

## STEP 1 – Namibia Business Visa Pack

### Checklist for Requirements

Please send the following to [GulfVisa's address](#):

- Passport.**
  - must be valid for **more than 6 months beyond exit date.**
  - must have **at least three consecutive blank visa pages.**
- One passport sized photo.**
  - must be **recently** taken + have a **white** background.
- A fully completed and signed visa application form.**
  - available on **pages 2 and 3** for printing.
  - if you make a mistake please print off another one and start again.
  - if a question is not applicable to you then please leave it blank.
- An original business introduction letter from your UK company.**
  - see **page 4** to know exactly what should be included in this letter.
- A coloured copy of the letter of invitation from your host company in Namibia.**
  - see **page 5** to see what should be in this letter.
- A colour copy of your flight booking confirmation showing onward/return travel.**
- A copy of your original travel insurance policy certificate (email confirmations are not accepted).**
  - the certificate **must confirm** your **full name** and confirm that the policy is valid for **whole length** of your travel.
  - If you are covered by your **employer's insurance policy**, you need to **provide a letter** from **them proving this.**

**Once completed, please follow STEPS 2 and 3 on the GulfVisa website page ([click here](#))**

**Address:** GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK



## REPUBLIC OF NAMIBIA

Ministry of Home Affairs and Immigration

Immigration Control Act, 1993

### APPLICATION FOR VISA

(Sections 12 and 13 / Regulation 11)

**FOR OFFICIAL USE ONLY**  
Approved / Not Approved  
Single / Multiple entry

File No.: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Date of expiry: \_\_\_\_\_

Remarks: \_\_\_\_\_

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

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

Items 4 to 10 to be completed by inserting an "X" in the appropriate box.

1. Surname: \_\_\_\_\_
2. First names: \_\_\_\_\_
3. Maiden name (if applicant is or was a married woman): \_\_\_\_\_
4. Sex:  Male  Female
5. Marital status:  Never Married  Married  Divorced  Widow/Widower
6. Have you at any time applied for a permit to settle permanently in Namibia?  Yes  No
7. Have you ever been restricted or refused entry to Namibia?  Yes  No
8. Have you ever been deported or ordered to leave Namibia?  Yes  No
9. Have you ever been convicted of any crime in any country?  Yes  No
10. Are you suffering from tuberculosis, or any other contagious lung disease; trachoma, or any other chronic eye infection, frambesia, yaws, scabies or any other contagious bacterial skin disease; syphilis or any other venereal disease; or leprosy or Acquired Immune Deficiency Syndrome virus (AIDS virus), or any mental illness or affliction?  Yes  No
11. If the reply to any one of the questions 6 to 10 is in the affirmative, attach full particulars.
12. Birth (a) Date: \_\_\_\_\_ (b) Place: \_\_\_\_\_ Country: \_\_\_\_\_
13. Citizenship: \_\_\_\_\_ (if acquired by naturalization, state original citizenship)
14. Passport: (a) Number: \_\_\_\_\_ (b) Place of issue: \_\_\_\_\_  
(c) Date of issue: \_\_\_\_\_ (d) Date of expiry: \_\_\_\_\_  
(e) Is passport valid for travel to Namibia:  Yes  No
15. (a) Present residential address: \_\_\_\_\_  
(b) Telephone no.: ( \_\_\_\_\_ ) \_\_\_\_\_
16. Address and period of residence in country of which you are a permanent resident:  
(a) Residential address: \_\_\_\_\_  
(b) Telephone no.: ( \_\_\_\_\_ ) \_\_\_\_\_ (c) Period: \_\_\_\_\_
17. Occupation or Profession: \_\_\_\_\_
18. Firm, company, university, etc., to which you are attached or which you represent:  
(a) Name and address of employer: \_\_\_\_\_  
(b) Telephone no.: ( \_\_\_\_\_ ) \_\_\_\_\_  
(c) Nature of business: \_\_\_\_\_  
(d) If a student, name of university to which you are attached and the course pursued: \_\_\_\_\_
19. If accompanied by your wife and children state:
- | First Names | Date of Birth | Place of Birth |
|-------------|---------------|----------------|
| (a) _____   | _____         | _____          |
| (b) _____   | _____         | _____          |
| (c) _____   | _____         | _____          |
20. (a) What amount of money will you have available on arrival in Namibia for your own use? N\$ \_\_\_\_\_  
(b) Will you be in possession of an onward/return ticket?  Yes  No

(N.B. separate applications have to be completed in respect of your spouse or children over the age of 16 years and children travelling with their own passports.)

**NOTE: COMPLETE ONLY PART A OR B**

**(A) HOLIDAY / BUSINESS / WORK / TRANSIT / VISA**

1. Intended date and port of arrival in Namibia: \_\_\_\_\_
2. (a) What is the purpose of your visit? \_\_\_\_\_  
(b) if it is for business purposes, explain in detail the nature of business: \_\_\_\_\_  
\_\_\_\_\_  
(c) Duration of intended visit (Number of days, weeks or months) \_\_\_\_\_
3. Places to be visited in Namibia (full address, including telephone number must be provided) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. If the purpose of your visit is for medical treatment, please provide the following information:  
(a) Name of doctor, hospital or clinic you will visit: \_\_\_\_\_  
(b) Who will pay your medical expenses and hospital fees: \_\_\_\_\_  
(c) If you are liable for the expenses and fees above, state amount of funds available: \_\_\_\_\_
5. Proposed residential address in Namibia: \_\_\_\_\_  
\_\_\_\_\_  
Telephone no.: ( \_\_\_\_\_ ) \_\_\_\_\_
6. Names and addresses of relatives in Namibia:  

Name	Address and Telephone number	Relationship
(a) _____	_____	_____
(b) _____	_____	_____
7. Date of last visit, if any, to Namibia: \_\_\_\_\_
8. Do you contribute professionally or otherwise to publications, radio, television or films? If so, give details: \_\_\_\_\_  
\_\_\_\_\_
9. (a) Destination after leaving Namibia: \_\_\_\_\_  
(b) Mode of travel to destination: \_\_\_\_\_  
(c) Intended date and port of departure: \_\_\_\_\_  
(d) Is your entry to that destination assured, e.g. do you hold a visa or a permit for permanent or temporary residence? (Proof to be submitted)  
\_\_\_\_\_
10. Reasons for travelling through Namibia: \_\_\_\_\_  
\_\_\_\_\_

**(B) RETURN VISA**

**IMPORTANT**

An applicant has to:

- (i) produce his or her passport or travel document; and
- (ii) submit proof of his or her right of residence in Namibia if not endorsed in his or her passport.

1. (a) Kind of Permit and number: \_\_\_\_\_  
(b) Date of departure: \_\_\_\_\_  
(c) Expected date of return: \_\_\_\_\_
2. Particulars of Residence in Namibia:  

Date of first entry	Port of entry	Periods of residence in Namibia	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
3. Countries to which you will be travelling:  
(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_ (d) \_\_\_\_\_
4. Purpose of journey (explain fully): \_\_\_\_\_  
\_\_\_\_\_

I solemnly declare that the above particulars given by me are true in substance and in fact and that I fully understand the meaning thereof.

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

(N.B. Only the signature of the applicant will be accepted)

## Your UK Company Letterhead

High Commission for the Republic of Namibia,  
6 Chandos Street,  
London W1G 9LU

<Date>

Dear Sir/Madam,

This letter is to confirm that <UK Company Name> will sponsor <Applicant Name> for a <Single/Multiple Entry> Business visa for <Duration>

<Applicant Name> is working on our company as a <Job Title> since <Date>

<Applicant Name> wishes to visit <Name of Company you plan to visit in Namibia> for business discussions on <date>.

<UK Company Name> will bear all travel expenses for <Applicant Name>

Please do not hesitate to contact us if you need any more information.

Yours sincerely,

<Signature>

<Name of applicant's supervisor or the company's HR department or Manager of Department or Company Director>

<Signee Job title>

# Insert Namibia Company Letterhead

(required to be on company letterhead paper)

High Commission for the Republic of Namibia,  
6 Chandos Street,  
London W1G 9LU

<Date>

Dear Sir/Madam,

This letter is to confirm that our company is inviting <insert invitees full name as found on passport> from <name of company UK company> in the United Kingdom to visit us in Namibia for business purposes, involving <state purposes of journey>. We are requesting a <single/multiple and required validity> entry visa valid between <insert the dates the visa is required to be valid for>. The desired date of entry for our invitee is <entry date> and date of exit is <exit date>.

**Note:** The letter of invitation should match the business introduction letter in terms of all personal information and details of visa (required number of entries, duration of validity and entry and exit dates)

Please find their relevant personal information below:

Nationality: .....

Passport number: .....

Passport issue date: .....

Passport expiry date: .....

Please contact us if you need any further information.

Yours sincerely,

<Signature>

<Name and job title of signee>

