



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

Private Bag 13344
Windhoek,
NAMIBIA

Tel: (264-61) 2832668
Fax: (264-61) 230170

**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 and Immigration to do any kind of media work in Namibia. The Division Media Liaison Services in the Ministry of Information and Communication Technology 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\$1000 per person+ N\$80 handling fee, that amounts to N\$1080 per person.
3. Payment must be transferred into the bank account of the Ministry of Home Affairs and Immigration at:
 - Bank of Namibia
 - Account number 165003
 - Branch code 980172
 - Swift code CBKNNANX
4. The application form for a temporary work permit is attached. Please complete the form and return it together with:
 - proof of employment
 - a letter of consent from interviewee
 - interview schedule
 - completed media accreditation form;
 - copies of your passport indicating your name, passport number, date and place of issue and expiry date
 - a list of equipment with serial numbers

To:

Asteria Ndjendja, Hendrina Filippus or Monika Shifotoka

Directorate Print Media Affairs

Ministry of Information and Communication Technology

Fax: ++264-61-230170

Tel: ++264-61-283 2668 / 2055 / 2664

E-mail: Asteria.Ndjendja@mict.gov.na ; Hendrina.Filippus@mict.gov.na

Monika.Shifotoka@mict.gov.na

5. Payment should only be done upon approval from the Permanent Secretary in the Ministry of Information and Communication.
6. **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.**
7. Kindly note that nationals from certain countries need visas to travel to Namibia. **A TEMPORARY WORK PERMIT DOES NOT REPLACE A NORMAL VISA.** Visas can be obtained from any Namibian mission abroad.
8. The Ministry of Information and Communication Technology can facilitate and assist with setting up interviews with senior Government officials.
9. MICT will require a maximum of 3 weeks prior to traveling to Namibia, in order to assess applications and submit to the Ministry of Home Affairs.
10. Please submit the forms at your earliest convenience. The Ministry of Home Affairs and Immigration requires at least five (5) working days to process temporary work permits.
11. A copy of the temporary work permit will be emailed or faxed to you as soon as we receive it from the Ministry of Home Affairs and Immigration. Please make sure that the correct fax number is reflected on your media accreditation form.
12. Any enquiries can be directed to Asteria, Hendrina or Monika at the numbers above. In their absence, enquiries can be directed to Elizabeth Amagola at telephone number +264-61-283 2665.

END