



Development Bank of Namibia

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Step-by-step application requirements

The application consists of

1. Pre-application declaration

(Please sign in the presence of a DBN Commissioner of Oaths or Commissioner of Oaths before assessment of the entire application.)

2. Indemnity form

(Please return with the completed application.)

3. Application form

4. Certified documentation

(Please provide all relevant, certified documentation in the Development Bank of Namibia Application checklist. If uncertain, please consult a DBN Business Analyst for guidance.)

**Please note that incomplete elements of the application
will delay a decision on the application.**

At its own discretion, the Bank may require additional disclosures and documentation on applications.

Contact numbers for application assistance

Head Office
061 290 8000

Walvis Bay Office
064 - 220 924 / 221 857

Ongwediva Office
065 - 230 129

www.dbn.com.na

Pre-application declaration

Client fraud, corruption, money laundering and terrorism financing

The Development Bank of Namibia (DBN) is a responsible, ethical lender, practices fair and responsible lending and promotes good corporate governance in all DBN financed projects.

DBN promotes an anti-fraud/corruption culture by fostering an organisational culture of integrity, transparency and accountability. Additionally; DBN adheres to the requirements of regulators and its external financiers concerning fraud, corruption, money laundering, terrorism financing and environmental and labour compliance.

DBN promotes an anti-fraud/anti-corruption culture by fostering an organisational culture of integrity, transparency and accountability.

DBN will not finance projects where the borrower, and/or any person acting on its, or their, behalf in furtherance of the interests of the potential borrower (Partners, Members, Shareholders, Directors, Trustees and Benefactors, etc.) are currently being investigated, in litigation, arbitration or administrative proceeding before court, arbitration body or agency, or have been found guilty by a court of law for fraud, corruption, money laundering, financing of terrorism, environmental crimes and poor labour practices.

Please note that the integrity of your responses to the questions below will influence the approval and/or decline of your application for funding. False declarations will result in an automatic decline when detected.

Name of applying business	
Registration no. of applying business	
Name of applicant (natural person)	
Physical address	
Postal address	
Email	
Landline and / or mobile no(s).	

1.	Is the entity, or any person acting on its or, their behalf in furtherance of the interests of the entity (Partners, Members, Shareholders, Directors, Trustees, Benefactors, etc.) currently in litigation, arbitration or administrative proceeding before court, arbitral body or agency for fraud, corruption, money laundering and financing of terrorism?		
		Yes	No
	Briefly explain if the answer above is yes		

2.	Has the entity, or any person acting on its or, their behalf in furtherance of the interests of the entity (Partners, Members, Shareholders, Directors, Trustees, Benefactors, etc.) been found guilty by a Namibian court, arbitral body or agency for sanctionable practices – e.g. fraud, corruption, money laundering and financing of terrorism?		
		Yes	No
	Briefly explain if the answer above is yes		

Pre-application declaration (contd.)

3.	Has the entity, or any person acting on its, or their behalf in furtherance of the interests of the entity (Partners, Members, Shareholders, Directors, Trustees, Benefactors, etc.) been found guilty on regulatory breaches e.g., major health and safety violations, environmental issues, poor labour practices etc.?		
	Yes	<input type="checkbox"/>	No
	Briefly explain if the answer above is yes		

4.	Has the entity been declared bankrupt and insolvent in the past?		
	Yes	<input type="checkbox"/>	No
	Briefly explain if the answer above is yes		

5.	Have the owners or any person acting on its or, their behalf in furtherance of the interests of the entity (Partners, Members, Shareholders, Directors, Trustees, Benefactors, etc.) declared bankrupt and insolvent in the past?		
	Yes	<input type="checkbox"/>	No
	Briefly explain if the answer above is yes		

If any of the above answers change to a YES during the application process and/or during the term of the loan, it should immediately be declared to the DBN.

Applicant (name and surname)			
Signature		Date	

Manager: Client Support Services (name and surname)			
Signature		Date	
Application declined		Application accepted	

Head of Lending (name and surname)			
Signature		Date	
Application declined		Application accepted	

Revenue Stamp

Indemnity

E-mail, facsimile and telephone indemnity in respect of instructions conveyed and/or purported to have been conveyed to the Development Bank of Namibia Limited (the Bank or DBN)

I,

Name and surname	
Identity no.	

authorised to sign and act on behalf of

Name of entity	
Registration no.	

herewith acknowledge and understand the following:

The definition of “instructions” in this context shall mean, but not be limited to, all e-mailed, faxed and/or telephone communications, mandates, orders, requests, consents, commitments, minutes of meetings, and any other documentation transmitted, sent or communicated to the Bank (the Development Bank of Namibia Limited).

I/we issue instructions of a legally binding nature by e-mail, facsimile and/or telephone and hereby expressly request DBN to transmit/accept e-mail, facsimile and/or telephone instructions from myself/us or to act according to instructions conveyed or purported to have been conveyed to the Bank by means of an e-mail message, facsimile transmission and/or telephone communications; and

I/we realise that when this means of transmission or communication is used, the Bank is able to check the authenticity and completeness of these instructions only on the basis of such received instructions; instructions received and/or transmitted in any of the aforesaid means may be tampered with prior to being transmitted and/or received; can be fraudulently abused by outsiders; delays may occur; the instructions may inadvertently be mislaid, illegible, disrupted and discrepancies may occur as a result thereof;

I/we acknowledge and understand that internet communications may be subject to interruption, distortion, non-delivery or incorrect delivery and may not be confidential, secure or error free as the instructions can be intercepted, corrupted or lost and may contain viruses. Furthermore the Bank does not have any liability to myself/we, the client, or any other party for any internet communications passing between I/we and the Bank, and the Bank is not obliged but may in its discretion send internet communications.

I/we agree that any instruction purported to emanate from myself/us in any of the aforesaid means, shall be deemed to have been issued by myself/us in the form and manner actually received by the Bank (“purported e-mail, facsimile, or telephone instructions”), which may as a result of malfunction of equipment, the distortion of communication links and the like, be different to that intended or sent – and I/we shall be bound thereby;

In cognisance of these risks, I/we hereby authorise the DBN to execute instructions which the Bank receives in any of the aforesaid means, provided that these are furnished to all outward appearances with signatures and/or other means of identification requested through the telephone which match the specimen signature(s) and/or other means of identification agreed with the Bank and comparison of these signatures and/or the means of identification does not reveal any striking discrepancies.

Indemnity (contd.)

The Bank desires to be indemnified in the event that instructions issued or received in any of the aforesaid means are not carried out according to my/our instructions; or an instruction containing personal/confidential information comes into the possession of, or is intercepted by a person who is not entitled to be in possession of, or to read or hear such instructions.

Wherefore I/we the undersigned: -

1. Do hereby indemnify and hold the Bank harmless against all demands, actions and proceedings which may be made or instituted against the Bank, and all injury, loss or damage which may be suffered by the Bank, whether directly or indirectly arising out of my/our election to use the e-mail, facsimile and/or telephone system of communication in my/our dealings with the Bank.
2. Irrevocably undertake and warrant that I/we will not make any demand or claim or institute any action against the Bank should I/we incur any damage, loss or injury, whether directly or indirectly, arising out of or in connection with my/our use of any of the aforesaid means to convey instructions to and to receive confidential transmissions from the Bank.
3. Expressly and irrevocably indemnify and hold the Bank harmless against any negligence on its part when handling instructions or when responding to instructions in any of the aforesaid means.

This authorization will remain valid until revoked by myself/us or by Development Bank of Namibia Limited in writing.

Borrower:

Name & surname		Name & surname (alternate)	
Identity no.		Identity no.	
In her / his capacity as		In her / his capacity as	
Signature		Signature	
Date		Date	

Witness:

Name & surname	
Identity no.	
Signature	
Date	



Development Bank of Namibia

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Application for finance

Contact numbers for application assistance

Head Office
061 290 8000

Walvis Bay Office
064 - 220 924 / 221 857

Ongwediva Office
065 - 230 129

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Need-to-know for completing the application form

- Please refer to the DBN application guide and checklist for all requirements and ensure that all required information and or documents are submitted with the application. No incomplete applications are accepted.
- Please ensure that an indemnity form is completed in the presence of a DBN official/Commissioner of oath.
- Please ensure that a pre-application form pertaining to fraud and anti-money laundering is completed for any person acting on its or, their behalf in furtherance of the interest of the business.
- Please ensure that a resolution to borrow money (page 7) from the DBN and the acknowledgment section (page 8) of this application form are completed and signed.
- If you unclear on any matter please consult Client Support Officers.

Applicant contact details

Name & surname of authorized person as per approved resolution	
Mobile phone no.	
Landline no.	
E-mail	
Registered postal address	

Enterprise contact details

Business name	
Form (e.g. CC, (Pty) Ltd, etc.)	
Registration no.	
Office landline / mobile no.	
Physical address of enterprise	
Postal address	
E-mail	
Fax number	

Enterprise banking details

Banking institution	
Branch name	
Branch contact no.	
Account name	
Main account no.	
Relationship Manager's name	
Relationship Manager's contact no.	
Relationship Manager's e-mail	
Swift Code where applicable	

Details of shareholders/members/partners/directors/beneficial owners of trust

Individual 1 name & surname	
ID number	
Marital status (Y/N) / divorced	
Residential address	
Postal address	
Occupation	
% share in enterprise	
Mobile no.	
E-mail	
Banking institution	
Branch name	
Account name	
Main account no.	
Relationship manager's name	
Relationship manager's contact no.	
Relationship manager's e-mail	

Individual 2 name & surname	
ID number	
Marital status (Y/N) / divorced	
Residential address	
Postal address	
Occupation	
% share in enterprise	
Mobile no.	
E-mail	
Banking institution	
Branch name	
Account name	
Main account no.	
Relationship manager's name	
Relationship manager's contact no.	
Relationship manager's e-mail	

Details of shareholders/members/partners/directors/beneficial owners of trust (contd.)

Individual 3 name & surname	
ID number	
Marital status (Y/N) / divorced	
Residential address	
Postal address	
Occupation	
% share in enterprise	
Mobile no.	
E-mail	
Banking institution	
Branch name	
Account name	
Main account no.	
Relationship manager's name	
Relationship manager's contact no.	
Relationship manager's e-mail	

Individual 4 name & surname	
ID number	
Marital status (Y/N) / divorced	
Residential address	
Postal address	
Occupation	
% share in enterprise	
Mobile no.	
E-mail	
Banking institution	
Branch name	
Account name	
Main account no.	
Relationship manager's name	
Relationship manager's contact no.	
Relationship manager's e-mail	

Please attach a photocopied sheet if details of more individuals are applicable.

Financing product and amount

Finance type	Amount	Loan Duration (years/months, etc.)	Grace period (months)
Contract Based Finance	N\$		
Bridging Finance	N\$		
Franchise Finance	N\$		
Business Finance	N\$		
Project Finance	N\$		
Local Authority Finance	N\$		
Property Development Finance	N\$		
Commercial Property Finance	N\$		
Private Public Partnership (PPP) Finance	N\$		
Public Infrastructure Finance	N\$		
Micro Lenders' Finance	N\$		
Guarantees	N\$		
Invoice Discounting	N\$		
Asset-Based Finance (ISA)	N\$		
Business Acquisition Finance	N\$		

Use of finance

Purpose	Amount
Property acquisition (land and buildings)	N\$
Equipment, machinery, vehicles, etc.	N\$
Working capital	N\$
Inventory/trading stock	N\$
Other (specify below)	N\$
Total	N\$
Other uses:	

Owners' contribution

Own contribution towards the project/business (excl. collateral offered in resolution)	N\$
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Contract-based finance

Tender/contract description (please attach proof of contract/purchase orders and cash flow projections)	
Name of entity awarding contract	
Tender/contract no.	
Tender/contract value	N\$
Date of commencement	
Duration of contract	
Contact person at awarding entity	
Mobile no. of contact person	
Physical address	
Postal address	
E-mail of contact person	

Track record of previous contracts executed

Employer	Description of contract	Value of contract	Start and completion dates	Location	Completed/ongoing
		N\$			
		N\$			
		N\$			
		N\$			
		N\$			

Please attach a photocopied sheet if more contract details are available.

Resolution

BY A BORROWING ENTITY (“the Entity”) TO OBTAIN A BANKING FACILITY FROM THE DEVELOPMENT BANK OF NAMIBIA Reg. No. 2003/189 (“DBN”)

By unanimous written consent of the responsible members of

Name of borrowing entity	
Registration no.	

In lieu of a formal meeting, the following was adopted and approved on

Date	
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It was resolved that

1. the entity herewith borrows an amount of

N\$	from
	Development Bank of Namibia
(Namibia Dollars)	(DBN),

2. and that the entity resolves to offer the following collateral in support of the loan

Description of collateral/security	Estimated value
1.	N\$
2.	N\$
3.	N\$
4.	N\$
5.	N\$
Total	N\$

which collateral will be valued by preferred evaluators of the Development Bank of Namibia (list available on request),

3. and that

Name & surname	Name & surname (alternate)
Identity no.	Identity no.
In her / his capacity as	In her / his capacity as

are hereby authorised to sign this application form, and / or subsequent loan agreement as well as all collateral documents and any other documents in connection therewith, and to bind the entity and its responsible parties, to all the terms and conditions thereof.

Authorised signatory's signature

Signature	Signature (Alternate)
Date	Date

Certified as true and correct.

Name and surname of responsible member	Designation in borrowing entity	Signature	Date
1.			
2.			
3.			
4.			

Acknowledgement

I, the undersigned,

Name and surname	
Identity no.	

herewith acknowledge and understand that:

1. the Development Bank of Namibia will be entitled to make enquiries about my payment profile and credit performance history for the purposes of compiling a credit assessment as provided for in the Bank of Namibia Act 1997: Credit Bureau Regulations (Regulation 15 and 16);
2. the assessment will relate to both favourable and unfavourable credit performance information (Regulation 15 and 16);
3. the Development Bank of Namibia will be obligated to provide such credit performance information to all credit bureaus and credit providers which have subscribed to receive credit performance information from credit bureaus and such information will include both favourable and unfavourable information (Regulation 22);
4. without any notice to me, the Development Bank of Namibia will be obligated and entitled to inform credit bureaus in the event that I default on this credit agreement, fail to effect payment or make late payment in terms of this agreement (Regulation 14(2)).
5. I have satisfied myself to the meaning and consequences of the above-mentioned.

Signature	
Place	
Date	

Witness

Name and surname	
Signature	
Date	



**Development
Bank of Namibia**

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Documentation checklist for applications

Contact numbers for application assistance

Head Office
061 290 8000

Walvis Bay Office
064 - 220 924 / 221 857

Ongwediva Office
065 - 230 129

www.dbn.com.na

Checklist of required documents

Please note:

- failure to provide complete documentation will delay processing of the application.
- additional documentation may be required, at the discretion of the Development Bank of Namibia.

Please provide **certified black and white copies of all pages** of the following documents where applicable. Each page must be certified.

Consult a Client Support Officer if uncertain.

All project applications

Completed and signed loan application.	
Completed and signed indemnity form.	
Completed and signed pre-application declaration: Client fraud, corruption, money laundering and terrorism financing.	
Business Plan (including ownership organogram). Not applicable in case of contract based finance applications. DBN Business Plan Guide available on request.	
Projected cash flow statement for the duration of the loan for new businesses (minimum 36 months).	
If operational for 12 months or more, annual financial statements for each financial year-end, up to the most recent of 3 years. If operational for less than 12 months, management accounts or a letter from the Accounting Officer stating that the enterprise has not been trading.	
Certificate of Good Standing from Ministry of Finance.	
Income Tax Registration Certificate.	
Value Added Tax Registration Certificate (if applicable).	
Good Standing Certificate from Social Security Commission (SSC).	
Certificate of Fitness from the Municipality/Councils. (Proclaimed Areas).	
Quotations for items to be financed (if applicable).	
Environmental and Social Management Plan.	
Environmental and Social Impact Assessment study (for all listed activities).	
Environmental Clearance Certificate (For all Listed Activities).	

KYC Compliance requirements

Namibian identity document/valid passport for each member/shareholder/director/sole proprietor/trustee/beneficial owner of trust/authorized signatories. (Certification must not be older than 3 months.)	
Latest proof of residence for each member/shareholder/director/sole proprietor/trustee/beneficial owner of trust/authorized signatories (e.g. municipal bill/lease agreement/police declaration not older than 3 months).	
Non-Namibian resident: <ul style="list-style-type: none"> Valid foreign identification documents or foreign passport or permanent residence permit. 	
Non-Namibian proof of residence: <ul style="list-style-type: none"> Proof of residence in country of domicile from notary public accompanied by a notary certificate. 	
Marriage: <ul style="list-style-type: none"> Marriage certificate, spouse's ID/Antenuptial Contract (ANC)/divorce decree. 	
Member/shareholder/sole proprietor/trustee/beneficial owner of trust's latest personal bank statements, with banking details for the past 6 months.	
Member/shareholder/sole proprietor/trustee/beneficial owner of trust's Statement of Assets and Liabilities. (DBN template available on request.)	
Bank statement, with banking details of business entity for past 12 months.	
Municipal account/lease agreement/proof of address of business entity or Trust (not older than 3 months) to verify the office address.	

Close Corporations

Founding Statement and, where applicable, Amended Founding Statement.	
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KYC Compliance requirements (contd.)

Trusts

Deed of Trust.	
Registration Certificate issued by the Master of the High Court.	

Companies

Certificate of Incorporation of a Company having a Share Capital (CM 1) or Certificate of Incorporation of a Company not having a Share Capital (CM 3).	
Memorandum of Association of a Company having a Share Capital (CM 2) including Part A, B, C, D or Memorandum of Association of a Company not having a Share Capital (CM 4).	
Certificate of Change of Name of Company (CM 9).	
Notice of Registered Office and Postal Address of Company (CM 22).	
Consent to act as Director or Officer and other Directorships (CM 27).	
Contents of Register of Directors, Auditors and Officers (CM 29).	
Articles of Association of a company having a Share Capital Adopting Schedule 1 (CM 44).	
Certificate to Commence Business (CM 46).	
Share Certificates.	

Sole Proprietorships/Partnerships

Certificate/proof of Registration of Defensive Name (Sole Proprietor/Partnership).	
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Additional information

Contract Based Finance

Proof of tender/contract between employer and contractor/purchase orders. (Clear details of entity awarding tender/contract and contacts).	
Projected cash flow statement for the duration of contract.	
Quotations supporting the projected cash flow statement for the duration of the contract.	

Building/construction: residential and/or commercial developments

Bill of Quantities or Bill of Estimate (inclusive of Cost of Bill of Quantities and professional fees).	
Approved building plans/draft plans/draft sketches/evidence that building plans have been submitted for approval.	
Off plan valuation of proposed development by DBN approved valuator.	
Proof of reservation/ownership of the land (deed of transfer/title deed of property/offer to purchase).	
In unproclaimed areas: Allocation letter from Traditional Authority and Communal Land Registration Certificate from Communal Land Board.	
In unproclaimed areas: Professional architectural plans on which Bill of Estimates can be done.	
Signed construction agreement between Contractor/Sub-Contractor and the Employer according to FIDIC (International Federation of Consulting Engineers) rules.	
Profiles of identified professional team (applicant/building contractor/project manager/civil engineers/quantity surveyor/estate agents).	
Residential developments: Proof of presales/bank approvals/guarantees.	
Commercial developments: Shopping complex: agreement/letters of intent from prospective tenants and anchor tenant.	

Additional information (contd.)

Building/construction: land servicing projects

Resolution from Council Members.	
Approval from line Ministry.	
Development/partnership agreement/Public Private Partnership Agreement.	
Profiles of identified professional team (applicant/building contractor/project manager/civil engineers/quantity surveyor/estate agents).	
Engineering layout and designs.	
Bills of Estimates.	
Indication of township zoning/layouts.	

Manufacturing

Off-take and supply agreements.	
Plant design, Bills of Quantities and layout.	
Comprehensive financial module, incorporating all input costs (fixed and variable).	
Break-even calculation.	
Price comparison for local manufacturing vs. import.	
Resource estimation for all local material.	

Renewable energy projects

Financial model	
Bank statements required (only applicable to Special Purpose Vehicle (SPV)).	
Generation License from Electricity Control Board (ECB) or proof that a submission has been made.	
Power Purchase Agreement (PPA) (between SPV and off-taker).	
Engineering, Procurement, Construction Agreement (EPC).	
Operations, Maintenance and Construction Agreement (O&M).	
Profile of the EPC.	
Profile of the O&M.	
Shareholders Agreement (if any) between all shareholders.	
Land lease agreement.	

Mining

Off-take agreements.	
Mining license.	
Mine development plans.	