

CHECKLIST FOR A NEW PRIVATE (PTY) LTD. COMPANY

Form	Description	Fees Paid
Notarial certificate of Collation	Of Memorandum & Article of Association	none
CM3	Certificate of Incorporation of a company having a share Capital	none
CM 2	Memorandum of Association of a company having a share capital	N\$100-00 + annual duty (N\$5-00 for every N\$1000-00 authorised share capital)
CM 2 A	Main business and Main object of company	none
CM 2 B	Pre-incorporation contracts (if any) + Capital	none
CM 2 C	Particulars of person who signs the memorandum + particulars of witness	none
CM2 D	Particulars of PERSONS who sign the memorandum + particulars of witness/es	none
CM 5	A valid Name approval	N\$50-00
CM 7	Proof of approval of Shortened Name	N\$30-00
CM 22	Registered address and Postal address (in duplicate)	N\$10-00
CM29	Register of Directors, auditors & Officers	N\$10-00
CM 31	Auditors Consent to appointment or resignation	N\$10-00
CM 46	Certificate to commence business (in case of directors)	N\$60-00 + annual duty (depends on the financial year-end and date to commence business (N\$60 + N\$80))
CM 47	Statements by each Director regarding adequacy of Capital of Company	N\$25-00 per each director e.g.: 7 x directors = 7 x N\$25-00
CM 44	Articles of Association of a company having a share capital adopting Schedule 1	none
CM 44B	Articles of Association of a Company not having share capital not adopting schedule 1	none
CM 44C	Signatories to Articles of Association	none
CM 51	Certification of additional copies of documents lodged for registration	N\$5-00