



## APPLICATION FOR AGENCY/BROKERAGE

### Part 1: Profile of the Applicant ('the Applicant/the Business')

1a	Full/Registered trading name		
1b	Addresses	Physical Address	
		Postal Address	
1c	Years of experience in the Short-Term industry?		
1d	How are you/ the business registered with Namfisa?	<input type="checkbox"/>	Insurance Agent, or
		<input type="checkbox"/>	Insurance Broker
1e	How much premium does the applicant anticipate placing with Hollard during the first 12 months?	N\$	
		<i>TAKE NOTE: Hollard reserves the right to determine the minimum GWP for the first 12 or 24 months upon granting of this Agency. Failure to meet the minimum may result in cancellation of the Agency. Any business generated up to cancellation date will be transferred to Hollard directly.</i>	
1f	Are you/ the business registered for VAT?	YES / NO	
1g	In which form do you/ the business operate?	<input type="checkbox"/>	Sole proprietor
		<input type="checkbox"/>	Close Corporation
		<input type="checkbox"/>	Private Company
		<input type="checkbox"/>	Public Company
		<input type="checkbox"/>	Foreign Company/Branch
		<input type="checkbox"/>	Trust
		<input type="checkbox"/>	Partnership
		<input type="checkbox"/>	Other (provide details):
1h	In which area(s) of Namibia will you/the business be operating in?	<input type="checkbox"/>	Central
		<input type="checkbox"/>	Coast
		<input type="checkbox"/>	Central North
		<input type="checkbox"/>	High North
		<input type="checkbox"/>	South
1i	At which branches of Hollard will you/the business require an agency?	<input type="checkbox"/>	Windhoek
		<input type="checkbox"/>	Walvis Bay
		<input type="checkbox"/>	Otjiwarongo
		<input type="checkbox"/>	Oshakati
		<input type="checkbox"/>	Rundu
		<input type="checkbox"/>	Tsumeb
		<input type="checkbox"/>	Grootfontein
		<input type="checkbox"/>	Mariental
		<input type="checkbox"/>	Gobabis
		<input type="checkbox"/>	Keetmanshoop
1j	Which classes/areas of Short-Term insurance do you/ the business focus on?	<input type="checkbox"/>	Personal Lines
		<input type="checkbox"/>	Commercial
		<input type="checkbox"/>	Corporate
		<input type="checkbox"/>	Tourism
1k	Particulars of bank account (for payment of commission)	Account name	
		Banker	
		Account number	

Branch code	
Account type	

1/ Who are to be recorded as key contact persons for and on behalf of the Applicant?

<b>Management Level</b>	Name	
	Email address	
	Tel/nr	

<b>Finance Level</b>	Name	
	Email address	
	Tel/nr	

Part 2: Documentation to be attached to this Application Form	
2a	Company Incorporation Certificate/Founding Statement/ Partnership Agreement
2b	ID/Passport of the agent or <u>all</u> the Directors/Members/Partners/Trustees/etc in the business.
2c	Taxpayer Registration Certificate <i>Not older than 3 months</i>
2d	Abridged CV of the applicant or <u>controlling</u> person(s) in the business and Individual Brokers in the business
2e	<b>**Proof of <u>valid</u> professional indemnity insurance</b> <i>(Cover note / Policy Schedule)</i>
2f	<b>**Valid NIBA/AIM Certificate</b>
2g	Valid NAMFISA Certificates <i>(Iro the business <u>and</u> all brokers in the business)</i>
2h	Proof of trading address <i>(Lease agreement/fitness certificate/municipal etc.)</i>
2i	Logo of the business (if any) <i>(In electronic format for the Intermediary Agreement)</i>
2j	Proof of Bank Account <i>Not older than 3 months</i>

**\*\* NOT REQUIRED FOR AGENTS**

Part 3: Declaration by the Applicant			
3a	Has any financial services agency held by the you and/or the business and/or any key person of the business ever been suspended or cancelled by any Short Term and/or Long Term Insurer in Namibia or any other country?	NO	YES <i>Provide details</i>
3b	Has any registration in your name and/or that of the business and/or that of any key person of the business ever been suspended or cancelled by NAMFISA, LAAN, AIM or any similar regulatory body and/or association in Namibia or any other country?	NO	YES <i>Provide details</i>
3c	Are you and all employees of the business who offer insurance products and services to the public:		
	<ul style="list-style-type: none"> <li>duly registered with NAMFISA to provide financial services to the public?</li> <li>in agreement to abide by Hollard's terms and conditions as set out in the Agency Agreement, as amended from time to time, and to utilize the prescribed procedures and IT platforms?</li> </ul>	NO <i>Provide details</i>	YES
3d	Are you and/or the business and/or any key person of the business conflicted in any way with regards to services offered by or to Hollard (e.g. ownership in any business who is engaged by Hollard for the supply of services, family/friends who are employed by Hollard, etc)?	NO	YES <i>Provide details</i>
Particulars to YES response 3a:			
Particulars to YES response 3b:			
Particulars to any NO responses in 3c:			
Particulars to any NO responses in 3d:			
Signed at _____ on _____			
			<b>APPLICANT</b>