

**Form ESA 1**

REPUBLIC OF NAMIBIA  
MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

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32 Mercedes Street  
Khomasdal

APPLICATION FOR LICENCE/RENEWAL OF LICENCE  
(Section 20(1), Regulations 1)

<b>PLEASE CROSS WHERE APPLICABLE</b>				
Type of application	New licence		Licence renewal	
Form of business	Sole trade	Partnership	Company	Close cooperation

Instruction Attach hereto the following documents:

- Business registration certificate
- Application fee of N\$50

<b>1. PARTICULARS OF PERSON AUTHORIZED TO SUBMIT TO APPLICATION</b>		
Surname:	First name:	
Physical address:	Postal address of the applicant:	
Telephone number:	Fax number:	E-mail address:
Position:		
<b>2. PARTICULARS OF PRIVATE EMPLOYMENT AGENCY</b>		
Name by which private employment agency will operate:		
Physical operation address (if already secured):		
<b>CONTACT DETAILS</b>		
Business telephone number (if already secured):	Business fax number (if any):	Postal address (if any):
Date of intended commencement of operation:		

**REPRESENTATIVE SIGNATURE**

**DATE**

5147

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NOTE: In terms of the section 19(1) of the Employment Services Act, 2011, it is an offence for any person to keep or conduct a Private Employment Agency unless s/he is in possession of a licence issued under Section 20(1) of the Act.

<b>OFFICIAL USE ONLY</b>			
Date of Application	Date received	Fee Paid N\$ _____	Date received
Verified by	Full names	Signature	Date