



NATIONAL COMMISSION ON RESEARCH, SCIENCE AND TECHNOLOGY

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

**APPLICATION FORM FOR RESEARCH PERMIT FOR A NON-NAMIBIAN-BASED
RESEARCH INSTITUTE / RESEARCHER**

To be submitted to the National Commission on Research, Science and Technology at least four (4) months before date of commencement of research. Late submission will not be considered

(Regulation 15(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/3 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*.....
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*(*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 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*

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*(*Delete whichever is not applicable.
Note: If this information is not available at the time of application, please state so together with explanation as to why it is not available and how and when applicant expects to obtain it.)*

10. Nationality

11. If available, anticipated address in Namibia.....

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12. In the case of a body corporate or an unincorporated 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

Identification (ID) number, passport number, citizenship and permanent residence permit number, employment permit number, student’s permit number or other authorisation reference)*

*(*Delete whichever is not applicable.
Note: If this information is not available at the time of application, please state so together with explanation as to why it is not available and how and when applicant expects to obtain it.)*

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, citizenship and permanent residence permit number, employment permit number, student’s permit number or other authorisation reference)*

*(*Delete whichever is not applicable.
Note: If this information is not available at the time of application, please state so together with explanation as to why it is not available and how and when applicant expects to obtain it.)*

14. In the case of a body corporate, 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/3A 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/3B.

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

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PART 2
INFORMATION ON RESEARCH

18. In the event of application not being made by a single natural person, indicate the total number of persons in Namibia who will be involved in the project (whether employees or not). Attach to the application an organogram which clearly indicates the position of each person as it relates to the research. Attach certified copies of each such person’s ID and passport and, in the case of non-Namibian persons, certified copies of their permanent residence permits, employment permits, students’ permits or authorisation, as the case may be. Also complete Form RST/3C with regard to each person.

Particular of co-worker who will assist you in Namibia

Name	Date of Birth	Nationality

19. Title of research (if applicable) and type of research and whether only one type or more than one type of research (if more than one type of research is contemplated this must be clearly indicated here).....

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20. Name of research project and executive summary/synopsis/description*

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*(*Notes: If insufficient space in event of hand-completed form, attach additional page(s) setting out details but may not be longer than 3 pages.*

This synopsis/summary/description must contain sufficient information in non-technical language, as far as possible, to allow Commission to make an informed decision.

In the case of a research institute anticipating numerous research projects over a period of time the types of research to be conducted should be anticipated as far as possible.)

21. A detailed research proposal/project description must be attached to the application form containing at least the following information:

- .. Research title**
- .. Objective of research**
- .. Statement of research issue/problem/question**
- .. Scope of research**
- .. Methodology**
- .. Conceptual definitions**
- .. Monitoring methods**
- .. Geographical location(s) where research will be conducted**
- .. Detailed list of all scientific equipment and instruments to be used**
- .. Details of all vessels, vehicles, aircraft and the like to be used**
- .. Schedule of research**

- .. If research will or may reasonably expected to negatively impact on the environment an environmental impact assessment must be submitted including the manner in which such impact will be negated or mitigated
- .. Technical institute, official agency or academic institute in Namibia involved in the research
- .. Significance/benefits or expected benefits of research with specific reference to benefits/significance to Namibia and/or Namibians (if any)
- .. Name, affiliated institution and/or country of applicant’s collaborators on research
- .. Anticipated output and format of output (i.e. report, product, etc) and expected date on which output will be available
- .. Budget
- .. Research funding and sources
- .. Any other information the applicant considers relevant to submit to the Commission which is not covered by this Form

22. Desired commencement date of research*

Motivation for commencement date.....

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*(*Note: In the event of an existing research institute, this must be indicated as well as the date the research institute actually commenced.)*

23. Anticipated end date of research*

Motivation for end date

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*(*Note: For non Namibian-based research institutes and researchers no indefinite permits will be issued. Permit periods will only in exceptionally circumstances be issued for a period longer than one year. In the event that research is not completed by end of duration of research permit, application must be made for the renewal of the permit.)*

24. Applicant's ability/demonstrated ability to conduct research*

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*(*Note: Include applicant's previous research experience/projects.)*

25. Is the research a continuation of any previous research and if affirmative provide details of such previous research?

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26. Stipulate for what research data/results/outcomes/etc will be used*

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*(*Note: If insufficient space in event of hand-completed form, attach additional page(s) setting out details.)*

27. Has an environmental impact assessment study been conducted? (Yes or No)

28. If no environmental impact assessment study has been conducted or is going to be conducted, motivate why it is deemed not necessary

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29. Describe all potential legal, financial, social, environmental, physical or psychological risks anticipated in the research and also all steps to be taken to minimise, ameliorate or repair any actual harm caused by the research and how risks are justified by the potential benefits of the research*

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(*Note: If insufficient space in event of hand-completed form, attach additional page(s) setting out details.)

32. Describe facilities to be used by applicant (both in Namibia and elsewhere)

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33. Indicate incident and accident reporting procedures of the applicant (if any).....

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34. Indicate all areas/locations where research will be conducted in Namibia and the type of research that will be conducted in such areas*

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*(*Note: If area is not easily and accurately identified by naming/description, GPS coordinates must be provided.)*

35. Indicate if research self-funded or if there is a sponsoring/funding agency and amount of funding in N\$*

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*(*Note: If there is a sponsoring/funding agency an official letter from such sponsoring/funding agency must be attached setting out amount of financial assistance and terms and conditions of funding, proof of funding and such other details as the Commission may require.
If self-funded the amount of financial assistance must be provided and terms and conditions of funding, proof of funding and such other details as the Commission may require.)*

36. If there is a sponsoring/funding agency, indicate the name of the sponsoring/funding agency

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37. Indicate the manner in which a Namibian understudy will be involved in the research and the nature of such understudy

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PART 3
INFORMATION ON SAMPLE COLLECTION

38. Are samples to be collected? (yes/no).....

39. If yes, state full details of type of samples to be collected (inclusive of common and scientific names if applicable)

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40. Motivate why it is necessary to collect samples

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41. Indicate where samples will be collected*

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*(*Note: If area/location is not easily and accurately identified by naming/description, GPS coordinates must be provided.)*

42. State and motivate condition in which samples will be collected (i.e. live, dead, complete, incomplete, etc)

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43. State number, amount, quantity, etc of samples to be collected (if applicant does not know what samples will be found, or plans to collect undescribed samples, this should be noted as well as rationale/objective for collecting such samples).....

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44. Provide methodology for collecting and transporting samples.....

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45. Indicate where samples will be kept/stored and conditions of keeping/storage

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46. Indicate final destination/fate of samples – including whether sample or parts of sample will be removed from Namibia

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47. Provide reasons for wishing to remove samples from Namibia.....

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48. If samples are to be removed from Namibia, provide point of exit and anticipated date of exit/departure.....

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PART 4
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 Science, Research and Technology Act, 23 of 2004, and Science, Research 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 Science, Research and Technology Act and Regulations.

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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 RST3, RST/3A, RST3/B and RST3/C (RST3/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/3 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. If a different person from the person contemplated in item 12 of Form RST/3, a certified copy of project leader's/person in charge of the research, as contemplated in item 13 of Form RST/3, 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

- viii. The organogram contemplated in item 18 clearly indicating the position of each person involved in the research as it relates to the research
- ix. Certified copies of the identification document and passport and, in the event of non-Namibians, permanent residence certificate, employment permit, student's permit or other authorisation (as the case may be) of each person listed in the organogram
- x. Full and detailed CV of each person contemplated in item 18
- xi. Detailed research proposal/project description as contemplated in item 21
- xii. If there is a sponsoring/funding agency, an official letter from such sponsoring/funding agency must be attached setting out amount of financial assistance and terms and conditions of funding, proof of funding and such other details as the Commission may require. If self-funded, the amount of financial assistance must be provided and terms and conditions of funding, proof of funding and such other details as the Commission may require – see item 35
- xiii. Wherever locations are indicated the latter must be indicated on a map to be attached not smaller than 1:250 000 together with GPS coordinates (unless location can be easily identified by means of description/physical address)
- xiv. Any additional information required by the Commission as contemplated in Part 4 of Form RST/3