

WHAT IS THE GOVERNMENT GAZETTE OF THE REPUBLIC OF NAMIBIA?



The *Government Gazette* of Namibia is the official publication of the Government of the Republic of Namibia.

The printing and publication of the *Gazette* is administered and managed by the *Gazette Office* which falls under the Directorate: Legislative Drafting in the Ministry of Justice.

Publications in the *Gazette* are done mainly because of a requirement of the law.

Gazettes are published daily, weekly, bimonthly or monthly depending on the type of *Gazette* and requirements of the law or of the Government.

WHAT TYPES OF GAZETTES DO WE PUBLISH?

Ordinary Gazette

This is a bimonthly *Gazette*, published on the 1st and 15th day of every month. The *Ordinary Gazette* contains legal notices. These are commencement of laws notices, notices publishing subordinate legislation such as regulations, rules, notices and amendments to subsidiary legislation and primary legislation.

Extraordinary Gazette

This type of *Gazette* is published every 9th day from date of submission of instructions to publish. This *Gazette* can also appear at any time depending on the nature and importance of a publication such as State of Emergency Proclamation laws. This *Gazette* contains Acts, Proclamations by the President and regulations and rules of local authority councils.



Advertisement Gazette

This *Gazette* appears each Friday of the month. It contains standardised and non-standardised notices. Standardised notices include business notices, administration of estates notices, notices under the Insolvency Act and Companies Act, change of name and naturalisation notices. Non-standardised notices include notices relating to company meetings and resolutions, appointment of liquidators, public auctions, sales, tenders and welfare organisations and gambling house licences.

Another type of *Gazette* appears on the last working day of each month. This *Gazette* includes road carrier permits and air services applications prescribed under the road transportation laws and air services laws.

WHERE AND HOW DO I SUBMIT INSTRUCTIONS FOR PUBLICATION IN THE GAZETTE?

Instructions for publications in the *Gazette* must be sent by mail to: Ministry of Justice, Government *Gazette* Office, Private Bag 13302, Windhoek or be hand-delivered to:

Government *Gazette* Office, Ministry of Justice,
Justitia Building, Second Floor – Room 219,
Independence Avenue, Windhoek.

Instructions must be submitted by 12:00 at least **9 working days before the intended date of publication** of the *Gazette* in which the notice is to be published.

Instructions for advertisements must be submitted at 12:00 every Thursday for publication in the *Gazette* on the Friday of the following week.

Note: If the Friday is a Public Holiday, then the publication day will be Thursday and the instruction must be submitted on the Wednesday.

HOW DO I MAKE PAYMENTS?

Payments can be done via electronic transfer/ EFT or as cash payments at the Magistrate's Office, Windhoek. Proof of payment must be submitted to the *Gazette* Office together with the instruction to publish.



WHAT ARE THE FEES?

Ministries are not charged for publications. Institutions such as local authority councils, regional councils and statutory bodies are invoiced. Other clients are required to pay a fee in advance for publications. A copy of the fees can be obtained from the *Gazette* Office, Ministry of Justice or on the Ministry of Justice website at www.moj.gov.na.

WHERE CAN I GET COPIES OF GAZETTES?

Hard copies of *Gazettes* are available on payment of a fee as over-the-counter sales at the following address:

Government *Gazette* Office, Ministry of Justice,
Justitia Building, 2nd Floor, Windhoek, Namibia
Tel +264 61 280-5227

Note: *Gazettes* can also be obtained directly from the printer of the *Gazette*, who offers subscription services and distributes copies to subscribers.