

REMOVAL OF FILES FROM THE BIPA PREMISES

Dear Client,

Please note it is **not allowed to remove** BIPA files, or documents and content from BIPA files; from the Registrar's premises. All BIPA files **remain the property of the Authority**.

The theft of files is in contravention of Regulation 11(1)(a) of the Companies Administrative Regulations, 2010 of the Companies Act, 2004 (as proclaimed in the Government Gazette dated 10 August 2010) **and can incur a penalty of N\$2000 or 6 months imprisonment**. Removal of files from the Registrar also significantly complicates our ability to serve clients satisfactorily.

Should you be aware of files that are being removed from the BIPA premises, please report it to the Manager: Client Service at pr@bipa.na; or **anonymously** through our fraud hotline at 0800 900 900 (toll free) or bipa@tip-offs.com or via www.tip-offs.com.

