



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

Ministerial Head Quarters  
Private Bag 13200  
Windhoek

Tel: (061) 2922111  
Fax: (061) 2922185

POWER OF ATTORNEY

PLEASE NOTE:

- This Power of Attorney will only be valid for one application; it shall immediately terminate upon the completion of the requested procedure.
- If submitting the application in person, the Agent must present his/her original identity document and an uncertified copy of the same.
- If submitting the application via e-mail or post, the Agent must submit a certified copy of his or her ID.
- The certification of the ID must not be older than 3 months.

DEFINITIONS:

- a) Agent, for this Power of Attorney, means someone who concludes a legally binding act on behalf of another (the Principal), having been so authorised by the Principal.
- b) Principal means the person on whose behalf an Agent acts.
- c) Ministry means the Ministry of Home Affairs, Immigration, Safety and Security.
- d) Staff Member means a staff member of the Ministry, appointed in terms of the Public Service Act, 1995.

I, the undersigned \_\_\_\_\_ [First Names & Surname] a  
\_\_\_\_\_ [nationality] citizen with ID or passport number \_\_\_\_\_  
of \_\_\_\_\_ [address] and  
\_\_\_\_\_ [telephone number], hereinafter referred to as **“the Principal”**, in my personal  
capacity, do hereby nominate and appoint  
\_\_\_\_\_ [First Names & Surname], a  
\_\_\_\_\_ [nationality] citizen with ID No. / Passport No.:  
\_\_\_\_\_ of \_\_\_\_\_ [Address]  
and \_\_\_\_\_ [telephone number] hereinafter referred to as **“the Agent”** with no power  
of substitution, to be my lawful representative and Agent in my name, place and stead, to complete one of the  
following processes on my behalf at the Ministry:

\_\_\_\_\_ [SPECIFY APPLICATION TYPE]

UNDERTAKING:

- (a) The Principal has acquainted himself / herself with the gazetted fees charged by the Ministry for the service mentioned above, compared it to the fees charged by the Agent and accept the fees charged by the Agents;
- (b) The Agent and Principal undertake to be bound by the laws of the Republic of Namibia and shall refrain from any corrupt practice or conduct in respect of the applications for services submitted by virtue of this Power of Attorney in particular and in relation to any conduct with the officials of the Ministry in general;
- (c) The Agent shall, on behalf of the Principal, do or cause to be done whatsoever shall be required to be done by the Principal and shall be liable as if he or she was the Principal for any wrongdoing;

- (d) The Agent shall ratify, confirm, sign, or do whatever is required to be done by the Principal in accordance with the laws of the Republic of Namibia and shall be liable for any injury, loss, or damage that might be caused to the property of the Ministry or its staff members on the premises of the Ministry or through electronic transaction;
- (e) The Agent shall be treated equally with other members of the public by joining queues and shall not be permitted to conduct his or her business in the offices of staff members, as such, he or she shall not be accorded preferential treatment;
- (f) The Agent shall not use any staff member of the Ministry to conduct the business of the Agent whether or not it is for payment or for any other advantage; and
- (g) The Agent and the Principal shall indemnify and hold the Ministry and the Government of the Republic of Namibia harmless from and against all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation, attorney's fees and costs) which may arise out of, related to or resulting from any violation of the power of attorney by the nominated Agent.

<p>Signed by the <b>Principal</b> at _____  this _____ day of _____ 202_____</p> <p>Signature: _____</p> <p>In the presence of the following witnesses:</p> <p>1. Full names: _____  Signature: _____</p> <p>2. Full names: _____  Signature: _____</p>	<p>Signed by the <b>Agent</b> at _____ this  _____ day of _____ 202_____</p> <p>Signature: _____</p> <p>In the presence of the following witnesses:</p> <p>1. Full names: _____  Signature: _____</p> <p>2. Full names: _____  Signature: _____</p>
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