pdf only)

Document	Attach File	Status
• identification Document / Passport/permanent Residence Permit/employment Permit/student Permit/authorization And Proof Of Residence In Namibia	<div>Choose File</div> No file chosen	
• for Corporations, A Certified Copy Of Corporate Registration/ Constitutive Documents Or Proof Of Existence Of The Corporate	<div>Choose File</div> No file chosen	
• For Corporations, A Certified Copy Of Of Manager's/ Managing Director's/ceo's/principal's Identification Document / Passport/permanent Residence Permit/employment	<div>Choose File</div> No file chosen	
• 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	<div>Choose File</div> No file chosen	
• Proof Of Residence In Namibia	<div>Choose File</div> No file chosen	
• 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	<div>Choose File</div> No file chosen	
• An Organogram Clearly Indicating The Position Of Each Person Involved In The Research As It Relates To The Research	<div>Choose File</div> No file chosen	
• 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	<div>Choose File</div> No file chosen	

In this step the applicant attaches supporting documents for their application in **PDF format**. If the applicant returns to this step, they may not see the file name but as long as a green tick is shown, it has been uploaded. The applicant then clicks on “save and continue” to proceed to the next step.

Step 2: Trigger questions

These are the trigger questions which dynamically alter the applicants' application questions depending on the answers provided in this section. For example if they confirm their work involves species listed in CITES Appendices, they will later in their application be directed to questions relating to this and a CITES permit application will be autocompleted.

The screenshot shows the 'Step 2: Trigger Questions' section of the application process. The progress bar at the top indicates the current step. The questions are as follows:

- Are You Applying As A Namibian Based Person? (Dropdown menu)
- Are You Applying As A Namibian Based Research Institution/ Researcher (Dropdown menu)
- If Yes Give Certificate Number (Text input field)
- Do You Own 51% Of This Research Application? (Dropdown menu)
- Please Write The Name Of The Namibian Based Institution That Owns This Research. (Text input field)
- Does Your Research Involve Collecting Biological Material/ Genetic Resources In Namibia? (Dropdown menu)
- Will Your Research Involve The Use Or Draws On The Traditional Knowledge Of Indigenous And Local Communities In Namibia? (Dropdown menu)
- Does Your Research Intend To Conduct Any Activity On Biological Material/ Genetic Resources In Namibia Leading To The Development Of A Commercial Product, Composition Of Matter, Process Or Method? (Dropdown menu)

Step 3: Supporting team

The screenshot shows the 'Step 3: Supporting team' section of the application process. The progress bar at the top indicates the current step. The section is titled 'Research Permit Team Member Resumes' and includes an '+ Add Member' button. Below this is a table with the following data:

Biography	Names	Email	Options
hhuuy	Jonnion	jonasangoro@gmail.com	+ Add Resume Edit Delete

At the bottom of the section, there are two buttons: 'Previous' and 'Save & Continue'.

The applicant clicks on "add record" fills all the displayed fields and the clicks on save and continue at the bottom to proceed to the next step.

Step 4: Location

Step 1
Documents

Step 2
Trigger Questions

Step 3
Team

Step 4
Location

Step 5
Benefit Sharing

Step 6
Institutional

Step 7
Samples

Step 8
Export

Step 9
Review

Step 10
Payment

Step 11
Submit

Specific Site(s) In The Namibia Where The Research Will Be Undertaken

Specific site(s) in the Namibia where the research will be undertaken

+ Add Record

Gps Decimal Latitude	Gps Decimal Longitude	Research Location	Options
----------------------	-----------------------	-------------------	---------

• Ex-situ Collection Where A Sample Of The Biological Material/ Genetic Resource Will Be Stored

• If Land Based Stations Are Required, Please Provide Full Details Of Location, Equipment To Be Installed And Number Of Persons Who Will Staff The Station

• Full Time Staff

0

• Part Time Staff

← Previous

Save & Continue →

In this step the applicant lists the location(s) where the research project will be undertaken. They do this by clicking the “add record” button and filling the fields displayed. The applicant then proceeds to fill the remaining fields and clicks on “save and continue” to proceed to the next step.

Step 5: Role players

Step 1
Documents

Step 2
Trigger Questions

Step 3
Team

Step 4
Location

Step 5
Role players

Step 6
Institutional

Step 7
Samples

Step 8
Export

Step 9
Review

Step 10
Payment

Step 11
Submit

Details of person in respect of whom access permit must be issued

Name

Id/passport/business Registration No:

Telephone

Email

Physical Address

Postal Address

Details of key role players

+ Add Record

Full Name	Capacity	Id/ Passport/ Business Registration No.	Options
-----------	----------	---	---------

The applicants fills in the details of the person whom will be issued with access permit and clicks on “add record” to fill in the details of the role players involved in the access permit. Finally the applicant clicks on “save and continue” to proceed to the next step.

Step 6: Institutional

Step 1
Documents

Step 2
Trigger Questions

Step 3
Team

Step 4
Location

Step 5
Role players

Step 6
Institutional

Step 7
Samples

Step 8
Export

Step 9
Review

Step 10
Payment

Step 11
Submit

Access Permit application

Details of person applying for Access Permit

Details of person in respectof who Access permit must be issued

+ Add Record

Full Name	Id/ Passport/ Business Registration No	Email	Physical Address	Options
-----------	--	-------	------------------	---------

Details of key role players

+ Add Record

Email	Full Name	Id/ Passport/ Business Registration No	Options
-------	-----------	--	---------

Details of Access permit application

Type Of Access Permit Application

---select---

Permit Number (if Previously Issued)

Purpose For Which Access Permit Is Sought

This steps involves filling in the access permit questions and application to export any biological/ genetic resources or traditional knowledge or their parts, derivatives and products. The applicant clicks on “add record” fills all the displayed fields and the clicks on save and continue at the bottom to proceed to the next step.

Step 7: Samples

Step 1
Documents

Step 2
Trigger Questions

Step 3
Team

Step 4
Location

Step 5
Role players

Step 6
Institutional

Step 7
Samples

Step 8
Export

Step 9
Review

Step 10
Payment

Step 11
Submit

Information on sample collection

Are Samples To Be Collected?

---select---

If Yes, State Full Details Of Type Of Samples To Be Collected (inclusive Of Common And Scientific Names If Applicable)

If Yes, State Full Details Of Type Of Samples To...

Motivation Of Why It Is Necessary To Collect Samples

Motivation Of Why It Is Necessary To Collect...

Indicate Where Samples Will Be Collected*

State And Motivate Condition In Which Samples Will Be Collected (i.e. Live, Dead, Complete, Incomplete, Etc)

State Number, Amount, Quantity, Etc Of Samples To Be Collected (if Applicant Does Not Know What Samples Will Be Found, Or Plans To Collect Undescribed Samples, This Should Be Noted As Well As Rationale/objective For Collecting Such Samples)

State Number, Amount, Quantity, Etc Of Samples To...

Provide Methodology For Collecting And Transporting Samples

In this step the applicant states which sample(s) will be collected during their research project. They will also specify if they will be tagging any specimen(s) and the method of tagging for said specimen(s). The applicant then clicks on “save and continue” to proceed to the next step.

Step 8: Export

Step 1
Documents

Step 2
Trigger Questions

Step 3
Team

Step 4
Location

Step 5
Role players

Step 6
Institutional

Step 7
Samples

Step 8
Export

Step 9
Review

Step 10
Payment

Step 11
Submit

You have indicated that you intend to IMPORT OR EXPORT BIOLOGICAL/ GENETIC RESOURCES OR THEIR PARTS, DERIVATIVES AND PRODUCTS from Namibia. In this section we require details of the proposed export in order to generate an export permit

MATERIAL TRANSFER AGREEMENT

This is given only as a guide and must be adjusted by those entering into the material transfer agreement as deemed suitable to all parties.

* i/we*

* i/we*

* Being The Organ Of State Or Competent National Authority Charged With The Management Of The Genetic Resources Located At

* Have Entered Into A Materials Transfer Agreement With:

* From

mm/dd/yyyy

* On This

* Day Of

This step involves filling questions related to the Material Transfer Agreement. The applicant fills all the questions and clicks on “save and continue” to proceed to the next step.

Step 9: Review

Step 1 Documents	Step 2 Trigger Questions	Step 3 Team	Step 4 Location	Step 5 Role players	Step 6 Institutional	Step 7 Samples	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
Please check that all application fields are complete. Entries with an ✗ are required to submit. Navigate to that step to complete the details, then Save & Continue.										
Documents										
identification Document / Passport/permanent Residence Permit/employment Permit/student Permit/authorization And Proof Of Residence In Namibia										✗
for Corporations, A Certified Copy Of Corporate Registration/ Constitutive Documents Or Proof Of Existence Of The Corporate										✗
For Corporations, A Certified Copy Of Of Manager's/ Managing Director's/ceo's/principal's Identification Document / Passport/permanent Residence Permit/employment										✗
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										✗
Proof Of Residence In Namibia										✗
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										✗
An Organogram Clearly Indicating The Position Of Each Person Involved In The Research As It Relates To The Research										✗
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										✗
Detailed Research Proposal/project Description										✗
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										✗
Access And Benefit Sharing Agreement										✗

The applicant reviews all the answers he/ she has completed in the application. Those answers that have been satisfactorily given are represented by a green tick while blank questions are shown by a red X. The applicant then clicks on “save and continue” to proceed to the next step.

Step 10: Payment

Step 1 Documents
Step 2 Trigger Questions
Step 3 Team
Step 4 Location
Step 5 Role players
Step 6 Institutional
Step 7 Samples
Step 8 Export
Step 9 Review
Step 10 Payment
Step 11 Submit

Application Charges are based on who you are 'Applying as' of Research. Please **Confirm** before an Invoice is generated.

Invoice Details	
Invoice Description	Application Fees For - Research Permit (Non Namibian-based)
Charges	5,000.00
Currency	NAD
Invoice Description	Application Fees For - Research Permit (Non Namibian-based)
Bill Details	
Bill To Address Line 1	<input type="text"/>
Bill To Address Line 2	<input type="text" value="jonasangoro@gmail.com"/>
Bill To Address Line 3	<input type="text"/>
Bill To Address Line 4	<input type="text"/>
Bill To Address Line 5	<input type="text"/>
<input type="button" value="✓ Accept & Invoice"/> or <input type="button" value="↺ Review Application"/>	

In this step the applicant clicks on accept and invoice and the system will automatically send the invoice amount to the registration email and open the step below;


Step 1 Documents
Step 2 Trigger Questions
Step 3 Team
Step 4 Location
Step 5 Role players
Step 6 Institutional
Step 7 Samples
Step 8 Export
Step 9 Review
Step 10 Payment
Step 11 Submit

Invoice No	Invoice Date	Description	Invoice Amount	Paid	Actions
<input type="button" value="View 01014"/>	26/Sep/23	Application Fees For - Research Permit... ?	NAD 5,000	No	<input type="button" value="Pay Now >"/>

The applicant then clicks on pay now which then opens the step below;

Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Bank Transfer

 I have already paid

Kindly use the following bank details to make a payment of NAD 5,000

This payment for research license is exclusive of bank transfer charges and commission

Bank	National Research, Science and Technology Fund
Branch	First National Bank
Account No	62245753505
Account Name	National Research, Science and Technology Fund
Swift Code	FIRNNANX


or

Bank	National Research, Science and Technology Fund
Branch	First National Bank
Account No	62245753505
Account Name	National Research, Science and Technology Fund
Swift Code	FIRNNANX

The applicant then clicks on “I have already paid” which opens the page below;


Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Bank Transfer

 I have already paid

Have you already Paid Via Bank Transfer ?

We will Confirm Your Payment at the Finance Approval Stage

Evidence of Application Fee payment (PDF only) 

No file chosen

The applicant then clicks on choose file and uploads the receipt of payment and the system displays the page below.

Step 1 General	Step 2 Project	Step 3 Documents	Step 4 Location	Step 5 Benefit Sharing	Step 6 Institutional	Step 7 Specimen	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
Invoice No	Invoice Date	Description	Invoice Amount	Paid	Actions					
00185	11/Feb/21	ABS PERMIT APPLICATION FEES ?	USD 1,000	No	<div>Attached</div>					

[< Previous](#)
[Save & Continue >](#)

The applicant then clicks on “save and continue” at the bottom of the page.

Step 11: Submit


Step 1 Documents	Step 2 Trigger Questions	Step 3 Team	Step 4 Location	Step 5 Role players	Step 6 Institutional	Step 7 Samples	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
<input type="checkbox"/> I Hereby Undertake To Refrain From Publishing Any Information Prejudicial To The Integrity And National Interest Of Namibia; <input type="checkbox"/> I Hereby Undertake Not To Surreptitiously Remove Any Sample From Namibia Without The Prior Written Approval Of The Commission As Anticipated In The Science, Research And Technology Act And Regulations. <input type="checkbox"/> I Hereby Undertake To Ensure Compliance With The Science, Research And Technology Act, 2004 (act No. 23 Of 2004), And Science, Research And Technology Regulations, 2011; <input type="checkbox"/> I Hereby Declare That And That The Information Submitted By Me In This Application Is True And Correct.										

[< Previous](#)
[Submit](#)

The applicant checks all the dialogue boxes and clicks on “submit”.

Step 1 General	Step 2 Project	Step 3 Documents	Step 4 Location	Step 5 Benefit Sharing	Step 6 Institutional	Step 7 Specimen	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
<input checked="" type="checkbox"/> I Certify That The Information In This Application Is True And Accurate To The Best Of My Knowledge <input checked="" type="checkbox"/> I Agree To Abide By The Laws And Regulations <input checked="" type="checkbox"/> I Agree To Observe Standards Of Best Practice <input checked="" type="checkbox"/> I Agree To Observe Standards Of Best Practice										

[< Previous](#)
[Submit](#)



Application Submitted.Your Reference No. is 489427

The system will then display to the applicant his/her application has been successfully submitted and an application issued.

4. Access permit

An access permit is issued to researchers who want to;

- Access permit renewal
- Access permit extension.
- Bioprospecting.

The access permit application process has four steps.

Step 1: General

Step 1
General

Step 2
Review

Step 3
Payments

Step 4
Submit

Details of person applying for Access Permit

Reference Number

Details of person applying for Access Permit

Details of person in respect of who Access permit must be issued

+ Add Record

Full Name	Id/ Passport/ Business Registration No	Email	Physical Address	Options
-----------	--	-------	------------------	---------

Details of key role players

+ Add Record

Email	Full Name	Id/ Passport/ Business Registration No	Options
-------	-----------	--	---------

Details of Access permit application

Type Of Access Permit Application

---select---

Permit Number

This steps involves filling in the access permit questions and application to export any biological/ genetic resources or traditional knowledge or their parts, derivatives and products. The applicant clicks on “add record” fills all the displayed fields and the clicks on save and continue at the bottom to proceed to the next step.

Step 2: Review

Step 1
Review

Step 2
Review

Step 3
Payments

Step 4
Submit

Please check that all application fields are complete. Entries with an **✖** are required to submit. Navigate to that step to complete the details, then Save & Continue.

General		
Reference Number		✖
Type Of Access Permit Application		✖
Permit Number		✖
Purpose For Which Access Permit Is Sought		✖
Any Other Explain		✖
(i) What Benefits May Result From The Granting Of The Access Permit?		✖
(ii) What Is The Proposed Methodology For Achieving Set Objectives?		✖
(iii) What Are The Proposed Time-frames For Which Access Permit Is Sought?		✖
(iv) Any Relevant Environmental Considerations Including Impacts Of The Collection Of Resources And Proposed Steps To Minimise Or Remedy Those Impacts:		✖
Kindly Attach The Project Proposal		✖
(i) What Are The Biological Resources Or Genetic Resources And Associated Traditional Knowledge For Which An Access Permit Is Sought:		✖
Considerations By The Office		✖
Submit		
I Hereby Undertake To Ensure Compliance With The Science, Research And Technology Act, 2004 (act No. 23 Of 2004) And Science, Research And Technology		✖

The applicant reviews all the answers he/ she has completed in the application. Those answers that have been satisfactorily given are represented by a green tick while blank questions are shown by a red X. The applicant then clicks on “save and continue” to proceed to the next step.

Step 3: Payment

Step 1
General

Step 2
Review

Step 3
Payments

Step 4
Submit

Application Charges are based on who you are 'Applying as' of Research. Please **Confirm** before an Invoice is generated.

Invoice Details	
Invoice Description	Application Fees For - Access Permit
Charges	5,000.00
Currency	NAD
Invoice Description	Application Fees For - Access Permit
Bill Details	
Bill To Address Line 1	<input type="text"/>
Bill To Address Line 2	<input type="text" value="jonasangoro@gmail.com"/>
Bill To Address Line 3	<input type="text"/>
Bill To Address Line 4	<input type="text"/>
Bill To Address Line 5	<input type="text"/>
<div><div>✓ Accept & Invoice</div> or <div>↺ Review Application</div></div>	

In this step the applicant clicks on accept and invoice and the system will automatically send the invoice amount to the registration email and open the step below;

Step 1
Documents

Step 2
Trigger Questions

Step 3
Team

Step 4
Location

Step 5
Role players

Step 6
Institutional



Step 7
Samples

Step 8
Export

Step 9
Review

Step 10
Payment


Step 11
Submit

Invoice No	Invoice Date	Description	Invoice Amount	Paid	Actions
<div> View 01014</div>	26/Sep/23	Application Fees For - Research Permit... 	NAD 5,000	No	<div>Pay Now ></div>

The applicant then clicks on pay now which then opens the step below;

Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Bank Transfer

 I have already paid

Kindly use the following bank details to make a payment of NAD 5,000

This payment for research license is exclusive of bank transfer charges and commission

Bank	National Research, Science and Technology Fund
Branch	First National Bank
Account No	62245753505
Account Name	National Research, Science and Technology Fund
Swift Code	FIRNNANX


or

Bank	National Research, Science and Technology Fund
Branch	First National Bank
Account No	62245753505
Account Name	National Research, Science and Technology Fund
Swift Code	FIRNNANX

The applicant then clicks on “I have already paid” which opens the page below;


Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Bank Transfer

 I have already paid

Have you already Paid Via Bank Transfer ?

We will Confirm Your Payment at the Finance Approval Stage

Evidence of Application Fee payment (PDF only) 

No file chosen

The applicant then clicks on choose file and uploads the receipt of payment and the system displays the page below.

Step 1 General	Step 2 Project	Step 3 Documents	Step 4 Location	Step 5 Benefit Sharing	Step 6 Institutional	Step 7 Specimen	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
Invoice No	Invoice Date	Description	Invoice Amount	Paid	Actions					
00185	11/Feb/21	ABS PERMIT APPLICATION FEES ?	USD 1,000	No	<div>Attached</div>					

[< Previous](#)
[Save & Continue >](#)

The applicant then clicks on “save and continue” at the bottom of the page.

Step 4: Submit


Step 1 General	Step 2 Review	Step 3 Payments	Step 4 Submit
<input type="checkbox"/> I Hereby Undertake To Ensure Compliance With The Science, Research And Technology Act, 2004 (act No. 23 Of 2004), And Science, Research And Technology Regulations, 2011;			
<input type="checkbox"/> I Hereby Declare That And That The Information Submitted By Me In This Application Is True And Correct.			
<input type="checkbox"/> I Hereby Undertake Not To Surreptitiously Remove Any Sample From Namibia Without The Prior Written Approval Of The Commission As Anticipated In The Science, Research And Technology Act And Regulations.			
<input type="checkbox"/> I Hereby Undertake To Refrain From Publishing Any Information Prejudicial To The Integrity And National Interest Of Namibia;			

[< Previous](#)
[Submit](#)

The applicant checks all the dialogue boxes and clicks on “submit”.

Step 1 General	Step 2 Project	Step 3 Documents	Step 4 Location	Step 5 Benefit Sharing	Step 6 Institutional	Step 7 Specimen	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
<input checked="" type="checkbox"/> I Certify That The Information In This Application Is True And Accurate To The Best Of My Knowledge										
<input checked="" type="checkbox"/> I Agree To Abide By The Laws And Regulations										
<input checked="" type="checkbox"/> I Agree To Observe Standards Of Best Practice										
<input checked="" type="checkbox"/> I Agree To Observe Standards Of Best Practice										

[< Previous](#)
[Submit](#)



Application Submitted. Your Reference No. is 489427

The system will then display to the applicant his/her application has been successfully submitted and an application issued.

5. Material Transfer Agreement

You have indicated that you intend to IMPORT OR EXPORT WILD ANIMALS OR PLANTS OR THEIR PARTS, DERIVATIVES AND PRODUCTS from Namibia. In this section we require details of the proposed export in order to generate an export permit.

Step 1: General

The Material Transfer Agreement application process has four steps.

Step 1
General

Step 2
Review

Step 3
Payment

Step 4
Submit

You have indicated that you intend to IMPORT OR EXPORT WILD ANIMALS OR PLANTS OR THEIR PARTS, DERIVATIVES AND PRODUCTS from Namibia. In this section we require details of the proposed export in order to generate an export permit

MATERIAL TRANSFER AGREEMENT

This is given only as a guide and must be adjusted by those entering into the material transfer agreement as deemed suitable to all parties.

* i/we* * i/we*

* i/we*

* Being The Organ Of State Or Competent National Authority Charged With The Management Of The Genetic Resources Located At

* Have Entered Into A Materials Transfer Agreement With:

* From

mm/dd/yyyy

* On This

* Day Of

* This Agreement Is Valid For The Following Number Of Years From The Date Of Signature And May Be Renegotiated As Found Appropriate By Both Parties.

This step involves filling questions related to the Material Transfer Agreement. The applicant fills all the questions and clicks on “save and continue” to proceed to the next step.

Step 2: Review

Step 1 General	Step 2 Review	Step 3 Payment	Step 4 Submit
Please check that all application fields are complete. Entries with an X are required to submit. Navigate to that step to complete the details, then Save & Continue.			
General			
* i/we*			X
Being The Organ Of State Or Competent National Authority Charged With The Management Of The Genetic Resources Located At			X
Have Entered Into A Materials Transfer Agreement With:			X
From	0000-00-00		✓
On This			X
Day Of			X
This Agreement Is Valid For The Following Number Of Years From The Date Of Signature And May Be Renegotiated As Found Appropriate By Both Parties.	0		X
Biological Or Genetic Resources Or Associated Traditional Knowledge Transfer Fee Payable By The Applicant:			X
Collector's Access Permit No.:			X
Issued On			X
Particulars Of Biological Or Genetic Resources And Associated Traditional Knowledge Transfer Fee To Be Collected Including:			X
(a) Type And Quantity Of Genetic Resources To Be Collected, As Well As The Specific Tax To Be Collected;			X
(b) A List Of Broader Species Categories;			X
(c) Duration Of Collection Of The Genetic Resources;			X

The applicant reviews all the answers he/ she has completed in the application. Those answers that have been satisfactorily given are represented by a green tick while blank questions are shown by a red X. The applicant then clicks on “save and continue” to proceed to the next step.

Step 3: Payment

Step 1
General

Step 2
Review

Step 3
Payment

Step 4
Submit

Application Charges are based on who you are ' [Applying as](#) ' of Research. Please **Confirm** before an Invoice is generated.

Invoice Details

Invoice Description	Application Fees For - Material transfer agreement
Charges	510.00
Currency	NAD
Invoice Description	Application Fees For - Material transfer agreement

Bill Details

Bill To Address Line 1	
Bill To Address Line 2	jonasangoro@gmail.com
Bill To Address Line 3	
Bill To Address Line 4	
Bill To Address Line 5	

✓ Accept & Invoice

 or

↺ Review Application

In this step the applicant clicks on accept and invoice and the system will automatically send the invoice amount to the registration email and open the step below;

UNIVERSITY OF ZIMBABWE

Step 1
Documents

Step 2
Trigger Questions

Step 3
Team

Step 4
Location

Step 5
Role players

Step 6
Institutional

Step 7
Samples

Step 8
Export

Step 9
Review

Step 10
Payment


Step 11
Submit

Invoice No	Invoice Date	Description	Invoice Amount	Paid	Actions
<div> View 01014</div>	26/Sep/23	Application Fees For - Research Permit...	NAD 5,000	No	<div>Pay Now ></div>

The applicant then clicks on pay now which then opens the step below;

Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Bank Transfer

 I have already paid

Kindly use the following bank details to make a payment of NAD 5,000

This payment for research license is exclusive of bank transfer charges and commission

Bank	National Research, Science and Technology Fund
Branch	First National Bank
Account No	62245753505
Account Name	National Research, Science and Technology Fund
Swift Code	FIRNNANX


or

Bank	National Research, Science and Technology Fund
Branch	First National Bank
Account No	62245753505
Account Name	National Research, Science and Technology Fund
Swift Code	FIRNNANX

The applicant then clicks on “I have already paid” which opens the page below;


Step 1 Documents Step 2 Trigger Questions Step 3 Team Step 4 Location Step 5 Role players Step 6 Institutional Step 7 Samples Step 8 Export Step 9 Review Step 10 Payment Step 11 Submit

Bank Transfer

 I have already paid

Have you already Paid Via Bank Transfer ?

We will Confirm Your Payment at the Finance Approval Stage

Evidence of Application Fee payment (PDF only) 

No file chosen

The applicant then clicks on choose file and uploads the receipt of payment and the system displays the page below.

Step 1 General	Step 2 Project	Step 3 Documents	Step 4 Location	Step 5 Benefit Sharing	Step 6 Institutional	Step 7 Specimen	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
Invoice No	Invoice Date	Description	Invoice Amount	Paid	Actions					
00185	11/Feb/21	ABS PERMIT APPLICATION FEES ?	USD 1,000	No	Attached					

[← Previous](#)
[Save & Continue →](#)

The applicant then clicks on “save and continue” at the bottom of the page.

Step 4: Submit

Step 1 General	Step 2 Review	Step 3 Payment	Step 4 Submit
<input type="checkbox"/> I Hereby Undertake To Ensure Compliance With The Science, Research And Technology Act, 2004 (act No. 23 Of 2004), And Science, Research And Technology Regulations, 2011;			
<input type="checkbox"/> I Hereby Declare That And That The Information Submitted By Me In This Application Is True And Correct.			
<input type="checkbox"/> I Hereby Undertake Not To Surreptitiously Remove Any Sample From Namibia Without The Prior Written Approval Of The Commission As Anticipated In The Science, Research And Technology Act And Regulations.			
<input type="checkbox"/> I Hereby Undertake To Refrain From Publishing Any Information Prejudicial To The Integrity And National Interest Of Namibia;			

The applicant checks all the dialogue boxes and clicks on “submit”.

Step 1 General	Step 2 Project	Step 3 Documents	Step 4 Location	Step 5 Benefit Sharing	Step 6 Institutional	Step 7 Specimen	Step 8 Export	Step 9 Review	Step 10 Payment	Step 11 Submit
<input checked="" type="checkbox"/> I Certify That The Information In This Application Is True And Accurate To The Best Of My Knowledge										
<input checked="" type="checkbox"/> I Agree To Abide By The Laws And Regulations										
<input checked="" type="checkbox"/> I Agree To Observe Standards Of Best Practice										
<input checked="" type="checkbox"/> I Agree To Observe Standards Of Best Practice										
<p>Application Submitted. Your Reference No. is 489427</p>										

[← Previous](#)
[Submit](#)

The system will then display to the applicant his/her application has been successfully submitted and an application issued.

3. My Permits

Submitted Applications

Ref No	Date	Status	Edit	Supporting Team	Extension	Permit	Progress Reports
989845	29 minutes ago	View		Edit Team			
933317	4 weeks ago	View		Edit Team			

Supporting Team Requests

Ref No	PI Name	PI Email	My Role	Date	Resume uploaded?	Action
		achimnyabuto@gmail.com	Researcher	9 months ago	Waiting	Apply Now

This section displays the applicant's previously submitted applications. When the applicant selects 'view' the submitted application pops up in PDF format.

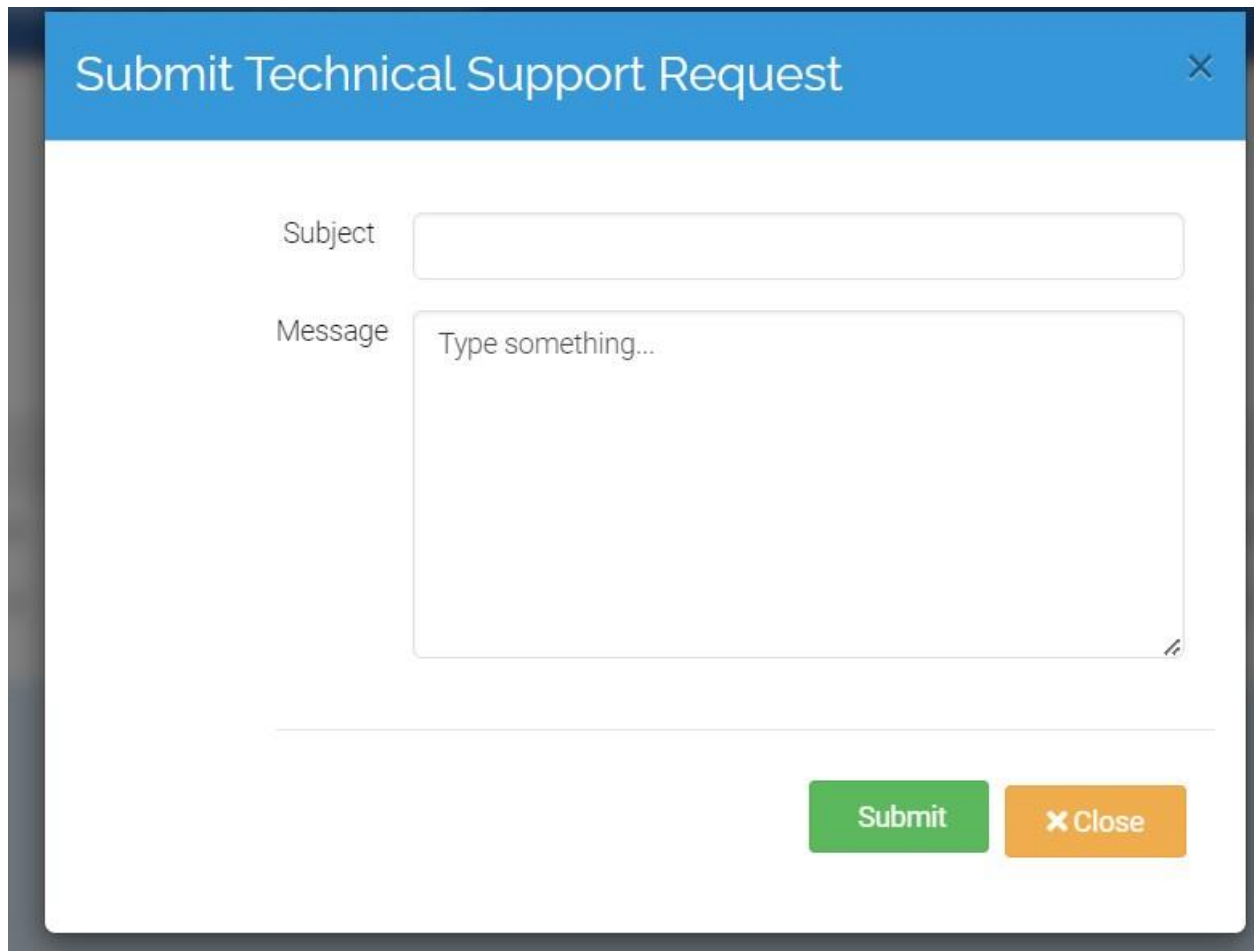
4. Invoices

Invoices

Invoice	Ref No	Date	Description	Amount	Paid	Actions
01014	4	26/Sep/23	Application Fees For - Research Permit (Non Namibian-based)	NAD 5,000.0	No	Attached
01019	4	26/Sep/23	Application Fees For - Research Certificate	NAD 300.0	No	Attached

This page displays all the payments the applicants have made in regards to their applications

5. Need help



A dialog box titled "Submit Technical Support Request" with a close button (X) in the top right corner. The dialog contains two input fields: a "Subject" field and a "Message" field. The "Message" field has a placeholder text "Type something...". At the bottom right of the dialog, there are two buttons: a green "Submit" button and an orange "X Close" button.

Submit Technical Support Request

Subject

Message

Submit X Close

This is an email functionality the applicant can use to contact the system administrator for any help regarding the system.