

Inland Revenue Department

Mission Statement

To administer the tax laws in an efficient and effective manner to maximize State Revenue from internal taxation sources

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REPUBLIC OF NAMIBIA



MINISTRY OF FINANCE

INLAND REVENUE DEPARTMENT



Certificate of Good Standing

*Strengthening Knowledge of
Tax Laws and Procedures*

CERTIFICATE OF GOOD STANDING

A Good Standing Certificate is issued by Inland Revenue Department to confirm that a taxpayer is compliant with the Namibian tax laws in terms of submission of tax returns and payment of taxes.

A Certificate of Good Standing can be used for amongst others:

1. Application for a Government or any other Tender;
2. Application for a work permit by a non-resident;
3. Renewal of certain trading licenses;
4. Registration as a Small and Medium Enterprise (SME); and
5. Any other purpose prescribed by the Ministry of Finance or any other Organization.

A Good Standing Certificate is issued free of charge and is valid for a period of Four (4) months from the date of issue. A good standing certificate is not transferable.

Procedures for obtaining a Certificate of Good Standing:

1. Apply by completing an easy form and submit it to any office of Inland Revenue Department;
2. An official will check the status of your tax account (s) and advise if all the records are up to date;
3. If your tax affairs are up to date, then a certificate will be issued to you on the same day; and
4. If there are outstanding balances or returns, you will be asked to sort them out before a certificate is issued to you.

Particulars of a Good Standing Certificate:

1. The logo of the Republic of Namibia which precedes Ministry of Finance-Department of Inland Revenue;
2. The official title of the certificate which is, "Certificate of Good Standing" in a prominent place;
3. The words "for All Purposes" indicate that a certificate is applicable to all intended purposes;
4. Name, address and tax number of the applicant (registered taxpayer);
5. Name and contact number of the official issuing the certificate; and
6. The Commissioner's signature.