

# Application Request for Sponsorship, Donation and Strategic Social Investment Fund



Thank you for your interest in applying for financial support from **Letshego Holdings Namibia** and its subsidiaries, Letshego Bank Namibia and Letshego Micro Financial Services Namibia. To be considered, please ensure all sections of this application form are completed with accurate and relevant information. Incomplete applications or missing documentation will result in automatic disqualification.

## Important Notice:

Requests are reviewed quarterly, at the end of each period. To allow sufficient time for assessment and processing, applicants must submit their requests at least six months prior to the implementation date.

Letshego Holdings Namibia does not provide sponsorships to individuals seeking support for personal gain. Support can be granted to registered organisations that serve multiple people. The registered organisation must address the needs outlined by our Five key pillars of social investment initiatives below:

- Education
- Health
- Venerable projects
- Livelihood
- Government

As a responsible institution, Letshego requires all beneficiaries to comply with the Anti-Money Laundering (AML) and Financial Intelligence Act (FIA) regulations. Refer to Sections 8–9 for the list of supporting documents required. Your adherence to these standards is vital to preserving the integrity of our social investment efforts.

The document consists of the following sections that are mandatory to complete:

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**SECTION 1: DETAILS OF THE REQUESTING ENTITY**

Entity Name	
Registration No	
Trading Name (if different from registered name)	
Country of Incorporation	
Physical Address	
Postal Address	
Email Address	
Telephone (W)	
Sector / Industry in which your company operates (i.e., Education, Health, Livelihood, Welfare, Sport or Others)	

**SECTION 2: CONTACT PERSON**

Designation			
Title		Name and Surname	
Nationality			
ID (or Passport for non-citizens) No			
Telephone (W)		Cellphone:	
Residential Address			
Postal Address			
Email			
Sector / Industry in which your company operates (i.e., Education, Health, Livelihood, Welfare, Sport or Others)			

**SECTION 3: BANKING DETAILS**

Bank Name	
Account Name	
Account Number	
Branch Name & Code	
Full Name (s) of Account Signatories:	

Please submit your application form via email only to:  
[LetshegoCares@letshego.com](mailto:LetshegoCares@letshego.com)



#### SECTION 4: ABOUT THE ORGANISATION

Give a brief background of your organisation?				
Specify regions in which your organisation operates?				
How big is your staff compliment?	Permanent		Temporal	
What are your organisation's objectives?				
Who currently funds your organisation? Please list all your top five funders and their contact details:				
Does your organisation plan to become self-sustainable? If yes, provide details.	Yes		No	
Have you received funding from Letshego before? If yes, state when, the amount and for what purpose.	Yes		No	
If supported, is your organisation willing to provide a post-impact report with evidence, for media and annual report publication?	Yes		No	

#### SECTION 5: INFORMATION SPECIFIC TO THE PROJECT FOR WHICH FUNDS ARE REQUIRED

Project Name:				
Give a description and brief background of the project				
Is it a new project or an existing one?	New		Exciting	
If it is an existing project, where and when was it implemented, and what was the impact?	Where		When	
Impact:				
Who are the beneficiaries of the project and how will they benefit?	Impact:			
Where is the project going to be carried out e.g. location/town/region?				
What are the objectives of the project?				
Should funding be approved, what specific project outcomes do you expect? (E.g. A fully piloted model; x number of people trained in y skills; a training manual; a publication, etc)				
How will the project achieve the above-mentioned results?				
How many anticipated individuals will benefit directly and indirectly from this project?	Directly		Indirectly	
How long is the project envisaged to run?				
State the amount of funding required from the Letshego Strategic Social Investment Fund and provide quotations for each item to support your request. (Wherever possible, note that payment will be made directly to suppliers)				

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## SECTION 8: REQUIRED DOCUMENTS

### (Please provide the following documents with the application form)

- A detailed project proposal with a clear budget breakdown and impact analysis.
- A clear indication of the funding required from Letshego.
- CERTIFIED ID (citizens) or Passport (non-citizens) for all Trustees CERTIFIED ID (citizens) or Passport (non-citizens) for Senior Management (Chief Executive Officer, Chief Operating Officer and Chief Financial Officer)
- Proof of the physical and postal address of the entity Certified ID (citizens) or Passport (non-citizens) of the person authorised to act as the contact person
- Tax Good Standing certificate

## SECTION 9: ANTI-MONEY LAUNDERING REQUIREMENTS (Please provide the documents with the application form as per the identity of your organisation)

### Government Ministry or Department and Local Authorities/municipalities

- ID for each Authorised Signatory (Certified) or Valid Passport (non-citizens, if in a foreign language, a translation to be present in the passport)
- Copy of statutes or Law which created the Government body
- Resolution or Mandate.
- Proof of Residence/Business Operating Address

### Associations and Other Entities

#### (GRN dept/ Rep. office, NGO, International organisation, Inter-GRN organisation, Sports club, Church)

- ID (Certified for each authorised signatory) or Valid Passport (non-citizens, if in a foreign language, a translation to be present in the passport)
- Constitution or any other reliable document, data or information that reasonably serves to verify any of the information obtained
- Registration Certificate of relevant authorities, if any
- Where there is a change of name, request the confirmation letter from the current authorised signatories
- If the client owns and stays in their own home OR the business owns & operates from their property – Utility Bills in the name of the applicant (not older than 3 months)

### Societies

- ID (Certified members of the Executive Committee and administrators of the society) or Valid Passport (non-citizens, if in a foreign language, a translation to be present in the passport)
- By-laws/rules and regulations, and for Namibian societies, verify from the Registrar of Companies if the society is a Legal Entity
- Certificate of Good Standing for Foreign Societies
- List of members of the Executive Committee
- Where there is a change of name, request the confirmation letter from administrators and signatories
- Certified true copy of the resolution by the society

### Trusts

- ID (Certificate of all Trustees, and Trust Beneficiaries) or Valid Passport (non-citizens, if in a foreign language, a translation to be present in the passport)
- Trust Deed
- Certificate/Letter of Appointment of Trustees
- Registration Certificate issued by the Master of the High Court (if registered) OR If the Trust was set up in a country other than Namibia
- Registration Certificate and/ or Letter of Authority in the country where the Trust was set up
- Document detailing the nature and purpose of the Trust, only if the Trust Deed does not clearly detail such
- Written confirmation from Trustees that they are aware of the true identity of the underlying principals
- Where there is a change of name or change of Trustees, request the confirmation letter from the current Trustees
- Proof of Residence/business operating address (Where applicable)

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**SECTION 9: ANTI-MONEY LAUNDERING REQUIREMENTS (Please provide the documents with the application form as per the identity of your organisation)**

**Partnership**

- Name or Registered name of the partnership
- ID (Certified) or Valid Passport (non-citizens, if in a foreign language, a translation to be present in the passport)
- Proof of Residence/Business Address
- Partnership Agreement
- Letter of Authority/Resolution by Partners
- Identification documents for each Partner, including Silent Partners and Partners en commandite,
- Ultimate Beneficial Owners, and Authorised Signatory.

**Close Corporations**

- ID (Certified) or Valid Passport (non-citizens, if in a foreign language, a translation to be present in the passport) for all members
- BIPA Approved Ultimate Beneficial Owners Document/Certificate
- Close Corporation's Certificate of Incorporation (CC1)
- Founding Statement (CC1) or Amended Founding Statement (CC2),
- Company/Members Resolution (specifying who is authorised to act on behalf of the Company) (Not older than 3 months)
- Proof of Residence or Proof of Business Address

**Companies**

- ID (Certified) or Valid Passport (non-citizens if in a foreign language, a translation to be present in the passport)
- Directors/Shareholders/BIPA Approved Ultimate Beneficial Owners Document/Certificate
- Certificate of Incorporation supported by change of name (CM9), where applicable
- Register of Directors and Shareholders' Ownership or Control Structure
- Company Resolution (specifying who is authorised to act on behalf of the Company) (Not older then 3 months)
- Proof of Residence or Proof of Business Address
- Notice of Registered Office and Postal Address (CM22)
- Certified Identification for the CEO or Manager of the Company and Authorised Signatories.

**SECTION 10: DECLARATION**

I confirm and declare that the information provided above is true and correct and I undertake to notify you of any changes immediately.

I authorise you to make any enquiries consider necessary to substantiate any of the above.

Full Name			
Designation			
Date		Place	
Signature			

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