



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE AND LABOUR RELATIONS  
DIRECTORATE: LEGISLATIVE DRAFTING

Tel: +264 61 281 2351/ +264 61 281 2359/+264 61 281 2352  
Enquiries: Frans Kooper/ Theresia Thomas  
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Private Bag 13302  
Windhoek  
Namibia

**CHECKLIST FOR USE BY CLIENTS WHEN SUBMITTING INSTRUCTIONS FOR PUBLICATION OF ADVERTISEMENT GAZETTE WHICH INCLUDES: LIQUIDATION&DISTRIBUTION ACCOUNTS; NOTICE TO CREDITORS; SALES IN EXECUTIONS; COURT ORDERS; GAMBLING LICENCES; SURNAME CHANGE AND MORE.**

**Note: Whenever submitting ensure that all boxes in the Checklist are ticked Yes and that your Instruction contain the required information.**

**Client:** \_\_\_\_\_

**Name of Instruction:**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Person and Contact Details:** \_\_\_\_\_

**Alternative Contact Person and Contact Details:** \_\_\_\_\_

	Yes	No
a) Is the official form 159085 completed?		
b) Have you completed the correct specific Instruction form as required by the law?		
c) Is the proof of payment attached?		
d) Have you agreed on the date of publication with Gazette official?		
e) Have you received a stamped copy of completed Publication Form 159085 and the proof of payment from the Gazette official?		

**Note:**

- The Gazette official may only accept Instruction if the required information is complete.
- Court Orders from PG office and notices for Forms J28 and J29 from the Master office are not charged a fee for publication.
- The cut off dates for submission of instruction and publication are as contained in the yearly Calendar.
- Kindly submit this checklist together with the instructions for publications.
- Deliver instructions to Government Gazette, Directorate: Legislative Drafting, 3<sup>rd</sup> Floor, Sanlam Building.
- Only clients based outside Windhoek should Email Instructions and required documents to [Theresia.Thomas@mojlr.gov.na](mailto:Theresia.Thomas@mojlr.gov.na) / [Frans.Kooper@mojlr.gov.na](mailto:Frans.Kooper@mojlr.gov.na) or [Ivy.Mukupi@mojlr.gov.na](mailto:Ivy.Mukupi@mojlr.gov.na)



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**CHECKLIST FOR USE BY CLIENTS WHEN SUBMITTING INSTRUCTIONS FOR PUBLICATION OF AIR SERVICES AND ROAD CARRIERS.**

**Note:** Whenever submitting ensure that all boxes in the Checklist are ticked Yes and that your Instruction contain the required information.

**Client:** \_\_\_\_\_

**Name of Instruction:**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Person and Contact Details:** \_\_\_\_\_

**Alternative Contact Person and Contact details:** \_\_\_\_\_

	Yes	No
a) Is the official form 159085 completed?		
b) Have you agreed on date of publication with Gazette official (If necessary)?		
c) Have you submitted an electronic version of the instruction to the Gazette Office?		
d) Have you received a stamp copy of completed Publication Form 159085?		

**Note:**

- The Gazette official may only accept any Instruction if the required information is complete.
- Invoicing will be done after the publication of instructions in the Gazette Office.
- Kindly submit this checklist together with the instructions for publications.
- Deliver instructions to Government Gazette, Directorate: Legislative Drafting, 3<sup>rd</sup> Floor, Sanlam Building.
- Clients must submit Instructions 9 working days before publication.



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**CHECKLIST FOR USE BY CLIENTS WHEN SUBMITTING INSTRUCTIONS FOR  
PUBLICATION OF BILLS/AMENDMENT BILLS.**

**Note: Whenever submitting ensure that all boxes in the Checklist are ticked Yes and that your  
Instruction contain the required information.**

**Client:** \_\_\_\_\_

**Title of Bill:**  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Person and Contact Details:** \_\_\_\_\_

**Alternative Contact person and Contact Details:** \_\_\_\_\_

	Yes	No
a) Is the official form 159085 completed?		
b) Is the Bill signed by the President and does it have the date of signature?		
c) Have you agreed on the date of publication with the Gazette Official?		
d) Have you received a stamp copy of completed Publication Form 159083 after submission?		

**Note:**

- The Gazette official may only accept any Instruction if the required information is complete.
- Bills that are approved and signed by the President should be enacted the same year of approval and signature.
- Kindly submit this checklist together with the instructions for publications.
- Deliver instructions to Government Gazette, Directorate: Legislative Drafting, 3<sup>rd</sup> Floor, Sanlam Building.
- The Government Gazette does not charge a fee for publication of Bills or Amendment Bills.
- Clients must submit Instructions 9 working days before publication.



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**CHECKLIST FOR USE BY CLIENTS WHEN SUBMITTING INSTRUCTIONS FOR  
PUBLICATION: EXTRA-ORDINARY GAZETTE  
(GENERAL NOTICES)  
INCLUDES NOTICES: REGULATIONS, RULES AND STANDARDS FOR LOCAL  
AUTHORITY COUNCILS/ REGIONAL COUNCILS, PUBLIC ENTERPRISES AND MORE.**

Note: Whenever submitting ensure that all boxes in the Checklist are ticked Yes and that your Instruction contain the required information.

Client: \_\_\_\_\_

Name of Instruction:

\_\_\_\_\_  
\_\_\_\_\_

Contact Person and Contact Details: \_\_\_\_\_

Alternative Contact Person and Contact details: \_\_\_\_\_

	Yes	No
a) Is the official form 159085 completed?		
b) Have you attached the notice as scrutinized and certified by legislative drafter/responsible Functionary?		
c) Have you agreed on the date of publication?		
d) Have you received the stamped copy of completed official Form 159085 after submission?		
e) Have you submitted an electronic version of the instruction to the Gazette office if the notice has been drafted by the Institution rather than the Directorate; Legislative Drafting?		
f) Have the notice under (e) been signed by the Functionary and has an official date stamp?		

Note:

- The Gazette official has the authority not to accept any Instruction if the required information if the required information according to the procedures are not met.
- Clients must submit instructions 9 working days before publication. Invoicing will be after publication.
- Kindly submit this checklist together with the instructions for publications.
- Deliver instructions to Government Gazette, Directorate: Legislative Drafting, 3<sup>rd</sup> Floor, Sanlam Building.
- Only clients based in Windhoek should email Instructions to [Theresia.Thomas@mojlr.gov.na](mailto:Theresia.Thomas@mojlr.gov.na) / [Frans.Kooper@mojlr.gov.na](mailto:Frans.Kooper@mojlr.gov.na) or [Ivy.Mukupi@mojlr.gov.na](mailto:Ivy.Mukupi@mojlr.gov.na)



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**CHECKLIST FOR USE BY CLIENTS WHEN SUBMITTING INSTRUCTIONS FOR PUBLICATION: ORDINARY GAZETTE (GENERAL NOTICES) INCLUDES NOTICES: VACANCY NOTICES FOR LA & RC, NSI NOTICES, APPROVAL AND ESTABLISHMENT OF TOWNSHIPS, REZONING AND SUBDIVISIONING NOTICES AND MORE.**

**Note: Whenever submitting ensure that all boxes in the Checklist are ticked Yes and that your Instruction contain the required information.**

Client: \_\_\_\_\_

Name of Instruction:

\_\_\_\_\_  
\_\_\_\_\_

Contact Person and Contact Details: \_\_\_\_\_

Alternative Contact Person and Contact details: \_\_\_\_\_

	Yes	No
a) Is the official form 159085 completed?		
b) Is the Instruction and proof of payment attached?		
c) Have you agreed on the date of publication with Gazette official?		
d) Have you submitted an electronic version of the instruction to the Gazette Office?		
e) Have you received a stamp copy of completed Publication Form 159085 and the proof of payment from the Gazette Official?		

Note:

- The Gazette official accept any Instruction if the required information is complete.
- Ordinary Gazette is a Bi-monthly Gazette, published on every 1<sup>st</sup> or 15<sup>th</sup> of each month.
- The cut off dates for submission of instruction and publication are as contained in the yearly Calendar.
- Kindly submit this checklist together with the instructions for publications.
- Deliver instructions to Government Gazette, Directorate: Legislative Drafting, 3<sup>rd</sup> Floor, Sanlam Building.
- Only clients based in Windhoek should Email Instructions to [Theresia.Thomas@mojlr.gov.na](mailto:Theresia.Thomas@mojlr.gov.na) / [Frans.Kooper@mojlr.gov.na](mailto:Frans.Kooper@mojlr.gov.na) or [Ivy.Mukupi@mojlr.gov.na](mailto:Ivy.Mukupi@mojlr.gov.na)



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**CHECKLIST FOR USE BY CLIENTS WHEN SUBMITTING INSTRUCTIONS FOR  
PUBLICATION: EXTRA-ORDINARY GAZETTE  
(GOVERNMENT NOTICES)  
INCLUDES NOTICES: REGULATIONS AND RULES, ACT COMMENCEMENT  
NOTICES FOR OMA'S AND MORE.**

**Note: Whenever submitting ensure that all boxes in the Checklist are ticked Yes and that your  
Instruction contain the required information.**

Client: \_\_\_\_\_

Name of Instruction:

\_\_\_\_\_  
\_\_\_\_\_

Contact Person and Contact Details: \_\_\_\_\_

Alternative Contact Person and contact details: \_\_\_\_\_

	Yes	No
a) Is the official form 159085 completed?		
b) Have you submitted the scrutinized and certified Instruction by the Legislative Drafter?		
c) Is the Instruction mentioned in (b) signed and stamped by the relevant functionary?		
d) Have you agreed on the date of publication with the Gazette official?		
e) Have you received the stamp copy of completed official Form 159085 after submission from the Gazette Official?		

Note:

- The Gazette official may only to accept any Instruction if the required information is complete.
- Client should submit notice 9 working days before Publication date.
- Gazette office does not charge a fee for publication of Government Notices.
- Kindly submit this checklist together with the instructions for publications.
- Deliver instructions to Government Gazette, Directorate: Legislative Drafting, 3<sup>rd</sup> Floor, Sanlam Building.

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**Note: Whenever submitting ensure that all boxes in the Checklist are ticked Yes and that your Instruction contain the required information.**

**Client:** \_\_\_\_\_

**Name of Instruction:**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Person and Contact Details:** \_\_\_\_\_

**Alternative Contact Person and Contact Details:** \_\_\_\_\_

	Yes	No
a) Is the official form 159085 completed?		
b) Have you submitted the scrutinized and certified copy by the Legislative Drafter to the Gazette Office for publication?		
c) Is the Instruction mentioned in (b) signed and stamped by the relevant functionary attached?		
d) Have you agreed on the date of publication with the Gazette official?		
e) Have you received the stamp copy of completed official Form 159085 after submission?		

**Note:**

- The Gazette official may only accept Instruction if the required information is complete.
- Gazette office does not charge for publication of Government Notices.
- Ordinary Gazette is a Bi-monthly Gazette, published on every 1<sup>st</sup> or 15<sup>th</sup> of each Month.
- The cutoff date for submission of Instruction and publication are as contained in the yearly Calendar.
- Kindly submit this checklist together with the instructions for publications.
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**CHECKLIST FOR USE BY CLIENTS WHEN SUBMITTING INSTRUCTIONS FOR PUBLICATION: PROCLAMATIONS.**

**Note: Whenever submitting ensure that all boxes in the Checklist are ticked Yes and that your Instruction contain the required information.**

**Client:** \_\_\_\_\_

**Title of Proclamation:**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Person and Contact Details:** \_\_\_\_\_

**Alternative Contact Person and Contact Details:** \_\_\_\_\_

	Yes	No
a) Is the official form 159085 completed?		
b) Is the proclamation as certified by the Legislative Drafter signed by the President?		
c) Is the Proclamation mentioned in (b) signed by the President with the imprinted seal visible and tangible?		
d) Have you agreed on the date of publication with the Gazette Official?		
e) Have you received a copy of completed official Form 159085, after submission from the Gazette Official?		

**Note:**

- The Gazette official may only accept Instruction if the required information is complete.
- Gazette office does not charge for publication of Proclamations.
- Kindly submit this checklist together with the instructions for publications.
- Deliver instructions to Government Gazette, Directorate: Legislative Drafting, 3<sup>rd</sup> Floor, Sanlam Building.