



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE AND LABOUR RELATIONS

DIRECTORATE: LEGISLATIVE DRAFTING

Tel: +264 61 281 2350/ +264 81 165 2894

Enqr: Ms. Eklien Kharases

Email: Eklien.Kharases@mojlr.gov.na / Drafters@mojlr.gov.na

Private Bag 13302

Windhoek

Namibia

CHECKLIST FOR USE BY CLIENTS BEFORE SUBMITTING INSTRUCTIONS FOR DRAFTING OF BILLS

Note: Whenever submitting a Bill or an Amendment Bill to the Directorate Legislative Drafting ensure that all boxes in the Checklist are ticked Yes and that your Instructions contain the required information.

Client: _____

Title of Bill:

Date Instructions sent to Legislative Drafting Directorate: _____

Contact Person and Contact Details: _____

Contact Details of Alternative Contact Person: _____

	Yes	No
(a) Is the Instruction letter signed by ED or Minister		
(b) Was Bill approved by Cabinet		
(c) Is Cabinet Decision Number under which the Bill was approved indicated in the Instructing Letter (attach copy)		
(d) Was Bill approved by Cabinet Committee on Legislation (CCL)		
(e) Are the CCL Minutes attached to the Instructions		
(f) Does the Instruction letter indicate the name and contact details of contact person and /Alternative Contact person? This must be a person that can answer policy questions from drafters.		
(g) Is the Bill attached to the Instructions		
(h) Has the word version of the Bill been sent to Drafters@mojlr.gov.na		

Note:

- If one or more of the Checklist Items are not a Yes, the Directorate will return the Instructions as Incomplete.
- Kindly submit this Checklist together with the Drafting Instructions.
- The contact details provided should be that of the contact person and not a switchboard number.
- Submit in person at Sanlam Building, 3rd Floor, MOJLR, Directorate: Legislative Drafting or to Drafters@mojlr.gov.na and confirm receipt with the Secretary.



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**CHECKLIST FOR USE BY CLIENTS BEFORE SUBMITTING INSTRUCTIONS FOR
DRAFTING INSTRUCTIONS OF ADMINISTRATIVE NOTICES**

Note: Whenever submitting a NOTICE to the Directorate Legislative Drafting ensure that all boxes in the Checklist are ticked Yes and that your Instructions contain the required information.

Client: _____

Title of Notice:

Date Instructions sent to Legislative Drafting Directorate: _____

Contact Person and Contact Details: _____

Contact details of Alternative Contact Person: _____

	Yes	No
(a) Is the Instruction letter signed by ED or Minister?		
(b) Has the word version been sent to Drafters@mojlr.gov.na ?		
(c) Is the draft notice attached to the instructions?		
(d) Is there a name and contact details of contact person and/ Alternative Contact person indicated in instructions?		
(e) Is the power to be exercised subject, in consultation, with concurrence, after consultation, with approval, on recommendation of another functionary?		
(f) If answer in paragraph (d) is Yes, is the proof, of in consultation, with concurrence, after consultation, with approval, on recommendation attached to the instructions?		

Note:

- If one or more of the Checklist Items are not a Yes, the Directorate will return the Instructions as Incomplete.
- Kindly submit this Checklist together with the Drafting Instructions.
- The contact details provided should be that of the contact person and not a switchboard number.
- Submit in person at Sanlam Building, 3rd Floor, MOJLR, Directorate: Legislative Drafting or to Drafters@mojlr.gov.na and confirm receipt with the Secretary.

Note: Administrative notice is a notice of administrative nature and in terms of which the Minister or other Functionary stated in law is required to notify, publish or announce an action in the Gazette. (For example, notification of names of Board or Council Members).



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CHECKLIST FOR USE BY CLIENT BEFORE SUBMITTING INSTRUCTIONS FOR DRAFTING OF PROCLAMATIONS

Note: Whenever submitting a Proclamation to the Directorate Legislative Drafting ensure that all boxes in the Checklist are ticked Yes and that your Instructions contain the required information.

Client: _____

Title of Proclamation:

Date Instructions sent to Legislative Drafting Directorate: _____

Contact Person and Contact Details: _____

Contact details of Alternative Contact Person: _____

	Yes	No
(a) Is the Instruction letter signed by the Executive Director or Minister or from Attorney General?		
(b) Is the draft Proclamation attached?		
(c) Is there a name and contact details of contact person/Alternative Contact Person indicated in the instructions?		
(d) Is the power to be exercised, in consultation, with concurrence, after consultation, with approval, on recommendation of another functionary?		
(e) If answer in paragraph (d) is Yes, is the proof, of in consultation, with concurrence, after consultation, with approval, on recommendation attached to the instructions?		
(f) Has the word version of the Proclamation been sent to Drafters@mojlr.gov.na ?		

Note:

- If one or more of the Checklist Items are not a Yes, the Directorate will return the Instructions as Incomplete.
- Kindly submit this Checklist together with the Drafting Instructions.
- The contact details provided should be that of the contact person and not a switchboard number.
- Submit in person at Sanlam Building, 3rd Floor, MOJLR, Directorate: Legislative Drafting or to Drafters@mojlr.gov.na and confirm receipt with the Secretary.



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**CHECKLIST FOR USE BY CLIENTS WHEN SUBMITTING DRAFTING
INSTRUCTIONS FOR SUBORDINATE LEGISLATION
(REGULATIONS AND RULES)**

Note: Whenever submitting a Subordinate Legislation or an Amendment to Subordinate Legislation to the Directorate Legislative Drafting ensure that all boxes in the Checklist are ticked Yes and that your Instructions contain the required information.

Client: _____

Title of Subordinate Legislation:

Date Instructions sent to Legislative Drafting Directorate: _____

Contact Person and Contact Details: _____

Contact details of Alternative Contact Person: _____

	Yes	No
(a) Is the Instruction letter signed by Executive Director or Minister or from Attorney General?		
(b) Is the draft of Subordinate Legislation attached?		
(c) Did client send the word version of Subordinate Legislation (Regulation and Rules) to Drafters@mojlr.gov.na ?		
(d) Is there a name and contact details of contact person indicated in instructions?		
(e) Is the power to be exercised subject, in consultation, with concurrence, after consultation, with approval, on recommendation of another functionary?		
(f) If answer in paragraph (d) is Yes, is the proof, of in consultation, with concurrence, after consultation, with approval, on recommendation attached to the instructions?		

Note:

- If one or more of the Checklist Items are not a Yes, the Directorate will return the Instructions as Incomplete.
- Kindly submit this Checklist together with the Drafting Instructions.
- The contact details provided should be that of the contact person and not a switchboard number.
- Submit in person at Sanlam Building, 3rd Floor, MOJLR, Directorate: Legislative Drafting or to Drafters@mojlr.gov.na and confirm receipt with the Secretary.