


MILLING LICENSE APPLICATION FORM		NAMIBIAN AGRONOMIC BOARD			 NAMIBIAN AGRONOMIC BOARD Constituted by Act 20 of 1992	
FOR/AMD/03		Tel office: +264 61 379 501 Mobile: +264 813190084 Fax office: +264 61 22 5371 E-mail: PRO@nab.com.na Website: www.nab.com.na	Physical address: Agricultural Boards' Building 30 David Hosea Meroro Road Windhoek Namibia	Postal address: PO Box 5096 Ausspannplatz Windhoek Namibia		
Effective date:	15 March 2021	Compiled by: Manager: AMD	Approved by: GM: AHMD	Version no.	00	

1. Name of the Milling Facility.....

2. Postal Address.....

3. Physical address of the Milling Facility.....

4. Location/Town.....

5. Contact person.....

Email.....Tel.....

Alt Email.....

6. Zone

North Central	Karst	Kavango	Zambezi
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Central	South	Orange
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7. Type of milling establishment (choose one per application)

	White maize Mill
	Yellow Maize Mill
	Wheat Mill
	Mahangu Mill

Brand Name (s)
.....
.....

8. Type of end product/ processed product (tick the correct product)

White Maize

		Brand Name(s)
	Supper	
	Special	
	Sifted	
	Unsifted	

Wheat		Mahangu	
	White Bread flour		Fermented flour
	Brown Bread flour		Fermented meal
	Cake flour		Unfermented flour
	Self-rising flour		Unfermented meal
	Ready Mix		Unspecified flour
	Pre-Mix		Unspecified meal

9. Category of the Miller If producer miller

a)

Producer Miller	
Commercial Miller	
Seasonal miller	

b)

	Irrigation	Ha.....
	Dry land	Ha.....
	Total	Ha.....

c)

Milling Capacity.....ton/hour		
Grain Storage Capacity		
Silo (s)	Suitable sheds	Total
.....tons tonstons

10. Type of technology employed


1. Hammer mill		1. inlet auger	
2. Roller mill		2. auger to bin	
3. Degeminator		3. auger to mill	
4. Pre-cleaner		4. mechanical packaging	
5. Dehuller		5. scale (manual/electrical)	
6. Sifter		6. bag stitcher	
7. Conditional bin		7. blowers	
8. Cleaning plant		8. elevators	

11. Checklist of documents to be provided (tick provided documents). **Renewal registrations are only required to submit number 5, 6, 7, and 8.**

	1. Business plan of the establishment
	2. Milling equipment/ Envisaged processing technology
	3. Map/ Detailed route description to the milling facility
	4. Proof of company registration, reservation for brand name and logo from Registrar of Trade Marks
	5. Certificate of good standing from the Receiver of Revenue and Social Security Commission
	6. Municipal Fitness certificate or Health certificate from Ministry of Health
	7. Completed FSSC (Food Safety System Compliance) inspection by <u>NAB Inspector</u>
	8. Proof of payment for milling facility registration fees

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Signature of the Applicant

.....
Date

POL/AMD/01		POLICY ON MILLING LICENCE CONDITIONS		 NAMIBIAN AGRONOMIC BOARD	
Effective date	30 March 2020	Compiles by: GM: AHMD	Approved by: CEO	Version no.	00

1. This registration is valid for one year unless the NAB suspends same beforehand:

- a) At the request of the holder;
- b) Because the holder has failed to utilize his registration for an uninterrupted period of a year;
- c) On account of contravening the Agronomic Industry Act (No. 20 of 1992) and subsequent regulations thereto;
- d) Because the holder failed to comply with any condition upon which this registration is granted or with any prohibition, restriction, direction or regulatory measure issued in terms of the said Act;
- e) Because it appears that the information in the holder's application for registration, on the basis of which this registration was granted, is incorrect;
- f) For any reason which NAB may deem necessary to promote the Agronomic Industry and to facilitate the production, processing, storage and marketing of controlled products in Namibia;
- g) Upon the holder's failure to erect or construct and maintain the facilities of the nature, dimension or capacity as set out in its application or within the time frame is set out in the application.

2. This registration is, notwithstanding the provisions contained in or promulgated by virtue of the Agronomic Industry Act (No. 20 of 1992) also subject to the following conditions:

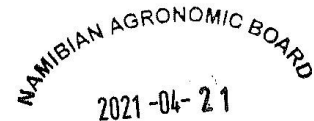
- a) This certificate shall be prominently displayed on the above-mentioned premises;
- b) The rights and duties conferred by this certificate are not transferable by the holder and in the event that the holder is a company, trust, partnership or legal person, the controlling interest of such entity may not be gained or transferred without prior written approval of NAB first having been obtained;
- c) The holder shall take all necessary precautions, to the satisfaction of NAB, for keeping his premises, his barns and the grain that he stores, free of and protected from the infestation by insects and/or toxic substances.
- d) The holder shall advise NAB in writing forthwith of any changes in his postal address and physical address.
- e) The holder shall display a signboard bearing his trade name in clearly legible letters in a prominent position on the above-mentioned premises;

- f) The holder shall furnish NAB with weekly returns during closed border period as well as the monthly returns during open border period as it remains compulsory as before;
- g) Millers must keep auditable financial records. If during the reconciliation (or any other) process, the Secretariat suspects any irregularities, discrepancies or false statements, then the Secretariat may appoint (a) registered external auditor(s) to conduct a limited audit as explained in point 2 (g) above. Should the auditor's report support the figures submitted by the miller, then the auditing expenses will be for NAB's account. The Secretariat will have the discretion to commission frequent annual spot checks by way of auditing miller's books;
- h) If any irregularities, discrepancies or false information in the statement are found or if the financial records of the miller are found to be un-auditable:
- The miller will have to pay for the auditing expenses.
 - The milling license be suspended until the audit has been paid in full.
- i) The holder shall not expand or upgrade the capacity of his processing facility without the prior written consent from NAB;
- j) The establishment and operation of the relevant processing facility remains the holder's own liability;
- k) The establishment and operation of the processing facility remains the holder's own liability;
- l) With the annual renewal of the licence, millers must submit a certificate of good standing with the Receiver of Revenue. Prospective millers must submit the certificate with their application;
- m) Millers are **obliged to collect** by way of deducting the **producer levies (1.4%)** as gazetted from time to time and pay such monies together with their own processor's levies, over to NAB.
(1.4% + VAT) on behalf of NAB and to send such monies to NAB together with their own processor's levies (1.4% + VAT).
- n) The following labelling specifications as determined by the NAB must be adhered to:
- i. Information to be displayed on bags;
 - Name, postal address, physical address and contact details
 - Logo as registered with the Registrar of Trade marks
 - Class of maize meal and wheaten/mahangu flour
 - Moisture content when packed (must not exceed 14%)
 - Micro-nutrient fortification
 - ii. Meal of flour sold in bags shall:
 - Comply with specifications as described by the division Standards, Weights and measure in the Ministry of Industrialization, Trade and SME Development
 - Bags shall be new, clean, not stained by anything other than trademarks due to sun exposure
 - Be strong enough for conveyance.

- o) The submission of the health certificate should accompany the application for a license renewal.
- p) Micro-nutrient fortification of maize meal and wheaten flour is a pre-requisite for holding this licence.
- q) Certificates are valid for period of one year, from 1st June to 31st May. Millers have a maximum period of two months to submit the annual certificate to the NAB. Milling licences will then be issued for the period 1st June to 31st May.
- r) The annual renewal of this registration is subject to the compliance to the satisfaction of NAB, with all the above-mentioned registration conditions.



DR FIDELIS NYAMBE MWAZI (PHD)
CHIEF EXECUTIVE OFFICER



SIGNED

Date