



**NATIONAL COMMISSION ON RESEARCH, SCIENCE AND TECHNOLOGY**

**RESEARCH, SCIENCE AND TECHNOLOGY REGULATIONS, 2011  
RESEARCH, SCIENCE AND TECHNOLOGY ACT, 2004**

**APPLICATION FOR NAMIBIAN-BASED RESEARCH INSTITUTION/RESEARCHER**

*(Regulation 16(1))*

**GENERAL NOTES ON COMPLETION OF FORM**

1. Please note that where this form is completed by hand it must be completed in capital letters and legible handwriting – preferably black ink.
2. All documents requested in terms of the Research, Science and Technology Regulations, 2011, and this Form RST/1 must be attached.
3. This form may be completed electronically and in such case the applicant is requested to clearly distinguish the applicant’s responses and use legible fonts.
4. Note that i.t.o. regulation 11 of the Research, Science and Technology Regulations, 2011, the Commission may make changes to the format of this Form and may add additional information required from the applicant. Applicants must ensure that they obtain the latest version of this Form from the Commission.
5. In the event where this Form is completed by hand, applicant may attach clearly marked additional pages where there is not sufficient space to complete response on this Form itself.

**PART 1**

**INFORMATION ON APPLICANT**

**1. Full name of applicant\*** .....

*(\*Note: In the event of application being made by a body corporate or an unincorporated body such as partnership, joint venture, etc, the name and capacity of the person who makes the application on behalf of such body must also be stated. It must further be noted that it is a requirement that this Form must be completed by a legally acknowledged person (either a natural person or a juristic person) and in whose name the Form must be signed. Thus if application is brought by an unincorporated body not recognised as a separate legal entity within the Namibian law, a recognised legal entity must sign the application on behalf of the applicant.)*

**2. Is applicant a recognised legal entity?**                      YES                      NO

**3. If applicant is not a recognised legal entity, provide name of legal entity who will sign this Form on behalf of the applicant as well as the relationship between such legal entity and the applicant** .....

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**4. Postal address** .....

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**5. Physical address** .....

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**6. Telephone No. (including code)** .....

**7. Facsimile No. (including code)** .....

**8. E-mail (if any)** .....

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**9.(i) In case of a natural person applying, identification (ID) number or passport number; (ii) in the case of a body corporate or an unincorporated body applying, registration number of body corporate, or constitutive documents or other proof (to be attached) in the case of an unincorporated body; and (iii) in the case of a statutory body, full name of constitutive legislation\***

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*(\*Delete whichever is not applicable.*

*Notes: Certified copy of ID, passport or constitutive document(s) to be attached.*

*What is required in the event of applicant being a body unincorporated, such a partnership, is for example a partnership agreement, joint venture agreement, bank account in name of unincorporated body, etc.*

*Statutory bodies must attach copy of the provisions in the relevant legislation whereby they are established.)*

9.(iv) In case of a non-Namibian citizen, provide permanent residence permit no/employment permit no/student's permit no or other relevant authorisation\* .....

(\*Delete whichever is not applicable.

Notes: Certified copy of permanent residence permit/employment permit/student's permit or other relevant authorisation to be attached.)

10. Nationality .....

11. Proof of residence in Namibia\* .....

(\*Note: Applicant must provide the Commission with sufficient evidence/substantiation that it is based in Namibia. For example, applicant can, as proof of residence, attach an original or certified copy of a municipal account addressed to the applicant from the local authority in whose area applicant is situated/residing.)

12. In the case of a body corporate, an unincorporated body or a statutory body, the following information regarding the person in charge of the body (i.e. manager/managing director/CEO/principal) must be provided:

Full name.....

Position.....

Nationality .....

13. If the project leader/person in charge of the research to which this application relates is not the same person as the person mentioned in item 12 above, the following information regarding the project leader/person in charge of the research must be provided:

Full name.....

Position.....

Nationality .....

Identification (ID) number, passport number and, in the event of a non-Namibian, permanent residence permit no/employment permit no/student's permit no/other authorisation\* .....

(\*Delete whichever is not applicable and attach certified copies.)

14. In the case of a body corporate or an unincorporated body: (a) full details of all shareholders, partners, members, trustees, etc as the case may be; and (b) nature of shareholding or interest, must be provided in the form of Form RST/1A and must be attached to this application.

15. In the event of the applicant being a company the full details of all directors must be provided in the form of Form RST/1B.

16. Physical and postal address of all branches, other offices, etc (if any) of applicant.....  
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17. In the case of: (a) a body corporate, provide name, registration number and country of registration, of all holding and subsidiary companies as defined in the Namibian Companies Act, 1973 (Act No. 61 of 1973); and (b) a body unincorporated, provide details of associated bodies in Namibia and elsewhere.....  
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**PART 2**  
**GENERAL INFORMATION**

The Commission may require information from an applicant not provided for on this Form. In such case the Commission will inform the applicant of such additional information that it may require and the applicant must attach such additional information (clearly marked as "Additional") to this application.

**DECLARATION**

I, ..... hereby declare that and that the information submitted by me in this application is true and correct.

In the event of a body corporate or unincorporated, I declare that I completed this form on behalf of ..... (*state name of body corporate/unincorporated*), a body corporated/body unincorporated and declare that I am duly authorised to do so.

I hereby undertake to -

- (a) Ensure compliance with the Research, Science and Technology Act, 23 of 2004, and Research, Science and Technology Regulations, 2011;
- (b) To refrain from publishing any information prejudicial to the integrity and national interest of Namibia;
- (c) Not to surreptitiously remove any sample from Namibia without the prior written approval of the Commission as anticipated in the Research, Science and Technology Act, 23 of 2004, and Research, Science and Technology Regulations, 2011.

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*Signature*

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*Place*

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*Date*

**LIST OF DOCUMENTS TO BE HANDED IN WITH APPLICATION**

- i. Application Form consisting of Forms RST1, RST/1A, RST1/B and RST1/C (RST1/A, B and C only attached if they are applicable).
- ii. Application Fee.
- iii. If the applicant is a natural person, a certified copy of the applicant's identity document or passport and, in the case of a non-Namibian citizen, a certified copy of the applicant's permanent residence permit, employment permit, student's permit or other authorisation and proof of residence in Namibia.
- iv. If the applicant is a body corporate, a certified copy of its registration documents/constitutive documents. In the event of an unincorporated body, proof of existence of such body.
- v. If the applicant is a body corporate or an unincorporated body, a certified copy of manager's/managing director's/CEO's/principal's, as the case may be, identity document or passport and, in the case of a non-Namibian citizen, a certified copy of such person's permanent residence permit, employment permit or other authorisation and proof of residence in Namibia.
- vi. If the applicant is an unincorporated body, a certified copy of the identity document or passport of the person contemplated in item 3 of Form RST/1 who will sign the application on behalf of the applicant and, in the case of such person being a non-Namibian citizen, a certified copy of the person's permanent residence permit, employment permit, student's permit or other authorisation and proof of residence in Namibia.
- vii. Proof of residence in Namibia.
- viii. If a different person from the person contemplated in item 12 of Form RST/1, a certified copy of project leader's/person in charge of the research, as contemplated in item 13 of Form RST/1, identity document or passport and, in the case of a non-Namibian citizen, a certified copy of such person's permanent residence permit, employment permit, student's permit or other authorisation and proof of residence in Namibia.
- ix. Any additional information required by the Commission as contemplated in Part 4 of Form RST/1.