



MINISTRY OF TRADE AND INDUSTRY

COST OF DOING BUSINESS IN NAMIBIA

- 2010 -



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1. INTRODUCTION

The Cost of Doing Business in Namibia is an annual publication embarked on by the Namibia Investment Centre (NIC) a department within the Ministry of Trade and Industry. This brochure is design as a guide for investors who wish to have ready-made information, which could be used in investment decision making. The decisive reason for the brochure is to facilitate the promotion of foreign Direct Investment (FDI), domestic investment and business development in Namibia. It should however, be borne in mind that cost figures contained in this document are investigative and these could vary within a comparatively short period. While, every attempt has been made to verify the accuracy of the information contained in this publication, the NIC / Ministry of Trade and Industry – cannot be held liable for any damage or loss suffered by any person(s) or organization from the use of the information.

1.1 STARTING A BUSINESS IN NAMIBIA

All companies doing business in Namibia or those wishing to conduct business in Namibia are required by law, to register with the registrar of companies within the Ministry of Trade and Industry under the **Companies Act 61 of 1973**. Section 63 of the Act dictates that the registration of a company should be lodged by a company lawyer or accountant, however close corporations and public / private companies are exempted from the latter prerequisite.

The following tables summarizes the **steps/procedures** and costs associated with setting up a business in Namibia.

1. Deposit the initial capital in a bank account however, no legal requirements are mandated for the minimum startup capital for a private entity.
2. Obtain the approval for a company name from the registrar of Companies
3. Pay the required registration fees and buy relevant revenue stamps at the receiver of revenue.
4. Hire an attorney (not applicable for a Close Corporation) to register the company with the registrar of companies. Then obtain a certificate to commence business
5. Register for Value Added Tax (VAT) with the Receiver of Revenue
6. Apply for a town planning certificate
7. Apply for a health certificate/trading license from the local Municipality
8. Register workers with the Social Security Commission

The following documents must be completed and lodged with the registrar of companies

Documents required for the incorporation of a Company:

DOCUMENT	PURPOSE	FEES
CM5 (in duplicate)	Application for reservation of name	N\$5 (Original stamp)
Power of Attorney	Authorization to act on behalf of promoter	N\$5/prsn (to be stamped)
CM22 (in duplicate)	Notification of situation of registered & postal address	N\$2 (Original stamp)
CM29	Return containing particulars of directors	N\$2 (Original stamp)
CM1	Certificate of incorporation	-
CM46	Application for certificate to	N\$10 (Original stamp) +

	commence business	annual duty
CM47 (by each director)	Statement by directors regarding adequacy of share capital	N\$2 (Original stamp)
CM31 (in duplicate)	Consent to act as auditor	N\$2 (Original stamp)

NOTE: A CM7 form utilized when "Approved translated version of name or abbreviated form" is submitted to the registrar with a N\$10 revenue stamp. Every other name of the company (translated / shortened form) should first be reserved separately on CM5 with a N\$5 revenue stamp for each name

DOCUMENTS	CATEGORY OF COMPANY	PURPOSE	FEES
CM2, 2A, 2B, 2C or 2D	Company with a share capital	Memorandum of association	N\$2.50 per N\$1000 of authorized capital in the case of par value share of N\$2.50 per N\$1000 shares in case of no par value shares
CM44B, 44C	Company without share capital	Articles of association	-
CM3, 4, 4A, 4B	Company limited by guarantee, or association in incorporated under section 21	Certificate of incorporation & memorandum of association	-
CM44	Company adopting table A of B	Articles of association	-
CM44A, 44C	Company not adopting table A or B	Articles of Association	-

NOTE: Upon conversion of a Close Corporation into a company, a form CM5 will only be necessary if the name changes, otherwise no reservation of name is required.

Documents required for the incorporation of a Close Corporation

DOCUMENT	PURPOSE	FEES
CC8	Reservation of name	N\$50
CC1 (in triplets)	Founding statement	N\$100
Letter by accounting Officer	Consent of person named as accounting Officer of Close Corporation to act as such.	-

NOTE: Any person may complete a founding statement & submit it to the registered mail or certified post. It is not necessary for it to be done by a professional person or submitted personally

2. RENTAL RATES FOR PRIME OFFICE SPACE

TOWN	RATES PER M ² N\$	RATES PER MONTH N\$
Arandis		N\$242.35-N\$3,879.86/m ²
Gobabis		N\$14,000.00/m ²
Grootfontein	Not available	
Helao Nafidi	N\$70-N\$150 per square meter	
Henties Bay	N\$10.00 per square meter	
Karibib	-	
Karasburg	-	
Katima Mulilo	-	
Keetmanshoop	-	
Khorixas	-	
Luderitz	-	
Mariental	N\$8.50 per square meter	N\$7000.00/m ²
Okakarara	N\$10.00 per square meter	
Okahandja	-	-
Ongwediva	N\$35-N\$60 per square mete	-
Ondangwa	-	
Oshakati	N\$65-N\$85 per square meter	-
Oshikango	-	
Opuwo	-	
Otavi	-	
Otjiwarongo	-	
Outjo	N\$35 per square meter	
Rehoboth	N\$30-N\$40	
Rundu	-	
Swakopmund	N\$55-N\$90 per square meter	
Tsumeb	-	
Usakos	-	
Walvis Bay	-	N\$2,800-N\$3,400/m ²
Windhoek	Rental A: grade office at average of N\$120/m ² and up Rental B: grade office at average of N\$85/m ² Rental C: grade office at average of N\$65/m ²	

Note: Rental rates are negotiable because some properties are privately owned by individuals or by corporate companies. Hence, in the absence of figures negotiation is required with the respective parties as mentioned before.

2.1 RENTAL RATES FOR EXPORT PROCESSING ZONE(EPZ) FACTORY & WAREHOUSE

Namibia offers among the most attractive fiscal incentives in Africa through its Export Processing Zone (EPZ) regime. Companies granted EPZ status is liberate to set up operation anywhere in Namibia. In addition, there are specially developed and strategically located industrial parks where they can enjoy the same benefits of zero corporate tax, import duties, VAT, stamp & transfer duties, as those that opted to set operation anywhere in the country.

The EPZ industrial Parks are located in three different towns: one is at Walvis Bay – where an EPZ management company runs the estate, another at Oshikango, near the Angolan Boarder, and at Katima Mulilo at the eastern end of the Caprivi Strip.

Town	Rental Charges (2010)
Katima Mulilo Industrial Park	SME N\$500.00 Medium N\$2 500.00 to N\$3 025.00 Large N\$5 000.00 to N\$10 000.00
Oshikango Industrial Park:	Only large containers available at N\$27 500.00 - N\$29 040.00
Katwitwi:	Old warehouse N\$7 500.00 New warehouse N\$8 654.00
Walvis Bay	N\$10.00 – N\$18.00 per m2 per month

2.2 FACTORY SHELL CONSTRUCTION COSTS

Most towns, generally speaking, all construction cost incurred therewith will be the sole and exclusive responsibility of a developer who has the desire to construct a factor in that particular town. The respective town councils and or municipalities within the different towns are only responsible for the provision of municipal services to businesses as highlighted herein.

The town of Walvis Bay has costs ranging from N\$1,800 – N\$3,000 per square meter (2008 rates) for industrial buildings whereas Swakopmund has a cost of N\$1850 (2007 rate), the same cost had risen to N\$2,200 per square meter in 2009/2010 year. The Ongwendiva town's construction cost is at N\$3000.00 per square meter in 2010, while the cost used to be in the range of N\$2500.00-N\$2800.00 in 2009, the price hike is explained by higher material costs. Helao Nafidi's cost of factory building is in the range of N\$2,500-N\$3,000.000/m2. The cost of factory building in Oshakati is N\$2,500 per square meter. In Mariental the cost is N\$2,800.00 per square meter. Construction of factories and warehouses is at an average of N\$4500.00/m2 in Windhoek.

3. COST OF WATER

TOWN	*HH CONSUMPTION PER UNIT(N\$)	*INDUS CONSUMPTION PER UNIT (N\$)
Arandis		
Existin	43.40	204.96
Proposed	156.62	287.35
Gobabis		

Unit cost	0.976/m3	0,996/m3
Prepaid tarrifs	N\$1,336	N\$1,336
Grootfontein	4.64	-
Helao Nafidi		
Basic charge	39.40	50.00
Per cubic meter	10.90	10.90
Henties Bay		
Basic	45.60	45.60
Scale: 0 KL to 61 upwards	8.11-21.58 VAT excl.	8.11-21.58 VAT excl.
Prepaid water: 0 kl to 5kl	47.18	47.18
6 upward	18.34	18.34
Karibib	-	-
Karasburg	-	--
Katima Mulilo	-	-
Keetmanshoop		-
Khorixas	-	-
Luderitz	-	-
Mariental	8,05	8,05
Okakarara	8.53	10.65
Okahandja	-	-
Ongwediva	9.20	9.20
Ondangwa	-	-
Oshakati	N\$8.40- N\$16.20 per cubic meter	- N\$8.40- N\$16.20 per cubic meter
Oshikango	-	-
Opuwo	-	-
Otavi	-	-
Otjiwarongo	-	-
Outjo	N\$6.90 per unit	N\$7.15 per unit
Rehoboth		
Basic	45	310.75
Conventional & prepaid 1m3 to 37m3 and more	8.10-11.88	8.10-10.25
Rundu	-	
Swakopmund		
Basic	51.00/m3	51.00/m3
9-30 m3	9.42/m3	9.42/m3
31-60 m3	12.20/m3	12.20/m3
61 Above	17.60/m3	17.60/m3
Tsumeb	-	
Usakos	-	
Walvis Bay		
Volumes consumption: 0 kl to more than 3000 kl per month:	-	N\$17.90- N\$22.70/m3
0 kilolitre to 86 and more kilolitre: HH	N\$6.40-N\$29.10/m3	

Windhoek Current flat tariff Basic charge per connection	- N\$19,47 – N\$46,63 per month for 15 mm to 20 mm Thereafter: N\$6.77 per m3 for first 6 m3 N\$11.26 for the next 30 m3 N\$20.75 for cons. Exceeding 36 m3 per month	- N\$13.75/m3(Vat incl) N\$87,30 for 25 mm N\$3 301,42 for 80mm N\$8 060,09 for connection >80 mm
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4. COST OF ELECTRICITY 2009/2010

TOWN	*HH CONSUMPTION PER UNIT (N\$)	*INDUST CONSUMPTION PER UNIT (N\$)	PRE-PAID TARIFFS PER UNIT (N\$)
Arandis Single Phase 20-40 Ampere 50 – 60 Amper Three Phase 25-60 Ampere 70 – 80 Ampere Pre-paid rates ECB Levy	120.00-240.00 300.00-360.00 0.006	562.50-1 350.00 1 575.00-1 800.00 0.006	1.110(20 Amp.), 1.300 (25 Amp.) 0.006
Gobabis Basic Charges 15-35 Ampere (SP) Per Unit (kWh) (SP) ECB Levy(SP) Basic Charges 40-60 Ampere(3P) ECB Levy N\$/kWh	39.50-91.25 100.00135.00 0.0060	41.00-91.25 100.00-135.00 0.0060	1.3300(low season) 1.3300(high season)
Grootfontein Domestic: Energy charge (N\$/kWh) Network & Service charge (N\$/month) Capacity Charges (N\$/Ampere) Prepaid Business: Single-Three phase Energy Charge (c/ kWh) Network charge & service charge(N\$/month)	0.9900 75.00 4.00 1.4400	1.5900 1.1400-1.1200 200.00-500.00 5.00-15.00	

Capacity charge (N\$/Ampere)			
Henties Bay			
Single Phase 20-40 Ampere/month	110.00-220.00		
Single Phase 50-60 Ampere/month	275.00-330.00	412.50-990.00	
Three Phase 25-60 Ampere/month		1 155.00-1 320.00	1.150(20 Amp.), 1.600(25 Amp)
Three Phase 70-80 Ampere/month	0.006	0.006	0.006
ECB Levy			
Karasburg			
Energy charge	1.1135	1.1135	1.1135 exclusive usage charge-HH
Service Charges	73.65	226.60	73.65 Exclusive service charge-HH
ECB Levy	0.0060	0.0060	1.2639 Inclusive energy charge-HH
Karibib			
Single Phase 20-40 Ampere/month	94.00-188.00 235.00-282.00		
Single Phase 50-60 Ampere/month		356.25-855.00	1.100(20 Amp) 1.300(25 Amp>)
Three Phase 25-60 Ampere/month		997.50-1 140.00	
Three phase 70-80 Ampere/month	0.006	0.006	0.006
ECB Levy			
Keetmanshoop			
Usage charge	1.1135	1.1135	1.1135
Service charge	73.65	226.60	73.65
Prepaid(inclusive service)			
ECB Levy	0.0060	0.0060	0.0060
Khorixas			
Network and Services charge/ month	75.00		
Capacity charge per Ampere	4.00 0.8000		
Energy Charge (c/kWh) Prepaid	1.2400	1.4200	
Business: Single - Three phase		0.7500-0.7300 200.00-500.00	
Energy Charge (c/ kWh)			
Network charge & service charge(N\$/month)		5.00-15.00	
Capacity charge (N\$/Ampere)	0.0060	0.0060	0.0060

ECB Levy			
Luderitz Single Phase(N\$2.44) 10-40 Ampere Single Phase(N\$3.91) 45-90 Ampere Three Phase(4.45) 3x10 Ampere 3 x 15 - 20 Ampere 3 x 25 Ampere ECB Levy	24.40-104.00 193.50-258.00 0.0060	-	
Mariental Unit Charge N\$/kWh Capacity Charge Basic Maximum demand charge ECB Levy	0.7000 1.72-5.14 0.0060	0.7000 1.72-5.14 98.00 0.0060	0.8300 0.0060
Okahandja Single Phase 15 Ampere: Energy charge N\$/kWh Basic Charge N\$/Month Capacity Charge N\$/Month Three Phase: Energy charge N\$/kWh Basic charge N\$/month Capacity charge N\$/Month Prepaid: Energy charge N\$/kWh ECB Levy	0.6000 10.00 4.99 0.6800 10.00 7.15 0.0060	0.5500 12.00 7.15 0.56 12.00 7.15 0.0060	 0.9400 0.0060
Okakarara Network and Services charge/ month Capacity charge per Ampere Energy Charge (c/kWh) Prepaid Business: Single - Three phase Energy Charge (c/ kWh) Network charge & service charge(N\$/month) Capacity charge (N\$/Ampere) ECB Levy	75.00 4.00 0.8000 1.2400 0.0060	 1.4200 0.7500-0.6900 200.00-500.00 5.00-15.00 0.0060	 0.0060

Ongwediva Basic Charges Capacity charge/Ampere Energy charge (c/kWh) ECB Levy			
Ondangwa			
Oshakati Energy charge N\$/kWh Basic Charges per month ECB Levy	0.8800 175.00 0.0060	0.8261(low seasn) 400.00(medium) 0.0060	0.9800 0.0060
Opuwo			
Otavi Network and Services charge/ month Capacity charge per Ampere Energy Charge (c/kWh) Prepaid Business: Single - Three phase Energy Charge (c/ kWh) Network charge & service charge(N\$/month) Capacity charge (N\$/Ampere ECB Levy	75.00 4.00 0.8000 1.2400 0.0060	1.4200 0.7500-0.7300 200.00-500.00 5.00-15.00 0.0060	0.0060
Otjiwarongo Network and Services charge/ month Capacity charge per Ampere Energy Charge (c/kWh) Prepaid Business: Single - Three phase Energy Charge (c/ kWh) Network charge & service charge(N\$/month) Capacity charge (N\$/Ampere ECB Levy	75.00 4.00 0.9800 1.4200 0.0060	1.6000 0.9300-0.9100 200.00-500.00 5.00-15.00 0.0060	0.0060
Outjo Network and Services charge/ month	75.00		

Capacity charge per Ampere	4.00 0.9800		
Energy Charge (c/kWh)	1.3900	1.5700	
Prepaid			
Business: Single - Three phase		0.9000-0.8800	
Energy Charge (c/ kWh)		200.00-500.00	
Network charge & service charge(N\$/month)		5.00-15.00	
Capacity charge (N\$/Ampere)	0.0060	0.0060	0.0060
ECB Levy			
Rehoboth			
Single phase			
Unit charge-Low & High seasons	0.9237-0.9237	0.9340-0.9340	
Basic Charge 15-35 Ampere	35.15-104.37 119.28-255.60	55.91-149.10 170.40-306.72	
Basic Charge 40-60 Ampere			
Three phase		0.7610-0.7610	
Unit charge-Low season -High season	1.0547	148.57-766.80 1.0547	1.0547
Basic charge			
Prepaid: Energy charge	0.0060	0.0060	0.0060
ECB Levy			
Rundu			
Swakopmund			
Single Phase 20-40 Ampere	130.00-260.00 325.00-390.00		
Single Phase 50-60 Ampere		506.25-1 215.00	
Three Phase 25-60 Ampere(single phase)		1 417.5-1 620	
Three Phase 70-80 Ampere	0.006	0.006	1.130
ECB Levy			1.300
20 Ampere (SP)			
>25 Ampere (SP)			
Tsumeb			
Usakos			
Single Phase 20-40 Ampere/month	94.00-188.00 235.00-282.00		
Single Phase 50-60 Ampere/month		412.50-990.00	1.180 (20 Amp)

Three Phase 25-60 Ampere/month		1 155.00-1 320.00	1.300 (25 Amp>)
Three Phase 70-80 Ampere/month ECB Levy	0.006	0.006	0.006
Walvis Bay Single Phase per month 20-60 (kWh) Three Phase per month 25-80 (kWh) ECB Levy 20 Ampere >25 Ampere	80.00-240.00 0.006	450.00-1,440.00 0.006	0.006 1.110 1.300
Windhoek Single phase 10-40 Ampere: Per Unit Charge (c/kWh) Basic charge Prepaid (all consumers) Industries: Per unit charge(c/kWh) Minimum Charge 10 kVa ECB Levy (c/kWh)	0.5873 48.00-228.00 0.9521 0.0060	1.2500 0.5873 807.80 0.0060	 0.0060

5. TRANSPORT AND FUEL COST

5.1 TRANSPORTATION

Namibia's transport infrastructure is fairly developed and does not represent a bottleneck for economic expansion. Two major highways, the Trans Caprivi and Trans Kalahari Highways, have improved a well maintained road network.

PUBLIC TRANSPORTATION

Namibia has a good public transport system with domestic and international airports, road and rail networks between major towns in Namibia.

There are municipal buses owned and managed by the city of Windhoek as a mode of public transport in the capital city. Their ticket prices are summarized below.

MUNICIPAL BUS TICKETS			
Description	Tariff (N\$)	VAT	Total (N\$)
Stack of 20 Tickets (N\$6.00 per ticket)	120.00	0	120.00

Source: Windhoek Municipality: *single trip is at N\$6.00, return is at N\$12.00

HIRING OF BUS(2008 tariffs)	
Description	Tariffs(N\$) - VAT inclusive
Single journey per bus	N\$1151.15
Return journey	N\$2302.30

Source: Windhoek Municipality: For hire of buses for funeral, state visits, and other programs.

5.2 TAXI'S TRANSPORTATION

Taxi fees are persistently fluctuating as a result of petrol hikes in and around the world.

Hence, at the time of publication, taxi fee stood at N\$8.00, if the desired destination is within the jurisdiction of a recognized taxi rank which highly depends on the distance, while if its not in the promulgated taxi rank the fee doubles. This in a nutshell means *"Taxi fares shoot up as fuel prices goes berserk"* All taxi's in the country are owned, operated and managed by private individuals or entities. However, their operations are administered (in terms of fees charged), by an independent Namibia Bus & Taxi Association (Nabta). There are taxi services available in all towns in Namibia.

There are privately owned buses transporting people from the city to various towns, but they operate on a fixed routine. This means they choose the towns where they transport permanently and on chosen days of the week. On the other hand of the private transport, there are combis which do not operate on a fixed routine, they operate on a fill -and -go basis.

5.3 RAILWAY TRANSPORTATION

Railways in Namibia describe the provision of rail service as a mode of transportation. TransNamib provides rail services in Namibia. The country's rail network consists of about 2500 km of narrow-gauge track (*however, this number continues to increase as the rail infrastructure continues to grow*), with the main line running from the Southern African border, via Keetmanshoop to Windhoek, Okahandja, Swakopmund & Walvis Bay.

The northern branch connects Omaruru, Otjiwarongo, Otavi, Tsumeb & Grootfontein. In the far north, a newly built track connects Tsumeb & Oshikango. Windhoek is connected to Gobabis in the east with a branch line. There are two dedicated luxury services rail travels in Namibia, the Desert Express between Swakopmund & Windhoek and the Northern Desert Express between Windhoek & northern region.

The railway service covers a larger part of the country (North-East-South), the areas below have a railway stop for passengers preferring a cheaper and convenient way of transportation:

- Oshikango (Angola-Namibia boarder)
- Ondangwa
- Tsumeb
- Otavi- junction for the Grootfontein
- Grootfontein- branch terminus, however there were reports in 2007 by Engineering news that a 700 km extension of the grootfontein branch was planned to Katima Mulilo on the Zambian border. This according to the WBCG will help them achieve their objective of trade facilitation through a cheaper and faster route, to gain access to copper mines in Zambia.
- Outjo- railhead
- Otjiwarongo – junction for Outjo
- Omaruru, Namibia
- Kalkfeld

- Sesheim – junction
- Gobabis – railhead
- Karibib
- Usakos – junction Tsumeb v Windhoek
- Arandis, Namibia crossing loop
- Swakopmund, port
- Walvis Bay – An efficient port
- Karasburg – near South Africa border
- Okahandja
- Windhoek – Capital- junction
- Rehoboth

5.4 AIR TRANSPORTATION

All airports in Namibia are managed and developed by Namibia Airports Company. The country has direct links to major sub-Saharan cities, such as Cape Town, Johannesburg, Gaborone, Luanda, Lusaka and Harare.

There are regular international flights between Windhoek & Frankfurt, as well as Gatwick, London. Domestic charter flights are also available.

Air Cargo courier charges from Windhoek to Capetown:

Weight	N\$	Fuel fee N\$	Security fee N\$	Document fee N\$	TOTAL CHARGE
0g to 9kg	550.00	7.00	1.50	150.00	708.50
10kg-99kg	25,45/kg	7.00	1.50	150.00	183.95

Air cargo courier charges from Windhoek to Johannesburg:

Weight	N\$	Fuel fee N\$	Security fee N\$	Document fee N\$	TOTAL CHARGE
0g to 9kg	550.00	7.00	1.50	150.00	708.50
10kg to 99kg	23.16/kg	7.00	1.50	150.00	181.66

**The main charge depends on the weight, but the other fees apply to all.*

Table: TNX DOOR TO DOOR FOR LOOSE FREIGHT FROM/TO RSA

DESTINATION/ ORIGIN Windhoek	FIRST 20KG(MIN.PRICE) VAT EXCLUSIVE ALL COLUMNS						
	FROM/ O ALL POINTS	FROM/ TO JOHANNE SBURG	FROM/ TO CAPE TOWN	FROM/ TO UPINGTON	TRANSIT TIMES(WOR KING DAYS)	FROM/ TO DURBAN	TRANSIT TIMES
	R/N\$ PER CONS.	R/N\$ PER KG	R/N\$ PER KG	R/N\$ PER KG		R/N\$ PER KG	
Windhoek	255.00	3.67	3.67	3.67	3	5.08	4
Arandis	255.00	7.10	7.10	7.10	6	8.59	7

Aranos	255.00	7.32	7.32	7.32	5	7.84	6
Aus	255.00	5.28	5.28	5.28	4	7.75	5
Bagani	255.00	7.30	7.30	7.30	6	8.83	7
Eenhana	255.00	7.30	7.30	7.30	6	8.83	7
Gobabis	255.00	4.844.84	4.48	4.84	5	5.86	6
Gochas	255.00	7.43	7.43	7.43	5	8.35	6
Grootfontein	255.00	7.15	7.15	7.15	4	8.05	5
Henties Bay	255.00	7.34	7.34	7.34	6	8.95	7
Kamanjab	255.00	7.30	7.30	7.30	6	8.83	7
Karasburg	255.00	4.71	4.71	4.71	4	7.31	5
Karibib	255.00	8.57	8.57	8.57	6	7.18	7
Katima Mulilo	255.00	8.57	8.57	8.57	6	10.08	7
Keetmanshoop	255.00	4.49	4.49	4.49	3	5.98	4
Khorixas	255.00	7.30	7.30	7.30	6	8.83	7
Kongola	255.00	8.57	8.57	8.57	6	10.37	7
Luderitz	255.00	5.97	5.97	5.97	4	7.20	5
Maltahohe	255.00	7.32	7.32	7.32	5	7.84	6
Mariental	255.00	5.15	5.15	5.15	3	6.45	4
Ogandjera	255.00	7.30	7.30	7.30	6	8.83	7
Ogongo	255.00	7.30	7.30	7.30	6	8.83	7
Ohangwena	255.00	7.30	7.30	7.30	6	8.83	7
Okahandja	255.00	4.62	4.62	4.62	5	6.17	6
Okahao	255.00	7.30	7.30	7.30	6	7.07	7
Omaruru	255.00	5.87	5.87	5.87	4	8.83	5
Ombalantu	255.00	7.30	7.30	7.30	6	8.83	7
Ondangwa	255.00	7.30	7.30	7.30	6	8.83	7
Ongwendiva	255.00	7.30	7.30	7.30	6	8.83	7
Opuwo	255.00	7.30	7.30	7.30	6	8.83	7
Oranjemund	255.00	5.83	5.83	5.83	5	7.04	6
Oshakati	255.00	7.30	7.30	7.30	6	8.83	7
Oshikango	255.00	7.30	7.30	7.30	6	8.83	7
Oshikuku	255.00	7.30	7.30	7.30	6	8.83	7
Otavi	255.00	7.21	7.21	7.21	5	8.05	6
Otjiwarongo	255.00	5.83	5.83	5.83	4	7.04	5
Outjo	255.00	6.97	6.97	6.97	6	8.44	7
Rehoboth	255.00	4.62	4.62	4.62	5	6.17	6
Rosh Pinah	255.00	5.24	5.24	5.24	6	7.34	7
Rundu	255.00	7.30	7.30	7.30	6	8.95	7
Scorpion Mine	255.00	6.70	6.70	6.70	6	8.08	7
Stampriet	255.00	6.32	6.32	6.32	5	7.65	6
Swakopmund	255.00	7.10	7.10	7.10	4	8.31	5
Tsumeb	255.00	7.15	7.15	7.15	4	8.63	5
Upington	255.00	4.00	4.00		1	5.08	2
Usakos	255.00	5.87	5.87	5.87	6	6.25	7
Walvis Bay	255.00	6.35	6.35	6.35	4	7.69	5
Sad 500(R/N\$ Persad 500	91.00						

Copies (R/N\$)	2.50
Per Copy	

Source: *TransNamib*: *fuel surcharge applies; the base price at R5.045, the fuel surcharge is added to the total price of the consignment. *prices are subject to the mass distance charges as announced by GRN *consignments are delivered free-on truck at the customer's premises. *VAT. All prices are VAT exclusive. *effected date: 01 April 2010

5.5 SEA TRANSPORTATION

Commercial ports play a crucial role in Namibia's transport, logistic and socioeconomic development. Namibia's commercial seaports are managed and controlled by Namibia Ports Authority (Namport).

Table of port fees

CONTAINERISED CARGO		
Containers landed, shipped		
Description	Tons	Rates
All cargo irrespective of contents	per 6 m/20'	2,691.00
All cargo irrespective of contents	per 12m/40'	3,600.00
All cargo irrespective of contents	per 13,7m /45'	4,680.00
Containers Landed / Shipped from / to ports within the SACU region		
All cargo irrespective of content	per 6m / 20'	364.00
All cargo irrespective of contents	per 12m /40'	723.00
All cargo irrespective of contents	per 13.7m / 45'	940.00
Passenger Fees		
Charge per passenger, as per cruise liner passenger list		23.00
Transshipment Cargo (Excluding Fish and Containers)		

All cargo per ton	87.00
Landing and Shipping of Cargo	
Landing Charges:	
For receiving the cargo from the ship, giving the master a receipt, stacking in warehouse or on open spaces at the berth where landed and loading into trucks or on vehicles, or, receipt of the cargo direct into trucks or on vehicles, the following charges for the types of cargo specified, are payable:	
General Cargo: Palletised and unitised cargo, as well as Ro-Ro cargo per ton	43.00
Animals per head	38.00
Note: Charges on small animals landed or large numbers of animals landed as well as animals landed under walk on/walk off conditions will be quoted by the Executive: Marketing & Strategic Business Development / Manager: Sales & Services on application.	
Timber, iron and steel, etc., not bundled or packaged and glass, per ton	68.00
Abnormal cargo, per ton	55.00
Dangerous cargo or other hazardous cargo, per ton	158.00
Cargo, EOHP, per ton	51.00
Bulk cargo received direct into trucks/road vehicles, per ton	
Liquids discharged direct into tank trucks, road tankers & portable tanks by means of a connecting pipe	26.00
Bulk cargo discharged directly into road and rail trucks	39.00
Vehicles emanating from foreign countries:	
Note: The following charges, which exclude a Base Tariff, are payable per vehicle, only when vehicles are discharged by means of the roll-on roll-off method, i.e. the vehicles must be on own rubber wheels discharged by means of a fixed ship's ramp and be driven under their own power from the place of stow to the place of rest. (Vehicles discharged by any other means are regarded as general cargo, EOHP)	
Motor cars, station wagons, combis, panel vans, light commercial vehicles, including pickup trucks (bakkies), tractors, motor cycles and motor scooters - per unit	215

Lorries, truck and bus chassis, fork lift trucks, front-end loaders, graders, dump trucks and mobile cranes - per unit:	
not exceeding 5,000kg	330.00
exceeding 5,000kg	435.00
CORRIDOR CARGO (LANDING & BASE TARIFF) TON = 1000 KG	
Bulk Cargo, per ton	84.00
Break bulk Cargo, per ton	84.00
Abnormal Cargo	119.00
Dangerous Cargo or other Hazardous Cargo per ton	135.00
6m / 20' Containers, per container	1,885.00
12m / 40' Containers, per container	3,459.00
13.7m/45' Container, per container	4,497.00
Abnormal Containers	
6m/20' Containers	3,015.00
12m/40' Containers	3,920.00
13.7m/45' Containers	4,946.00
IMDG Containers (All Classes)	
6m/20' Containers	3,015.00
12m/40' Containers	3,920.00
13.7m/45' Containers	4,946.00
SHIPPING CHARGES	

For receiving the cargo at port by rail /road, stacking in warehouses or open spaces at the berth of shipment, placing in the slings or other appliances provided by the ship & obtaining receipt from the master, the following charges are payable:

Palletised and unitised cargo, as well as Ro-Ro cargo, per ton	43.00
Animals per head	38.00
Timber, iron and steel, etc. not bundled or packaged and glass, per ton	68.00
Abnormal cargo, per ton	55.00
Explosive cargo or other hazardous cargo, per ton	158.00
Cargo, EOHP, per ton	51.00

Bulk cargo

For receiving the cargo by rail or road and the shipping thereof directly by means of grabs or for receiving buckets or other containers loaded with the cargo and shipping directly from trucks/vehicles, per ton	39.00
For receiving the cargo by rail or road and the shipping thereof from the trucks/vehicles by buckets or other containers, including the filling thereof, per ton	51.00
Liquids and other bulk cargo shipped direct from tank trucks, road tankers, tank farms and portable tanks by means of a connecting pipe, per ton	26.00

Vehicles destined for foreign countries

The following charges, which exclude a Base Tariff, are payable per vehicle only when vehicles are shipped by means of the roll-on roll-off method, i.e. the vehicles must be on own rubber wheels and shipped by means of a fixed ship's ramp and be driven under their own power from the place of rest to the place of stow. (Vehicles shipped by any other means are regarded as general cargo, EOHP.)

Motor cars, station wagons, combis, panel vans, light commercial vehicles (bakkies), tractors, motor cycles and motor scooters - per unit	199.00
Lorries, truck and bus chassis, fork lift trucks, front-end loaders, graders, dump trucks and mobile cranes - per unit	
-not exceeding 5,000kg	306.00
- exceeding 5,000kg	403.00

Site Rent	
The following charges are payable for the short term rental of a designated area (of space) in the port away from cargo working berths, if available, to a party on request.	
Per week, per square metre	6.00
Minimum	119.00
Per month, per square metre	18.00
Minimum	209.00
Deterrent charge, per month, per square metre	62.00
Minimum	538.00
Storage of Cargo Landed	
The following storage charges are levied on cargo for which orders have not been presented and accepted before the closing time of the customer care centre on the third day (excluding Saturdays, Sundays and public holidays) of notice having been given and posted in Namport's office that the ship has arrived (the day of posting of the ship counting as the first day):	
Outside storage, per harbour ton, per day	14.00
Inside Storage, per harbour ton, per day	24.00

Note: not all tariff are captured in these table, information on other payable tariffs, investors should consult NAMPORT's Port & Syncrolift tariffs 2010 booklet.

5.6 FUEL COSTS

The Ministry of Mines and Energy has taken note of the fact that issues related to fuel price increase are very sensitive to the wider public and can cause unnecessary volatility in the economy; however, it is a fact that Namibia is a price taker.

Prices in N\$ as at 19 May 2010:

Town/Sub town	Leaded	Unleaded	Diesel/Gasoline
Ai-Ais	8.02	7.95	8.06
Aminius	8.06	7.99	8.10
Andara	7.95	7.88	7.89
Aranos	8.04	7.97	8.07
Ariamsvlei	8.02	7.95	8.06
Aris	7.85	7.78	7.98
Aroab	7.94	7.87	No
Asab	7.99	7.92	8.03
Aus	7.94	7.87	7.45
Bagani	7.85	7.78	7.36
Berseba	7.94	7.87	7.98
Bethanien	7.94	7.87	7.98
Betta	8.01	7.94	8.04

Brakwater	7.85	7.78	No
Brandberg	7.77	7.77	7.81
Buitepos	8.00	7.93	8.03
Bullsport	8.09	8.02	8.13
Dordabis	7.92	7.85	7.95
Eenhana	7.85	7.78	7.88
Ghansies	7.89	7.82	7.92
Gibeon	7.94	7.90	8.01
Goageb	7.94	7.87	7.98
Gobabis	7.86	7.79	7.89
Gochas	8.04	7.97	8.07
Grootfontein	7.85	7.78	7.89
Gross Barmen	7.82	7.78	7.89
Grunau	8.02	7.95	8.06
Halali	8.05	7.98	8.09
Hardap	7.94	7.87	7.98
Helmeringhausen	7.87	7.80	7.90
Henties Bay	7.69	7.62	7.73
Kalkfeld	7.87	7.80	7.91
Kalkrand	7.87	7.80	7.91
Kamanjab	8.00	7.93	8.04
Karasburg	8.02	7.93	8.06
Karibib	7.79	7.72	7.83
Katima Mulilo	7.85	7.78	7.89
Keetmanshoop	7.94	7.87	7.98
Khorixas	7.78	7.71	7.81
Klein Aub	8.06	7.99	8.09
Kombat	7.95	7.88	7.99
Kongola	7.85	7.78	7.89
Luderitz	7.31	7.37	7.90
Linyanti	7.85	7.78	7.89
Maltahohe	8.01	7.94	8.04
Mariental	7.87	7.80	7.90
Mile108	7.79	7.78	7.83
Namutoni	7.99	7.92	8.02
Mokuti Lodge	7.97	7.90	8.00
Nkurenkuru	7.85	7.78	7.89
Noordoewer	8.02	7.95	8.06
Okahandja	7.74	7.67	7.78
Okakuejo	7.99	7.92	8.02
Omaruru	7.86	7.79	7.90
Ondangwa	7.85	7.78	7.88
Oshakati	7.85	7.78	7.88
Oshikango	7.85	7.78	7.88
Otavi	7.82	7.75	7.86
Otjimbingwe	7.87	7.80	7.90
Otjiwarongo	7.78	7.71	7.81
Outjo	7.88	7.81	7.92

Palmway	7.78	7.71	7.81
Rehoboth	7.92	7.85	7.95
Rosh Pinah	7.94	7.87	7.98
Ruacana	7.85	7.78	7.88
Rundu	7.85	7.78	7.89
Seeheim	7.94	7.87	7.98
Solitaire	7.81	7.74	7.84
Swakopmund	7.64	7.57	7.68
Terrace Bay	7.96	7.89	8.00
Tses	7.94	7.87	7.98
Tsumeb	7.85	7.78	7.88
Tsumkwe	7.85	7.78	7.88
Uis	7.81	7.74	7.84
Usakos	7.77	7.70	7.81
Walvis Bay	7.57	7.50	7.60
Windhoek	7.78	7.71	7.81

www.namibia-1on1.com NOTE: The above prices should be used for guidance only. Courtesy of Engine Namibia (PTY) Ltd. Petrol prices are fluctuating according to crude oil markets, hence this price list solely reflects prices as of May 2010.

6. TELECOMMUNICATION

Telecom Namibia

Telecom Namibia Limited is the national telecommunications operator, established in August 1992 and wholly owned by the Government of the Republic of Namibia. Telecom Namibia is functioning as a commercialised company and as a subsidiary of its parent company, Namibia Post and Telecom Holdings Limited.

Telecom Namibia is a customer driven company that change telecommunication products and services to the demand of its customers. Today customers want fast, reliable and advance services and Telecom Namibia is there to make that possible. Telecom Namibia runs the largest Digital Telecommunication Network in Namibia. The company is a leading supplier of voice, text, data and video solutions.

Namibia boasts a 98% digital telecommunication infrastructure, which provides direct dialing everywhere in the world. Telecom Namibia provides fixed lines to households and businesses, internet & Broadband packages as well as cellphone (called SWITCH) retail and services.

Note: The various tariffs for different products can be accessed at Telecom Namibia's website by visiting their website at www.telecom.na

Follow the following steps to access the tariffs for 2009/2010. 1 .Press control (Ctrl) on your keyboard, while pressing the control button at the same time click on the link above to open the website.2. Click on tariffs and view your required tariffs, as they are listed in telephony services, international services and telematics services.

Calls are billed per second, with a minimum set up charge applicable per call. Fixed call lines are billed for the first minute in full, and thereafter per second. See annexure for more detailed tariffs.

6.1 CELLPHONE OPERATORS

The country has cellular coverage in most parts of the country and road coverage on the country's major routes. Namibia's cellular network service providers are MTC, which has been in operation since 1995 with active users of more than two million in all parts of the country and Leo (formerly known as Cell One), which was recently launched in March 2007.

6.1.1 MTC

Mobile telecommunication Namibia was established in 1995 as a joint venture between Namibia post and telecommunications Holdings.

National calls

Call charges	MTC TO MTC		
	Peak 7:00 to 19:00 Monday to Friday	Off-peak 19:00 to 22:00 Monday to Friday and all day Saturday	Off-off-peak 22:00 to 7:00 Monday to Friday and all day Sunday and public holiday
Tango per minute	N\$2.50	N\$1.18	N\$0.96
Tango per second	N\$0.06	N\$0.06	N\$0.06
Friends & Family	N\$1.95 (10:00 to 22:00 M to F)	N\$0.85 (22:00 to 10:00 M to F, all day Saturday and Sunday and public holidays)	
Tango night & day	N\$1.80	N\$1.00	

*M to F, Monday to Friday

*rates are charged per minute

Call charges	MTC TO Fixed		
	peak	Off-peak	Off-off- peak
Per minute	N\$3.35	N\$2.35	N\$1.95
Per second	N\$0.06	N\$0.06	N\$0.06
Night and day	N\$2.50	N\$2.50	

**the rates are charged at 30 seconds intervals *incoming calls carry no charge on the recipient*

International call charges per minute

		PRIVATE	BUSINESS
MTC to SA mobile	Peak	N\$3.91	N\$4.50
	Off-peak	N\$2.66	N\$3.06
	Off-off peak	N\$2.66	N\$3.06
MTC to SA Fixed	Peak	N\$2.98	N\$3.43
	Off-peak	N\$1.93	N\$2.22
	Off-off peak	N\$1.93	N\$2.22
International other-	Peak	N\$1.95	N\$2.24

Plus Telecom Namibia international rate			
	Off-peak	N\$1.20	N\$1.38
	Off-off peak	N\$1.05	N\$1.21
SMS charges			
National & Angola		N\$0.40	
Neighbouring		N\$0.60	
International		N\$0.99	

Connect tariffs

MTC provides nine different connect packages. Each package houses a private and business option. Monthly subscription on the packages vary from N\$69.00 (private) and N\$79.35(for business) to N\$1200.00 (private) and N\$1380.00 (business). Contract period are on 12 months (on limited packages) and 24 months for most of the packages. MTC-MTC, MTC –Fixed and MTC to Leo tariffs vary from package to package, therefore it is advisable to approach your nearest MTC mobile home for a handy tariff sheet/card.

Lite

Includes 3G HSDPA device. Ideal for people who already own a computer:

	3G Lite	3G 500 Lite	3G 1000 Lite
Monthly subscription. fee	N\$139.00	N\$299.00	N\$399.00
Free Megabytes(MB)	None	500	1000
Out of bundle rate/MB	1.00	1.00	1.00

Plus

Includes Hewlett Packard Laptop and 3G HSDPA device. Ideal for first time computer buyer or simply you want an additional one:

	3G Plus	3G 500 Plus	3G 1000 Plus
Monthly subscription. fee	N\$489.00	N\$649.00	N\$749.00
Free Megabytes(MB)	None	500	1000
Out of bundle rate/MB	1.00	1.00	1.00

**24 month subscription*

6.1.2 LEO

A Namibian cellular communication company and second cellular operator in Namibia Cell one, commercially launched its operations in Namibia on March 16th 2007. With International roaming capacity & facilities, each roaming partner has their own rates for making and receiving calls, sending and receiving SMS's and using data services. Therefore, calls will not be the same for each country. The calls are based on per minute Charges.

National calls:

All prepaid national calls are charged at 0.99 cents per minute to all Leo numbers, while calls to other networks are charged at N\$1.79 per minute. SMS charged at 0.20 cents Leo to Leo and 0.40 cents to any other network like MTC and Telecom's Switch.

Connect Calls

Leo has a variety of connect options for its customers, their connect packages include controlchat, leo chat, leo 50 or 150(business), smartphone. Their monthly subscription ranges from N\$50 to N\$350 or more depending on the functionality of the phone on display. The connect packages include a once off connection fee of N\$175.00 for all phones, free air time, free SMSs, free data and free phone. The number of free SMSs, data depends on which package a customer is based. The more the subscription amount is the more free minutes and data is.

Connect tariffs:		
Voice (per minute)	Leo to leo, anytime	99c
	Leo to any local network any time	N\$1.79
SMS	Leo to leo	20c
SMS	Leo to any local network	40c
Data		90c

PREPAID International Tariffs

- Leo customers are only charged per second "Night & Day" for calls made from Namibia to other countries – no matter your destination!!
- Meaning that you only pay for the time you talk!!

Below is a comparison of international calls between the two mobile operators, MTC and Leo charges per second, per minute and on a 61 call seconds.

Note: Per second calls are in cents (Namibia's smallest currency denomination), while per minute calls are shown in N\$ (Namibian Dollar)

Country	Leo		MTC		61 Second	
	Per second	Per minute	Per second	Per minute	Leo	MTC
South Africa	0.07	4.20		5.00	4.27	10.00
All SADC countries	0.07	4.20		5.00	4.27	10.00
Angola	0.13	7.80		7.95	7.93	15.00
Germany-fixed and mobile	0.15	9.00		12.00	9.15	24.00
Sweeden-fixed	0.15	9.00		12.00	9.15	24.00
Sweeden-mobile	0.17	10.20		12.00	10.37	24.00
Switzerland-fixed	0.15	9.00		12.00	9.15	24.00
Switzerland-mobile	0.17	10.20		12.00	10.37	24.00
U.K fixed & Mobile	0.15	9.00		12.00	9.15	24.00
USA-fixed & mobile	0.17	10.20		12.00	10.37	24.00

Spain - fixed	0.15	9.00		12.00	9.15	24.00
Spain - mobile	0.17	10.20		12.00	10.37	24.00
Australia - fixed	0.15	9.00		12.00	9.15	24.00
Australia - mobile	0.17	10.20		12.00	10.37	24.00
France- fixed	0.15	9.00		12.00	9.15	24.00
France - mobile	0.17	10.20		12.00	10.37	24.00
Kenya – fixed	0.15	9.00		12.00	9.15	24.00
Kenya - mobile	0.17	10.20		12.00	10.37	24.00
Portugal -fixed	0.15	9.00		12.00	9.15	24.00
Portugal - mobile	0.17	10.20		12.00	10.37	24.00
Netherland - fixed	0.15	9.00		12.00	9.15	24.00
Netherland - mobile	0.17	10.20		12.00	10.37	24.00
Rest of the World	0.17	10.20		12.00	10.37	24.00

LEO International Roaming

- All Leo Prepaid customers can Roam (use their Leo sim-cards) in the following countries :
- Angola
- Belgium
- Czech Republic
- Germany
- India
- South Africa
- Tanzania
- Turkey

MTC

Roaming charges:

Calls made while roaming: foreign network charge plus 15%

Calls received while roaming: MTC's international call charges plus 15%

MTC has 25 network coverage around the world and 148 international roaming agreements with countries around the globe.

MTC international roaming coverage:

Afganistan – Albania – Algeria – Angola – Anguilla – Antigua - Argentina-Armenia – Aruba – Australia – Austria – Azerbaijan – Bangladesh - Barbados-Belarus – Belgium – Bermuda – Benin – Botswana – Brazil - British virgin islands -British west indies – Bulgaria – Burkinafaso – Burundi - Cameroon-Canada – Cayman - Cayman islands – China - Congo Brazzavile - Croatia-Cuba - Czech Republic-Democratic Rep. of Congo – Denmark – Dominica - Egypt-Estonia – Ethiopia – Equitorial – Guinea – Finland – France - Frence New Indies –Georgia – Germany – Ghana – Gibraltar – Greece – Grenada - Guyana-Honduras- Hong Kong – Hungary – Iceland – India – Indonesia – Iraq - Ireland-Isle of Man – Israel – Italy - Ivory Coast – Jamaica – Japan – Jersey - Jordan-Kazakhstan – Kenya – Korea – Kuwait – Latvia – Lesotho -Liberia-Liechtenstein – Lithuania – Luxembourg – Macau – Madagascar - Malawi-Malaysia – Mali – Malta – Mauritius – Mayotte Island - Mexico - Montserrat-Morocco – Mozambique – Netherlands – Nevis - New Zealand –Niger - Nigeria-Norway - Oman.

7. HUMAN RESOURCES

Namibia has a vast pool of young, enthusiastic and motivated people, both skilled and unskilled to serve the labor needs of industries and other economic activities requiring low and medium levels of skills. The country's unemployment is above 50 per cent, this is an indication that more skillful youth are ready to take up opportunity which may arise, Namibians have the eagerness of accepting work and can learn at a quick pace. However for efficiency and effectiveness, every employer needs to train his/her labour pool.

After several years of intense and at times heated debates, Namibia's new **Labor Act (Act No. 11 of 2007)** was finally passed and signed into law. It was decided that instead of amending the 1992 Act, a new Labor Act should be drafted. This resulted in the Labor Act of 2004 (Act No. 15 of 2004), which was passed in parliament, signed into law but never fully implemented. After being passed and signed into law, this Bill became the Labor Act (Act 11 of 2007) and will set the framework for Namibia's labor relations and working conditions for years to come.

7.1 MINIMUM CONDITIONS OF EMPLOYMENT

Table 1

Working Hours	Requirement
Normal working Hours	Not exceeding 45 hours a week, except for security guards where maximum of 60 hours a week applies.
Working Hours per Day	
5 working days or <i>less</i> per week	Not exceeding 9 hours a day
5 working days or <i>more</i> per week	Not exceeding 8 hours a day
Security guards	12 hours per 5 day or less & 10 hours or more per week respectively
Casual employees	Not exceeding 9 hours a day & two days a week
Shift works	Maximum is 7.5 hours per shift
Overtime	Not exceeding 3 hours overtime per day or 10 hours overtime per week

Source: Labour Act 2007

Note: 1.5 X (hourly rate on normal working days)
1.5X2 (hourly rates on Sunday and public holidays)

Table 2 – Calculation of remuneration and basic wages

	To calculate hourly rates	To calculate daily rates	To calculate weekly rates	To calculate monthly rates
Employees whose remuneration is set by the hour		Multiply the hourly rate by the number of ordinary hours of work each day.	Multiply the hourly rate by the number of ordinary hours of work each week	Calculate the weekly rate, then multiply the calculated weekly rate by 4,333.

Employees whose remuneration is set by the day	Divide the daily rate by the number of ordinary hours of work each day.		Multiply the hourly rate by the number of ordinary hours of work each week.	Calculate the weekly rate, then multiply the calculated weekly rate by 4,333.
Employees whose remuneration is set by the week	Divide the weekly rate (or calculated weekly rate) by the number of ordinary hours of work each week.	Divide the weekly rate (or calculated weekly rate) by the number of ordinary days of work each week		Calculate the weekly rate, then multiply the calculated weekly rate by 4,333.
Employees whose remuneration is set by the fortnight	Divide the fortnightly rate by two times the number of ordinary hours of work each week.	Divide the fortnightly rate by two times the number of ordinary days of work each week	Divide the fortnightly rate by two	Calculate the weekly rate, then multiply the calculated weekly rate by 4,333.
Employees whose remuneration is set by the month	Divide the monthly rate by 4,333 times the number of hours ordinary worked each week.	Divide the monthly rate by 4,333 times the number of days ordinary worked each week.	Divide the monthly rate by 4,333.	

Source: Act 11, 2007, Labour Act

Night Working Hours

As stipulated in the labors act, an employee is entitled to an additional payment of 6% of that employee's hourly basic wage, excluding overtime, for each hour of work performed by that employee between the hours of 20h00 and 07h00.

Sick Leave

During any sick leave an employee is entitled to sick leave as follows:

Working Days	Leave Days
5 days a week	Not less than 30 working days
6 days a week	Not less than 36 working days
Less than 5 days a week	not less than the number of working days calculated on a <i>pro rata</i> basis

Source: Labour Act, 2007

Note: An employee is entitled to one day's sick leave for every 26 days worked during the employee's first year of employment.

Maternity leave

Subject to subsection (3), a female employee who has completed six months' continuous service in the employment of an employer is, with a view to her confinement, entitled to not less than 12 weeks' maternity leave, calculated as follows:

Before her actual date of confinement	(i) she is entitled to commence maternity leave four weeks before her expected date of confinement, as certified by her medical practitioner; and (ii) she is entitled to maternity leave for the entire time from the commencement of her maternity leave as contemplated in paragraph (i), until her actual date of confinement;
After her date of confinement, she is entitled to	(i) eight weeks maternity leave in every case; and (ii) in the case of an employee whose date of confinement occurred less than four weeks after the commencement of her maternity leave, the amount of additional time required to bring her total maternity leave to 12 weeks.

Source: Labour Act, 2007

Extended maternity leave applies in cases of complication on delivery.

Compassionate leave

(1) An employee is, during each period of 12 months of continuous employment, entitled to five working days' compassionate leave with fully paid remuneration.

(2) An employee is entitled to compassionate leave if there is a death or serious illness in the family.

(3) The Minister must prescribe the form and manner in which compassionate leave may be applied for by an employee and any other information that may be required to support the application.

Child Labor

Child labor is prohibited, therefore, a person must not employ or require or permit a child to work in any circumstances prohibited in terms of section 3 ,subsection 1 in the labor Act.

Employment of Expatriates

Non-Namibians should apply for work permits in order to work in Namibia. Outlined, in the table below, these are fees payable to the Ministry of Home Affairs & Immigration for Visas, Temporary work/residence, and Permanent residence permits and their durations:

Table 4

Description	Duration				
	3Months or less	4 – 6 Months	7 – 12 Months	24 Months	36 Months
Type Of Permit					
Visa(gratis for countries exempte)	N\$390.00	N\$780.00	N/A	N/A	N/A
Multiple-entry/Re-entry visa	N\$390.00	N\$780.00 (TRP)	N\$1 560.00	N\$3 120.00	N\$4 680.00
Work & Business Visa	N\$390.00	N\$780.00	N\$1 560.00	N/A	N/A
Employment or Work Permits (1st application & Extension)	N/A	N/A	N\$1 395.00	N\$2 790.00	N\$4 185.00
Study Permit (Primary & Secondary education)	N/A	N/A	N\$1 050.00	N\$2 100.00	N\$3 250.00
Study Permit (Tertiary education)	N/A	N/A	N\$1 395.00 N	N\$2 790.00	N\$4 185.00

Source: Namibia investment centre

Description	Amount
Permanent Resident Permit	N\$12 173.00
Handling Fees	N\$80.00
Transit Visa (Multiple	N\$390.00

Source: Namibia investment centre

7.2 WAGE RATES

Namibia does not have a minimum wage policy, however, in accounting for minimal wages; positions and grading are broken down into average scales, using the fairly popular Paterson system. The basic wage rates vary according to the location, its structure and the industrial sector an establishment is in. In addition to salaries, most companies provide fringe benefits to its employees depending on the employees' category in terms of position ranking. Some of the most popular benefits offered in an establishment include: housing allowance/car allowance, Medical Aid, Funeral insurance, 13th Cheque, Annual benefits, Overtime compensation, Shift Allowance and pension funds.

8. TAXATION IN NAMIBIA

The Namibian tax year runs from March 1 to February 28/29 in the succeeding year and as such the government's fiscal year terminates on March 31. Namibia has the following tax legislation on the statute books:

- The income Tax
- The petroleum Taxation Act
- The Value-Added Tax Act

- The Stamp Duties Act
- The Transfer Duties Act
- The Agricultural (Commercial) Land Reform Act

The Value-Added-Tax became law on 27 November 2000. This legislation replaced the Sales and Tax and Additional Sales Levy that terminated on the same date. The Customs and Excise work is performed under the Namibian Customs and Excise Act. Namibia does not have Capital Gains Tax, Estate Duty, Inheritance Tax or Gift Tax. The income tax and the value-added tax system are administered by the Ministry of Finance via the office of the Commissioner of Revenue who is also responsible for the administration of stamp and transfer duties. All incomes received from sources in Namibia or deemed to be from a source within Namibia is taxable whether the recipient is Namibian or not. Other taxes in Namibia are:

Company Tax:

Companies subject to tax include not only companies registered in Namibia, but also branches in Namibia of foreign companies deriving income from Namibia. Other associations registered outside Namibia e.g. partnerships have no separate taxable identity and each partner is taxed on his/her share of the partnership profit. Companies other than those awarded manufacturing status, are subject to a normal tax rate of 34%. Companies that have awarded manufacturing status prior 1 January pay tax of 18% for a period of 10 years, where after will revert to the normal tax rate of 34%.

- Mines other than diamond, oil and gas – Mining companies are subject to a 37.5% tax rate.
- Diamond Mining Companies – this are subjected to tax rate of 55% plus 10%, a rebate is applicable in respect to the diamond profits tax.
- Petroleum companies – the petroleum income tax is payable annually at a rate of 35% of the taxable income received by or accrued to any person from a license are in connection with exploration, development or productions in an area.

Personal Income Tax:

Individuals are taxed on income at progressive marginal rates over a series of income brackets. Other amounts included in the income of individuals are:

- Annuities
- Gains on maturity or by way of bonus, loans etc
- Compensation of Salary or Wages
- Payments from pension and similar funds
- Dividends received from a building society (1/3 of receipts is exempted).

Taxable income	Rates of tax for year of assessment ending 28/02/2011
0-40 000	Not taxable
40 001 – 80 000	27% for each N\$ above 40 001
80 001 – 200 000	10 800 + 32% for each N\$ above 80 001
200 001 – 750 000	49 200 + 34% for each N\$ above 200 001
750 000 and above	236 200 + 37% for each value above 750 001

Withholding Tax:

A person or company who has incurred a liability to pay any person not resident in Namibia any amount (royalty) is required to deduct "Royalty Tax" from the royalty payable.

- Royalty Tax: Tax deductible on royalty payments to non-residents for the use of Patents, Trade Marks, Designs, Copy Right etc, the tax rate applicable is 30% of the gross royalty. Reference should be made to double tax treaties that may vary the position; the effective rate is 10.5%.
- Non-Resident Shareholders Tax (NRST): Generally, with NRST A 10% rate must be deducted from any dividend distributed by a company to a shareholder who is non-resident and not carrying on business in Namibia.
- Interest Withholding: with effect from 1 March 2009, both residents and non-Namibian residents are required to pay tax on Namibia interest income, but its subjected to certain exemptions and tax treaties relief. Banks and Unit trusts in the country are obliged by law to withhold a final 10% from interest accruing to individuals, trusts, non-Namibian companies and estate of a deceased. However there are companies which are normally exempted from tax and they are therefore excluded from this requirement,(Deloitte, Namibia Highlights 2010).

Sales Tax:

As mentioned earlier the Value Added Tax (VAT) has replaced the sales and additional Sales Levy. The full VAT rate is at 15%, charged by every organization in distribution chains (from farmer to grocer).

Stamp and transfer Duty on fixed property (incl. mineral rights)

The transfer duty payable by any person other than a natural person when acquiring land is 8% of the value of the property acquired. With regard to the Stamp Duties rates, its tariffs are provided for in the Stamp Duties Act. The documents must be stamped at the time of signature or within three weeks, failing which results in a penalty of two or three times the duty payable. This will not apply to the registration of transfer of any marketable security for which a six month period for stamping is provided, after which three times the duty becomes payable.

Natural Persons: non- agricultural property	
<i>Value of Property</i>	
0-400 000	Nil
400 001 – 800 000	1% of value exceeding N\$400 000
800 001 – 1 500 000	N\$4 000 plus 5% of value exceeding N\$800 000
1 500 000 and above	N\$39 000 plus 8% of value exceeding N\$1 500 000
Natural Person: Affirmative Action Loan for Commercial farmland	
0 – 500 000	Nil
500 001 – 1 000 000	1% of value exceeding N\$500 000
1 000 001 and above	N\$5 000 plus 3% of value exceeding N\$1 000 000
Other Persons	
Any Value	8%

Customs and Excise:

Customs and duties are payable on importation of goods in Namibia, except if goods are imported from within the Southern African Customs Union (SACU).

Expenditure on Building:

An allowance of 20% is granted on the cost of erection of buildings used for the purpose of trade in the first year during which they are brought into use and 4% in each of the following 20 years.

Foreign Tourist and Resident VAT refund:

These is a fund claimed by any individual who is not a Namibian on goods totaling a minimum value of N\$250 (Incl. VAT) purchased by that individual in Namibia and removed as personal accompanied luggage to any country. In order to claim VAT refund the foreign national needs to:

- Provide documentation of his/her identity and those clearly outlining the information contained on the tax invoice.
- Customs procedures and goods inspections must be allowed at the relevant points, such as at the Hosea Kutako Airport.
- One should remember that no inspection no refund
- Claim your refund at the Hosea Kutako Airport or at the Oshikango border post by presenting your claim to the VAT refund Officer

All foreign visitors should bear in mind that the claims are processed by the VRA in Windhoek and payment made in the preferred manner provided all requirements are met and Inland Revenue has approved the claim.

Export Processing Zone (EPZ)

Countries involved in value addition to resources and export their produce to markets outside the Southern African Customs Union (SACU) can qualify for EPZ status. The benefits involved in operating in this Zone are:

- Relief from corporate income tax, import duties, VAT and stamps duties but excludes personal tax of employees on their personal income and withholding on dividends.
- Training grants of 75% of training costs
- Foreign currency bank accounts, free of exchange control (Pricewaterhouse,Namibia Tax information 2010/11)

8. CRIME PREVENTION

Crime is a serious concern in Namibia, as in any other country. The most common type of crimes experienced by visitors and residents of this country are usually property motivated crimes of opportunity, such as pick pocketing, purse snatching, vehicle break-ins, vehicle theft, and house-break-ins.

However there are measures which have been put in place to provide a safe visiting environment to the visitors, potential investors and to all members of the general public. These measures can range from self-defense means such as common sense of being alert to one's surroundings, avoiding isolated areas of the town, not leaving valuables in parked cars, keeping car doors locked and windows up while driving, safeguarding purses and wallets and cellphones as these are the most wanted items by snatchers. Drivers should be cautious while driving outside town not to stop for any road hitch-hikers as they might be other culprits.

The good news is the country is not letting its inhabitants and visitors leave in fear of these criminals. The government is responsible for maintaining law and order as well as safety and security to any person in the country. The Namibian police is solely mandated to protect the residents from all these harms mentioned above. The Police have a unit specially designed to take cognizant of the protection of Visitors/tourists coming into the country, the unit is called Tourist Protection unit. Therefore visitors are encouraged to report any form of crime to the central police station located along the Independence Avenue in Windhoek. Visitors in other towns should look out for the police stations in their respective visiting town, to enable them to have a direction as to where to report crime as it happens.

The agency equally responsible for maintaining peace and safety within the City is the City of Windhoek' City Police division. This department has a crime prevention unit which patrols the entire city, and therefore visitors should feel relieved when walking along the streets of Windhoek during the day or night time. The City Police can be contacted at 061-290 2700.



Contacts of obtaining updated information used in this paper:

1. Starting a business: Ministry of Trade and Industry, Registrar of Companies at 061-283 7111
2. Rental rates for Prime Office Space: Visit Telecom Namibia' Directory for specific town of interest
3. Cost of Water: Visit Telecom Namibia' Directory for specific town of interest
4. Cost of Electricity: Electricity Control Board at 061-374300
5. Transportation: City of Windhoek Municipal Bus services at 061-2902911
6. Fuel costs per towns: Ministry of Mines and Energy at 061-2848111
7. Telecommunication: MTC at 061-2802000, Leo at 061-382000 and Telecom Namibia at 061-2019211
8. Human Resources: Ministry of Labour at 061-2066321
9. Taxation: Ministry of Finance at 061-209 9111/061-209 2226