

Contact Details:

Tel office: +264 61 379 500
Fax office: +264 61 225 371
E-mail: nabdesk@nab.com.na
Website: www.nab.com.na

Physical address:

Agricultural Boards' Building
30 David Hosea Meroro Road
Windhoek
Namibia

Postal address:

PO Box 5096
Ausspannplatz
Windhoek
Namibia



Enquiries: Ms. Tresia Simon (Assistant Administrator)

Tel: +264 61379500

Email: Tresia.simon@nab.com.na

20 January 2025

TO: ALL REGISTERED HORTICULTURE TRADERS IN NAMIBIA

SUBJECT: RENEWAL OF HORTICULTURE TRADING LICENSES FOR THE PERIOD 01 APRIL 2025 TO 31 MARCH 2026, by 28 FEBRUARY 2025.

1. This letter serves to inform all registered horticulture traders in Namibia that the 2024/2025 trading license period will come to an end on **31st March 2025**.
2. In line with the Agronomic Industry Act No 20 of 1992, and Market Share Promotion Rules and Procedures, all registered horticulture traders of controlled horticultural products (fresh fruits and vegetables) for commercial use and human consumption, are required to renew their trading licences annually with the Namibian Agronomic Board (NAB).
3. Therefore, all registered horticulture traders in Namibia are hereby requested to renew their trading licences by submitting the renewal application form (FOR/HMD/14_Horticulture Trading License Renewal form) to the NAB on or before **28 February 2025**.
4. The completed license renewal application form (**See Attached**) shall be submitted together with the following valid documents to email address: tresia.simon@nab.com.na:
 - 4.1 A certified copy of a valid Certificate of Good Standing issued by the Namibia Revenue Agency (NamRA).
 - 4.2 A certified copy of a valid Certificate of Good Standing issued by the Social Security Commission (SSC).
 - 4.3 A certified copy of a valid Fitness Certificate issued by the local authority or health certificate issued by the Ministry of Health and Social Services (MoHSS), and this is only applicable to trading facilities.
 - 4.4 Proof of conformity with NAMS/SANS 10330 Standard (Food Safety Management: Requirements for a HACCP system) or NAMS/ISO 22000 Standard (Food Safety Management Systems – Requirements) or equivalent, issued by an accredited certification body (where applicable).

In the event that the trading facility does not conform to any food safety management system in place, the NAB shall proceed with the inspection of the trading facility using a standard checklist stipulated in point 7 below.
- 4.5 Original or copies of the (12) months growing programme with the Namibian producers, in the format prescribed by NAB from at least more than two (2) producers.

Our Vision: "A world class regulator of a vibrant, diversified & sustainable crop industry"

Board of Directors:

Mr. Hubertus Hamm (Chairperson)
Dr. Marina Muller (Vice-Chairperson)
Mr. Gerhard Engelbrecht (Member)

Mr. Jacob Hamutenya (Member)
Ms. Maria Pogisho (Member)
Mr. Peter Kawana (Member)


Ms. Ruthy Masake (Member)
Mr. Salomo Mbai (Member)
Ms. Sonja Molebugi (Member)

Ms. Violet Simataa (Member)
Dr. Fidelis Mwazi (CEO / Ex -Officio Member)

F.N^c

5. Traders with outstanding monthly returns or levies shall not be considered for license renewal, until such time when the non-compliance has been corrected, and no inspection will be conducted if this pre-inspection requirement is not met.
6. Furthermore, retailing facilities shall also be inspected for compliance to the requirements relating to the Eye-Catching Display of Namibian horticultural products, as a trading license renewal condition.
7. Horticulture trading facilities that will fail to submit the completed application form and supporting documents within the required time-frame:
 - 7.1 will not be included in the inspection programme for the month of March 2025;
 - 7.2 may not be issued with a trading license before the expiry period on 31 March 2025;
 - 7.3 subsequently will not be allowed to operate a trading facility, neither will be issued with import permit(s) for the importation of horticultural products (fresh fruits and vegetables) until such time when a valid trading license has been obtained from the NAB.
8. The inspection referred to in point 4.4 and 6 will be conducted based on the NAB checklist (FOR/FSS/13) to verify whether the facility has adequately implemented a food safety management system meeting the requirements of NAMS/SANS 10049 - Food Safety Management: Requirements for Prerequisite Programmes (PRPs) standards to facilitate renewal of the horticulture trading license.
9. Should there be any further enquiries, please do not hesitate to contact Ms. Tresia Simon (Assistant Administrator) and see above for the contact details.

Yours Sincerely,


Dr. Fidelis N. Mwazi (PhD)
Chief Executive Officer



HORTICULTURE TRADER LICENSE RENEWAL FORM FOR/HMD/14		NAMIBIAN AGRONOMIC BOARD		 NAMIBIAN AGRONOMIC BOARD Constituted by Act 20 of 1992
		Contact details Telephone: +264 61 379 500 Fax office: +264 61 22 5371 Website: www.nab.com	Physical address: Agricultural Boards' Building 30 David Hosea Meroro Road Windhoek	
Effective date:	01 June 2022	Compiled by: Manager: HMD	Approved by: GM: AHMD	Revision no. 02

Enquiries: Ms. Tresia Simon
 Cell: +264 81 402 2316
 Telephone: 061-379 500
 Email: Tresia.Simon@nab.com.na

Name of Business:	
Contact Person:	
Job Title:	
Tel/Cell No:	
Fax No:	
Email address:	
Postal Address of business	
Physical address where trade is conducted	

Checklist of attachments: Please attach the following documents:

CHECKLIST ITEM (S)	Please Tick	
	Yes	No
• Latest Certificate of good standing with the Namibian Receiver of Revenue is attached		
• Latest Certificate of good standing with Social Security Commission		
• Twelve (12) months growing program from at least more than 1 producer (To be verified by NAB).		
• No outstanding statutory levies/fees from the previous license period (subject to confirmation with the finance division).		
• No outstanding monthly returns for the past 12 months (subject to confirmation with HMD).		
• NAB Hazard Analysis Critical Control Point (HACCP) certificate (Facility Inspection to be conducted by NAB).		
• Are you implementing the eye-catching display of Namibian products in stores and adverts?		

I hereby declare that all information given in this application is correct and true, and in case of approval of this application, I will accept and consider as binding the conditions of the Market Share Promotion rules and the Agronomic Industry Act 20 of 1992.

Name of Applicant:Signature:Date:

FOR OFFICE USE ONLY	
Approved	<input type="checkbox"/>
Declined	<input type="checkbox"/>

If Declined, State reason:

HMD Manager: Name.....Signature:Date: