|  |  |  |
| --- | --- | --- |
|  | **REPUBLIC OF NAMIBIA**  **MINISTRY OF FINANCE**  **DIRECTORATE OF CUSTOMS AND EXCISE**  **ASYCUDA*World*** |  |
| **EXEMPTION OF DUTIES AND TAXES**  **ASYCUDA*World* Registration Form** | | |

**INSTRUCTIONS:**

1. Download the form;
2. Fill required boxes using the electronic form. Use TAB key to move from one field to the other;
3. Print a copy for your records (keep your printed document with your original documents);
4. Save the document as follows: “**EXEM.Name.Surname**” (e.g. “EXEM.Joseph.Mapiye” for individuals) and “**EXEM.CompanyName**” for companies;
5. Send e-mail to [asycudaworld@gov.mof.na](mailto:asycudaworld@gov.mof.na), attaching this file and scanned copies of relevant documents;
6. A message will be sent back with the confirmation that the company (or the individual) is registered in the ASYCUDA***World*** system.

***Note***: Forms without attachments will not be processed. Customs will not grant exemptions for companies or individuals not registered in ASYCUDA***World***.  Use only this electronic form. Manual forms will not be accepted.

**PLEASE FILL THE FOLLOWING INFORMATION**

|  |  |  |
| --- | --- | --- |
| NAME |  |  |
| POSTAL ADDRESS |  | |
| ADDRESS (LINE 1) |  | |
| ADDRESS (TOWN) |  | |
| TELEPHONE NUMBER |  | |
| MOBILE PHONE NUMBER |  | |
| E-MAIL ADDRESS | @ | |
| CONTACT PERSON |  | |

**PLEASE SELECT RELEVANT OPTIONS**

|  |  |  |
| --- | --- | --- |
| DOCUMENT | Attached | Not Attached |
| Copy of Exemption Letter |  |  |
| Copy of TIN |  |  |
| Other |  |  |

**FOR OFFICIAL USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REGISTRATION CODE | | VALID FROM | VALID TO | OFFICE |
| EXEM | 000001 | 01/01/2014 |  |  |

Date/Time of print: 26/11/2013 - 11:31 AM (This information will be automatically updated).