



REPUBLIC OF NAMIBIA

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## MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

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WINDHOEK  
NAMIBIA

OFFICE OF THE EXECUTIVE DIRECTOR

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*Reference: 2/3/2/1*

*Enquiries: H. Filippus 0811459849 / L. Kozosi 0811602155*

### IMPORTANT INFORMATION FOR FOREIGN MEDIA PRACTITIONERS ON WORKING VISITS TO NAMIBIA

1. You need a temporary work permit, issued by the Ministry of Home Affairs, Immigration, Safety and Security (MHAISS) to do any kind of media work in Namibia. The Ministry of Information and Communication Technology (MICT) can assist you in obtaining a temporary work permit.
2. The processing of a temporary work permit that is valid for three months (on request) costs N\$1100 per person (upon approval by MHAISS).
3. Visa Fee must be paid into the bank account of the **Ministry of Home Affairs, Immigration, Safety and Security** with clear references at:  
**Bank of Namibia**  
**Account number 165003**  
**Branch code 980172**  
**Swift code CBKNNANX,**
4. **Checklist:** The following required documents must be in English and

All official correspondence must be addressed to the Executive Director.



attached to the Temporary Work Permit Application:

- certified copies of your passport indicating your name, passport number, date and place of issue and expiry date;
- proof of employment / motivation letter from employer
- proof of payment with a bank stamp
- letter of consent from interviewee(s), places you wish to film or take photos from;
- interview schedule(s);
- certified copies of academic qualifications;
- filming application must be accompanied by a filming permit from Namibia Filming Commission (NFC);
- a list of equipment with serial numbers.

#### **5. Power of Attorney**

This Power of Attorney should be completed by the applicant. In addition, the Power of Attorney must be signed by two witnesses.

6. Once all documents are in order as indicated within the Checklist, they should be sent to the Directorate: Print Media Affairs, Ministry of Information and Communication Technology, to the following Information Officers:

Ms. Lynette Kozosi

Tel: +264 61 283 2664

Cellphone: +264 811602155

E-mail: [Lynette.Kozosi@mict.gov.na](mailto:Lynette.Kozosi@mict.gov.na)

OR

Ms. Hendrina Filippus

Tel: +264 61 283 2055

Cellphone: +264 811459849

Email: [Hendrina.Filippus@mict.gov.na](mailto:Hendrina.Filippus@mict.gov.na)

7. To facilitate the temporary importation of equipment into Namibia, media practitioners are advised to obtain an ATA Carnet from their country of origin. Your local Chamber of Commerce and Industry should be able to assist you.
8. Kindly note that nationals from certain countries need visas to travel to Namibia. **A TEMPORARY WORK PERMIT DOES NOT REPLACE A NORMAL VISA.** Normal Visas can be obtained from any Namibian Mission abroad.
9. Please submit the forms at your earliest convenience. MICT will require one **(1) week** in order to assess applications and submit to the MHAISS.  
MHAISS will require a maximum of three **(3) weeks** to process temporary work permits.
10. A copy of the temporary work permit will be emailed to you as soon as MICT receive it from MHAISS. Please make sure that the correct email address is reflected on your application form.
11. Any inquiries can be directed to **Lynette OR Hendrina** or at the numbers above. In their absence, enquiries can be directed to Ms. Brumelda English at telephone number +264 61 283 2667 / +264 811660358, Email: [Brumelda.English@mict.gov.na](mailto:Brumelda.English@mict.gov.na)



AUDRIN MATHE  
EXECUTIVE DIRECTOR

