



P.O. Box 40060
Ausspannplatz
Tel. No.: 061 247928
Fax. No.: 061 247928
E-Mail: mlanam@iafrica.com.na

Application for Membership

This application form must be completed in ink by a partner, director or owner of the business and returned to: **Micro Lenders Association of Namibia, P.O. Box 40060, Ausspannplatz, Windhoek.**

If there is insufficient space to answer any question, please use an additional sheet and attach it to this form. The information supplied on this form will be used to evaluate your business according to the MLA minimum requirements where after you will be informed of the outcome of your application.

- Please note that acceptance as a member of the Association is not automatic and is subject to the approval of the Membership Committee.
- An application for membership will only be considered if it meets all of the Association's membership requirements. It is not the policy of the Association to waive any of the membership requirements.
- The Association minimum requirements are explained in the *Minimum Practice Requirements* and in the *Code of Conduct*.

PARTICULARS TO BE COMPLETED:

1. Name of business:

2. Trading name (if different from above):
.....

3. Type of business (Tick below):

- Sole proprietor
- Partnership
- Limited company
- Close corporation
- Trust
- Other (please supply details):
.....

4. Date when business was established in present form:

5. Registration number of Company / Close corporation / Trust (if applicable):
.....

6. NAMFISA registration number:

7. Name and position of executives/partners/directors:
1)
2)
3)
4)

8. Physical address:

9. Postal address:

10. Telephone number:

11. Fax. number:

12. E-mail address:

13. Physical addresses where business are currently conducted:
• Head office:.....
• Branch:.....
• Branch:.....
• Branch:.....
• Branch:.....

Please attach a separate list of your branches if more than four.

14. Describe any other business activities conducted at the same office:
.....
.....
.....

15. Are your operations computerised? (If not please explain):

16. Do you assess client information before you give out loan?

YES NO

17. Do you make use of a NAMFISA approved loan agreement?

YES NO

18. Do you give an explanation of the loan agreement to the applicant before conclusion there-of?

YES NO

19. Do you give a copy of agreement to a client?

YES NO

20. Do you disclose your reasons for declining a loan application to the applicant?

YES NO

21. Do you charge a fee for a loan not received by a client?

YES NO

If yes, explain:
.....

22. Do you make use of Compuscan?

YES NO

23. Do you have a computerised administration system which can be audited?

YES NO

24. Please give the name of the administration system that you make use of:

.....

25. Do you make use of an off-site backup procedures/system for your data/bookkeeping system?

YES NO

26. What security measures are in place in respect of bank cards and pin numbers retained by you?

.....
.....

29. Can you supply a statement of the client's account on demand?

YES NO

30. Do you retain client's ID books (original)?

YES NO

31. Do you ensure that the loan size does not exceed 50% of a borrower's net income?

YES NO

I declare that, upon successful application of **MLA** membership, I will comply with the Code of Conduct, Minimum Practice Requirements and the Constitution of the Micro Lenders Association of Namibia.

I / We hereby declare that the above statements and particulars are true and that I / We have not suppressed or misstated any material facts and I / We agree that this application and any attachments hereto shall form the basis of membership with Micro Lenders Association of Namibia.

Date this day of 20.....

For and on behalf of

Duly authorised signature(s).....

Full Name:

Position Held: