



---

**MINISTRY OF JUSTICE  
REPUBLIC OF NAMIBIA**

---

06 April 2020

**BUSINESS CONTINUITY PLAN DURING THE LOCK DOWN PERIOD DECLARED UNDER THE  
STATE OF EMERGENCY IN TERMS OF ARTICLE 26 OF THE CONSTITUTION OF NAMIBIA**

**1. APPLICATION OF THE BUSINESS CONTINUATION PLAN:**

The modalities set out in this Business Continuity Plan (BCP) are valid for the period as determined in the Regulations contained in the Government Gazette of 28 March 2020 (No. 7159), and shall be applicable to all the staff members of the Ministry of Justice, inclusive of the Directorates Public Prosecution, Government Attorneys and Legal Advice.

This BCP is aligned to the Directives issues by the Chief Justice as contained in Government Gazette of 1 March 2020 (No. 7160).

**Contact details for the Executive Director's office:**

Issaskar Ndjoze

Executive Director

E: [Fransisca.vanWyk@moj.gov.na](mailto:Fransisca.vanWyk@moj.gov.na)

C: +264 811 281549

Gladice Pickering

Deputy Executive Director

[Gladice.Pickering@moj.gov.na](mailto:Gladice.Pickering@moj.gov.na)

+264 811226451

## **2. OFFICE HOURS, CONTACT DETAILS AND SERVICES TO BE RENDERED BY THE MINISTRY OF JUSTICE DURING THE LOCK-DOWN PERIOD REFERRED TO ABOVE:**

### **2.1 Directorate: Master of the High Court**

2.1.1 The offices of the Master of the High Court in Windhoek and Oshakati will operate on a skeleton structure during this period of lock-down.

2.1.2 All applications and documents that are delivered in hard copy at the Windhoek office may be dropped in the deposit box at the entrance of the Windhoek office.

2.1.3 No new applications for payments from the Guardian's Fund will be dealt with, as these new applications require biometrics (fingerprints) to be taken, which is not possible under the circumstances.

2.1.4 All payments to beneficiaries who are already on the system will continue as normal through an electronic fund transfer.

2.1.5 Requests for processing of urgent applications or processes should be addressed directly to the Master and will be considered, based on the merits of each case.

2.1.5 Time limits for the filing and publication of processes as stipulated in the Administration of Estates Act 1965 (Act No. 66 of 1965) as well as the processes filed in terms of the Insolvency Act 1936 (Act No. 24 of 1936) are extended with a period of three (3) weeks from 28 March 2020.

In the event of any inquiries, queries and submission of electronic documents, the following contact details are applicable:

**Ms. Elsie Beukes**

E: [Elsie.Beukes@moj.gov.na](mailto:Elsie.Beukes@moj.gov.na)

C: +264 81 2521092

**Mr. Ellis Haradoëb**

E: [Ellis.Haradoeb@moj.gov.na](mailto:Ellis.Haradoeb@moj.gov.na)

C: +264 811242621

**Ms. Inge Koujo**

E: [Inge.Koujo@moj.gov.na](mailto:Inge.Koujo@moj.gov.na)

C: +264 811400362

## **2.2 Directorate: Legal Aid**

2.2.1 Legal Aid offices across the country will be closed during the lock-down period.

2.2.2 All new Legal Aid applications in the regions may be submitted to the Clerk of the Court at the respective Magistrate's Courts.

2.2.3 Payments for Legal Aid Contributions for approved applications may be made to the Clerk of Court.

2.2.4 The turn-around time for the processing of applications is extended from 10 working days to 20 working days for the duration of the lock-down period.

2.2.5 Instructed Counsel will attend to cases as the need arises.

In the event of any inquiries, queries and submission of electronic documents, the following contact details are applicable:

### **Ms. Patience Daringo**

E: [Patience.Daringo@moj.gov.na](mailto:Patience.Daringo@moj.gov.na)

C: +264 811680075

### **Mr. Bronwell Uirab**

E: [Bronwell.Uirab@moj.gov.na](mailto:Bronwell.Uirab@moj.gov.na)

C: +264 811243877

## **2.3 Directorate: Legislative Drafting and Government Gazette Office**

2.3.1 The legislative drafters will work from home during the lock-down period and all instructions must be submitted electronically to the addresses provided. Clients must please adhere to the cut-off dates for the submission of instructions. All signed Notices and instructions to the Gazette office must be delivered in hard copy to that office.

### 2.3.2 Contact details for the legislative drafters:

**Ms. Felicity Owoses**

E: [Felicity.Goagoses@moj.gov.na](mailto:Felicity.Goagoses@moj.gov.na)

C: +264 811444884

**Ms. Selma Katire**

E: [Selma.Katire@moj.gov.na](mailto:Selma.Katire@moj.gov.na)

### 2.3.2 Contact details for the Gazette office are:

**Ms. Wilma Brockerhoff**

E: [wbrockerhoff@moj.gov.na](mailto:wbrockerhoff@moj.gov.na)

C: +264 814062727

**Ms. Maria Ingo**

E: [maria.ingo@moj.gov.na](mailto:maria.ingo@moj.gov.na)

P: 061 280 5219/5227/5275

**Ms. Elmoreyn Hanabes**

E: [Elmoreyn.Hanabes@moj.gov.na](mailto:Elmoreyn.Hanabes@moj.gov.na)

[tthomas@moj.gov.na](mailto:tthomas@moj.gov.na)

P: 061 280 5219/5227/5275

## 2.4 Directorate: Law Reform

2.4.1 Staff members of this directorate will work from home during the lock-down period.

2.4.2 Information on laws, judgements, LRDC reports and projects can be found on the following websites:

<https://namiblii.org>

[www.moj.gov.na](http://www.moj.gov.na)

In the event of any inquiries, queries and submission of electronic documents, the following contact details are applicable:

**Mr. Basilius Dyakugha**

E: [Basilius.Dyakugha@moj.gov.na](mailto:Basilius.Dyakugha@moj.gov.na)

C: +264 811664761

**Mr. Willie Oosthuizen**

E: [Willie.Oosthuizen@moj.gov.na](mailto:Willie.Oosthuizen@moj.gov.na)

C: +264 811465417

## **2.5 Directorate: Legal Services**

2.5.1 This office will operate on a skeleton structure and no meetings of the Board for Legal Education and the Disciplinary Committee for the Law Society will take place during the lock-down period.

2.5.2 Apostille will be issued in urgent cases and the contact details provided can be used for this purpose. Applications can be submitted electronically. Application forms are available on: [www.moj.gov.na](http://www.moj.gov.na) (under forms). All electronic applications must display the N\$50 revenue stamp affixed thereto and should be duly completed with a contact number.

2.5.3 Operations of the Community Courts are suspended for the period of the lock-down and all matters may be referred to the respective Magistrate's Courts.

2.5.4 Maintenance Court hearings will be suspended for the period of the lock-down, but all maintenance payments will be done by the Clerk of the Court at the Cash Halls of the Magistrate's Courts.

In the event of any inquiries, queries and submission of electronic documents, the following contact details are applicable:

**Mr. Simataa L. Limbo**

E: [Lennon.Limbo@moj.gov.na](mailto:Lennon.Limbo@moj.gov.na)

C: +264 811282766

**Ms. Gladice Pickering**

E: [Gladice.Pickering@moj.gov.na](mailto:Gladice.Pickering@moj.gov.na)

C: +264 811226451

## **2.6 Directorate: Legal Advice**

2.6.1 This directorate will operate on skeleton staff, but will remain operative throughout the lock-down period due to the urgent nature of various instructions and the support provided to the Attorney-General.

2.6.2 In the event of any inquiries, queries and submission of electronic documents, the following contact details are applicable:

**Mr. Chris Nghaamwa**

E: [Chris.Nghaamwa@ag.gov.na](mailto:Chris.Nghaamwa@ag.gov.na)

C: +264 811249204

**Mr. Issaskar Ndjoze**

E: [Issaskar.Ndjoze@moj.gov.na](mailto:Issaskar.Ndjoze@moj.gov.na)

C: +264 811281549

## **2.7 Directorate: Government Attorney**

2.7.1 All Government Attorneys work on a stand-by basis and will continue to consult with clients via telephone or any suitable electronic/online platform identified.

2.7.2 Instructions and information may be submitted electronically and pleadings to be filed in the best-suited manner identified by the Government Attorney.

In the event of any inquiries, queries and submission of electronic documents, the following contact details are applicable:

**Mr. Matti Asino**

E: [Matti.Asino@ag.gov.na](mailto:Matti.Asino@ag.gov.na)

C: +264 811444116

**Ms. Neliswa Tjahikika**

E: [Neli.Tjahikika@ag.gov.na](mailto:Neli.Tjahikika@ag.gov.na)

C: +264 813546790

## **2.8 Directorate: Public Prosecution**

All public prosecutors, as assigned by the Prosecutor-General, will continue to appear in court, when possible and in line with determined procedures.

In the event of any inquiries, queries and submission of electronic documents, the following contact details are applicable:

**Advocate Flip Brink**

C: +264 811444883

**Advocate Olivia M. Imalwa**

C: +264 811224522

## **2.9 Directorate: Central Administration**

This directorate will operate on a skeleton structure and will attend to all urgent procurement, finance, human resource, transport, IT and administrative needs.

In the event of any inquiries, queries and submission of electronic documents, the following contact details are applicable:

**Ms. Marian Groenemeyer**

E: [marian.titus@moj.gov.na](mailto:marian.titus@moj.gov.na)

C: +264 814468797

**Ms. Emilie Hindjou**

E: [Emilie.Hindjou@moj.gov.na](mailto:Emilie.Hindjou@moj.gov.na)

+264 812338648

## **2.10 Office of the Ombudsman**

This Office will be closed for the duration of the lock-down, but will continue to receive complaints and will communicate with all clients via electronic means as indicated on the website of the Ombudsman: [www.ombudsman.org.na](http://www.ombudsman.org.na)

In the event of any inquiries, queries and submission of electronic documents, the following contact details are applicable:

**Ms. Ingrid Husselmann**

E: [ihusselmann@ombudsman.org](mailto:ihusselmann@ombudsman.org)

C: +264 811444881