

Date received	
Processed by	
Date Processed	



## NATIONAL HERITAGE COUNCIL OF NAMIBIA

No. 52, Robert Mugabe Avenue • Private Bag 12043, Aussspanplatz • Windhoek, Namibia  
 Tel: (061) 244 375 • Fax: (061) 246 872 E-mail: [permits@nhc-nam.org](mailto:permits@nhc-nam.org)

### DEPARTMENT OF HERITAGE MANAGEMENT: ARCHAEOLOGY UNIT

#### EXPORT HERITAGE PERMIT APPLICATION FORM In terms of the National Heritage Act (Act 27 of 2004)

##### CONDITIONS & INSTRUCTIONS

- 1) This application is subjected to an application fee
- 2) This application must be endorsed from the National Museum of Namibia or the Geological Survey of Namibia
- 3) Complete and accurate information will allow processing time of this permit for at least 14 days;
- 4) All the necessary supporting documents must be enclosed
- 5) This form may be completed in ink or electronically and printed. This form must be dated and have original signature of the applicant
- 6) Information provided in this application form are confidential
- 7) Requested documents must certified by Commissioner of Oath.
- 8) Where choices are given, mark only the appropriate box with an X.

#### SECTION A: APPLICANT DETAILS

NAME	<input type="text"/>
TITLE/DESIGNATION	<input type="text"/>
PERSONAL ADDRESS	<input type="text"/>
COUNTRY OF ORIGIN	<input type="text"/>
INSTITUTION /BUSINESS ADDRESS	<input type="text"/>
CONTACT NO:	<input type="text"/>
EMAIL	<input type="text"/>

N.B: Attach your recent C.V. and copies of your educational qualifications.

## SECTION B: INSTITUTIONS DETAILS

PLEASE PROVIDE DETAILS OF THE NAMIBIAN INSTITUTION WHERE MATERIALS ARE CURRENTLY HOUSED OR ACCESSIONED.

NAME	<input type="text"/>
PHYSICAL ADDRESS	<input type="text"/>
CONSERVATOR NAME	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>
FAX NUMBER	<input type="text"/>
SIGNATURE OF CONSERVATOR	<input type="text"/> <input type="text"/>

PROVIDE DETAILS OF THE INSTITUTION WHERE MATERIALS WILL BE HOUSED TEMPORARY OUTSIDE NAMIBIA

NAME	<input type="text"/>
PHYSICAL ADDRESS	<input type="text"/>
	<input type="text"/>
CONSERVATOR NAME	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>
FAX NUMBER	<input type="text"/>
SIGNATURE OF CONSERVATOR	<input type="text"/> <input type="text"/>

PROVIDE DETAILS OF THE HEAD OF INSTITUTION WHERE MATERIALS WILL BE HOUSED TEMPORARY OUTSIDE NAMIBIA

NAME	<input type="text"/>
PHYSICAL ADDRESS	<input type="text"/>
	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>
FAX NUMBER	<input type="text"/>
SIGNATURE	<input type="text"/> <input type="text"/>

*N.B: The head of the institution where the materials will be housed while outside Namibia should strictly approve this permit through a signature in 3. Additionally, an official letter attesting that the materials will be returned to Namibia upon completion as indicated in Section D must be attach*

**SECTION C: DESCRIPTION OF THE OBJECT'S**

Please complete this page for the heritage object you are exporting. You may photocopy the page or ask the Department of Archaeology at the NMN or Earth Science Museum at the Geological Survey of Namibia for additional copies.

In the case of very large collections, resulted from recent archaeological or palaeontological finds, complete one page for the entire collection and attach a separate list identifying each particularly significant item and its value.

In describing what the object is, please give as complete the following description as possible.

MATERIAL NAME (S):

ACCESSION DATE:

ACCESSION NUMBER (S):

SAMPLE SIZE:

WHERE AND WHEN WAS IT FOUND?

COLLECTOR:

ATTACH PHOTOGRAPHS OF THE MATERIALS (In addition, original photographs must be presented at NHC in a disk)

*Only fill in this part if you wish to export materials (s) temporarily out of Namibia*

**TEMPORARILY EXPORTATION OF CULTURAL MATERIAL(S)**

Have you ever previously temporary exported these particular heritage material (s) under the National Heritage Act No. 2 of 2004 before? *(Please tick appropriate box)*

- Yes
- No

If Yes, are these heritage materials returned back to Namibia?

- Yes
- No

If Yes, provide the date when the materials were returned back to Namibia and name of conservator who received the objects.

If No, provide reasons in the space provided below:

Are reports and publications of the previous temporary exported materials submitted?

- Yes
- No

If Yes, provide the date and name of person who received the reports and publications.

If No, provide reasons in the space provided below:

Why do you want to export the material(s) temporarily? Mark the relevant box then give details in the space below:

- Scientific Research
- Exhibition
- Other (s)

If you have indicated “**Scientific Research**”, please give additional details

If you have indicated “**Exhibition**”, please give addition details

If you have indicated “**other (s)**”, please provide details:

*N.B In the event these materials will be studied further by other researchers (i.e. Masters or PhD students) publications resulting from these studies must be submitted to the National Heritage Council of Namibia.*

When is the material(s) expected to leave Namibia?

Day:

Month:

Year

When is the material(s) expected to return to Namibia?

Day:

Month:

Year

*NB: The applicant is advised to inform the National Heritage Council of Namibia in writing when the heritage materials have been returned safely to Namibia*

### PERMANENT EXPORTATION OF CULTURAL MATERIAL (S)

**Only fill in this part if you wish to export heritage material (s) permanently out of Namibia**

**Why do you want to export heritage material(s)?** Mark the relevant box then give details in the space below:

- Material(s) no longer belongs to Namibia
- Materials will be destroyed during scientific analyses
- Owner moving overseas
- Others

If you have indicated "other", please give details:

When is the material(s) expected to leave Namibia?

Day:

Month:

Year

### DECLARATION

**I understand and agree that:**

- If an export permit is granted, that permit may be used only for the export of the material(s) or collection described on this application and/or its attachments.
- Where the permit is granted to export the material(s) or collection temporarily or with NHC conditions, I undertake that all conditions will be met and/or the material(s) or collection will be returned to Namibia within the time specified in the permit and that I will inform National Heritage Council when it has been returned.
- Where a permit is refused, the details of the material(s) including photographs, and the reasons for denying export, will be entered into the Movable Cultural Heritage Prohibited Exports Register, of the National Museum of Namibia

**I declare that all information given in this application is correct.**

**APPLICANT SIGNATURE**

**DATE**