



Republic of Namibia
Annotated Statutes

REGULATIONS

REGULATIONS MADE IN TERMS OF

**International Co-operation in Criminal Matters
Act 9 of 2000**
section 32

Regulations for International Co-operation in Criminal Matters

Government Notice 186 of 2001

([GG 2614](#))

came into force on date of publication: 15 September 2001

as amended by

Government Notice 221 of 2023 ([GG 8150](#))

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[The word “subregulation” is written both with a hyphen (“sub-regulation”) and without a hyphen (“subregulation”) in these regulations.]

PART 1
GENERAL PROVISIONS

Definitions

1. In these Regulations an expression defined in the Act has the meaning assigned to it in the Act and, unless the context otherwise indicates -

“court day” means any day other than a Saturday, a Sunday or a public holiday;

“the Act” means the International Co-operation in Criminal Matters Act, 2000 (Act No. 9 of 2000).

Representation of government of a foreign state

2. A letter of request sent to the Permanent Secretary by the appropriate government body of a foreign state shall, unless the contrary is proved, be deemed to constitute an authorization of the government of that State for the government of Namibia to act on that foreign state’s behalf in any proceedings under the Act.

PART II
PROOF OF MATTERS

Authentication, certification and proof of foreign documents

3. (1) A deposition, an affidavit, a certificate, a record or a document, or a copy or sworn translation of it contemplated in section 29 of the Act, purporting to be authenticated in accordance with that section, shall be deemed to be duly authenticated for the purpose of that section and, if received in evidence, is *prima facie* proof of any fact stated in it.

(2) A document purporting to be a copy of a deposition, an affidavit, a certificate or a record or other document contemplated in section 29 of the Act and purporting to be certified as a true copy by a person in his or her capacity as a judge, a magistrate or an officer of the court in question, or by or on behalf of the appropriate government body of the foreign state concerned, shall be deemed to be duly certified for the purposes of the Act and these Regulations.

(3) A document purporting to be a translation of a deposition, an affidavit, a record or a document contemplated in section 29 of the Act and purporting to -

- (a) be certified as a true translation by the translator concerned; and
- (b) contain a certification by or on behalf of the appropriate government body of the foreign state concerned that the translator is an official translator of that state, the appropriate government body or a court of that state, or that the translator concerned was appointed or designated by that foreign state, appropriate government body or a court to translate the document concerned,

shall be deemed to be duly translated and certified for the purposes of the Act and these Regulations.

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(4) The translation referred to in subregulation (3) must be accompanied by the original document or a copy certified as a true copy of the original document in accordance with sub-regulation (2).

General provisions regarding admissibility

4. Section 29 of the Act and regulation 3 do not affect the admission of any evidential material which is otherwise admissible.

Proof of exchange rate

5. For the purposes of the Act, an exchange rate furnished in respect of a particular day in a document purporting to be -

- (a) a facsimile received from the Bank of Namibia is *prima facie* proof of the exchange rate prevailing on that particular day; and
- (b) an affidavit made by a person in his or her capacity as an officer of the Bank of Namibia shall be conclusive proof of the exchange rate prevailing on that particular day.

CHAPTER III
FOREIGN SENTENCES AND FOREIGN COMPENSATORY ORDERS

Registration of foreign sentences and foreign compensatory orders

6. Whenever a certified copy of the document evidencing the foreign sentence or the foreign compensatory order is lodged with a clerk of a magistrate's court in Namibia as contemplated in section 15(2) of the Act, that clerk must register that sentence or order -

- (a) by numbering the foreign sentence or the foreign compensatory order with a consecutive civil case number for the year during which it is lodged; and
- (b) by recording in favour of Namibia as represented by the Minister the balance in the currency of Namibia of the amount payable under that sentence or order, on the case cover in which the certified copy of the document evidencing the foreign sentence or the foreign compensatory order is filed.

Notice of registration of a foreign sentence or a foreign compensatory order

7. (1) The written notice of registration of a foreign sentence or a foreign compensatory order contemplated in section 15(4) of the Act must be in Form 1 set out in the Annexure, and must contain -

- (a) a consecutive civil case number referred to in regulation 6(a);
- (b) the date on which the foreign sentence or the foreign compensatory order was registered;
- (c) the balance in the currency of Namibia of the amount payable under the foreign sentence or the foreign compensatory order; and

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(d) a reference to regulations 8 and 9.

(2) The written notice referred to in subregulation (1), together with its copy must be delivered to the messenger of the court of the district in which the person on whom the foreign sentence or the foreign compensatory order was imposed or against whom it was made or who has effective control over the relevant property resides.

(3) The messenger of the court referred to in subregulation (2) must serve the notice referred to in subregulation (1) on the relevant person by delivering a copy of the notice in one of the following ways:

- (a) To that person personally or to his or her duly authorised agent;
- (b) at that person's residence or place of business to a person apparently not less than 16 years of age and apparently residing or employed there: Provided that for the purpose of this paragraph, "residence" means, when a building is occupied by more than one person or family, that portion of the building occupied by the person upon whom service is to be effected;
- (c) in the case of a juristic person, at its registered office or main place of business within the area of jurisdiction of the court concerned to a director or a responsible employee or a servant thereof; or
- (d) in the case of a Minister or a Deputy Minister in his or her official capacity, the State or a regional government, at the office of the Government Attorney in Windhoek.

(4) A Messenger of the Court shall, on request of the person upon whom a notice is being served, show him or her the original of the notice.

(5) Where the person upon whom a notice is to be or may be served keeps his or her residence or place of business closed and thereby prevents the Messenger of the Court from serving the notice, it is sufficient to affix a copy of the notice to the outer or the principal door of the residence or the place of business.

(6) Where the Messenger of the Court is unable after diligent search to find at the residence or the place of business of the person upon whom a notice is to be served, either that person or a person referred to in sub-regulation 3(b) or, in the case of a juristic person referred to in sub-regulation 3(c), a director or a responsible employee or a servant, it is sufficient to affix a copy of the notice to the outer or the principal door of the residence, the place of business, the registered office or the main place of business.

(7) If it comes to the knowledge of a Messenger of the Court that the person upon whom service of a notice is to be effected has moved to a new residential address within the area allocated to him or her, he or she must effect service at that address.

(8) Where two or more persons are to be served with the same notice, service must be effected upon each, except -

- (a) in the case of a partnership, when service may be effected by delivery at the office or place of business of the partnership, or, if there be none such, by service on any member of the partnership in any manner prescribed in this regulation;

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- (b) in the case of two or more persons upon whom a notice is to be served in their capacity as trustees of an insolvent estate, liquidators of a company, executors, curators or guardians, when service may be effected by delivery to any one of such persons in any manner prescribed in this regulation;
- (c) in the case of a syndicate, an unincorporated company, a club, a society or a church, when service may be effected by delivery at the local office or the place of business of that body or, if there be none such, by service on the chairperson or the secretary or other responsible officer thereof in any manner prescribed in this regulation.

(9) The Messenger of the Court must, in Form 2 set out in the Annexure, endorse the manner in which the copy of the notice was served, and must attach the form to the original notice and return it to the clerk of the court from which he or she received the notice.

(10) Where service of the notice referred to in subregulation (7) has been effected in the manner prescribed by subregulation (3)(b), (c) or (d), the Messenger of the Court shall indicate in the return of service of the notice concerned the name of the person on whom it has been served and the capacity in which that person stands in relation to the person, the juristic person or the institution to whom the notice is addressed.

(11) Where service of the notice referred to in subregulation (7) has been effected in the manner prescribed by subregulation (3)(b) or (c) the court may, if there is reason to doubt whether the notice served has come to the actual knowledge of the person on whom it is to be served, and in the absence of satisfactory evidence, treat that service as invalid.

(12) Where a court is satisfied that service cannot be effected in any manner prescribed in this regulation and that the action is within its jurisdiction, the court may make an order allowing service to be effected by the person and in the manner specified in such order.

(13) A member of the Namibian Police as defined in section 1 of the Police Act, 1990 (Act No. 19 of 1990), may, if so requested by the Messenger of the Court, assist that Messenger of the Court to effect service of a notice.

Period in which an application for setting aside of the registration of foreign sentence or a compensatory order may be lodged

8. An application for the setting aside of the registration of a foreign sentence or a foreign compensatory order contemplated in section 18(1) of the Act must be made within 21 court days from the date of service of the notice of registration.

Manner in which an application for the setting aside of the registration of a foreign sentence or a foreign compensatory order may be lodged

9. (1) An application for the setting aside of the registration of a foreign sentence or a foreign compensatory order must be on notice made to the court where that sentence or that order was registered, and delivered to the office of the Government Attorney not later than 20 days before the date of the hearing, in which the applicant must state -

- (a) that an order for the setting aside of the registration of a foreign sentence or a foreign compensatory order, as the case may be, is applied for;

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- (b) the ground or grounds contemplated in section 18(1) of the Act on which the application is based; and
- (c) the date and time when the application will be made in court.

(2) The application referred to in subregulation (1) must be accompanied by an affidavit, made by the applicant or a person who can swear positively to the facts, in support of the ground or grounds referred to in paragraph (b).

PART IV
FOREIGN CONFISCATION ORDERS

Registration of foreign confiscation orders

10. Whenever a certified copy of a foreign confiscation order is lodged with a clerk of a magistrate's court in Namibia as contemplated in section 20(2) of the Act, that clerk shall register that order -

- (a) by numbering it with a consecutive civil case number for the year during which it is lodged; and
- (b) by recording -
 - (i) where the order was made for the payment of money, the balance in the currency of Namibia of the amount payable under it; and
 - (ii) where the order was made for the recovery of particular property, full particulars of the property, in so far as such particulars are available,

on the case cover in which the foreign confiscation order is filed.

Notice of registration of foreign confiscation order

11. (1) The written notice of registration of a foreign confiscation order contemplated in section 20(4) of the Act must be in Form 3 set out in the Annexure, and must contain -

- (a) a consecutive civil case number referred to in regulation 10(a);
- (b) the date on which the foreign confiscation order was registered;
- (c) in the case of the payment of money, the balance in the currency of Namibia of the amount payable under the foreign confiscation order; and
- (d) in the case of the recovery of particular property, full particulars of the property specified in the foreign confiscation order in so far as such particulars are available.

(2) Where the person against whom the order has been made is present in Namibia, the written notice contemplated in section 20(4) of the Act must, together with a copy of the notice, be delivered to a Messenger of the Court for the district in which the person against whom the order has been made resides, or in which the property to be recovered is situated, who shall

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serve the notice on that person in accordance with the manner provided for in regulation 7(3) to (10).

(3) Where the person against whom the order has been made is not present in Namibia, that person shall -

- (a) be informed of the registration of the foreign confiscation order in the manner provided for in an agreement contemplated in section 27 of the Act or any other agreement concluded with the foreign state where that person is present; or
- (b) in the absence of an agreement referred to in paragraph (a) providing for the manner in which such a person shall be informed of the registration of the foreign confiscation order, be informed of such registration in a manner specified by the court.

Period in which a person may apply for the setting aside of the registration of a foreign confiscation order

12. An application for the setting aside of a foreign confiscation order contemplated in section 22(1) of the Act may be made within 21 court days from -

- (a) where the person against whom the order has been made is present in Namibia, the date of service of the written notice contemplated in section 20(4) of the Act; or
- (b) where the person against whom the order has been made is not present in Namibia, the date on which that person is informed of the registration of the foreign confiscation order.

Manner in which a person may apply for the setting aside of the registration of a foreign confiscation order

13. (1) An application for the setting aside of the registration of a foreign confiscation order must be on notice made to the court where that order was registered, and delivered to the office of the Government Attorney not later than 20 days before the date of the hearing, in which the applicant must state -

- (a) that an order for the setting aside of the registration of a foreign confiscation order is applied for;
- (b) the ground or grounds contemplated in section 22(1) of the Act on which the application is based; and
- (c) the time when the application will be made to the court.

(2) The application referred to in subregulation (1) must be accompanied by an affidavit, made by the applicant or a person who can swear positively to the facts, in support of the ground or grounds referred to in paragraph (b).

CHAPTER V
FOREIGN RESTRAINT ORDERS

[The other headings refer to "PART" rather than "CHAPTER".
 This portion of the regulations is labelled as a "PART" in the ARRANGEMENT OF REGULATIONS.]

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Registration of a foreign restraint order

14. Whenever a certified copy of a foreign restraint order is lodged with the registrar of the High Court as contemplated in section 24(1) of the Act, the registrar must register that order -

- (a) by numbering it with a consecutive civil case number for the year during which it is lodged; and
- (b) by recording the restraint in respect of the property concerned and full particulars of that property, in so far as such particulars are available.

Notice of registration of a foreign restraint order

15. (1) The written notice of registration of a foreign restraint order contemplated in section 24(3) of the Act must be in Form 4 set out in the Annexure, and must contain -

- (a) a consecutive civil case number referred to in regulation 14(a);
- (b) the date on which the foreign restraint order was registered; and
- (c) the restraint in respect of the property concerned and full particulars of that property in so far as those particulars are available.

(2) Where the person against whom the foreign restraint order has been made is present in Namibia the written notice must, together with a copy of the restraint order, be delivered to the deputy sheriff of the district in which the person against whom the order has been made resides who must serve the notice on that person in accordance with the manner provided for in regulation 7(3) to (10).

(3) Where the person against whom the foreign restraint order has been made is not present in Namibia, that person must -

- (a) be informed of the registration of the foreign restraint order in the manner provided for in an agreement contemplated in section 27 of the Act or any other agreement concluded with the foreign State where that person is present; or
- (b) in the absence of an agreement referred to in paragraph (a) providing for the manner in which such a person must be informed of the registration of the foreign restraint order, be informed of that registration in a manner specified by the High Court.

Period in which a person may apply for the setting aside of the registration of a foreign restraint order

16. An application for the setting aside of the registration of a foreign restraint order contemplated in section 26 of the Act may be made within 21 court days from -

- (a) where the person against whom the foreign restraint order has been made is present in Namibia, the date of service of the written notice contemplated in section 24(3) of the Act; or

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- (b) where the person against whom the order has been made is not present in Namibia, the date on which that person is informed of the registration of the foreign restraint order.

Manner in which an application for the setting aside of the registration of a foreign restraint order may be lodged

17. (1) An application for the setting aside of the registration of a foreign restraint order must be on notice made to the High Court, and delivered to the office of the Government Attorney not later than 20 days before the date of the hearing, in which the applicant must state -

- (a) that an order for the setting aside of the registration of a foreign restraint order is applied for;
- (b) the ground or grounds contemplated in section 26(1) of the Act on which the application is based; and
- (c) the time when the application will be made to the High Court.

(2) The application referred to in subregulation (1) must be accompanied by an affidavit, made by the applicant or a person who can swear positively to the facts, in support of the ground or grounds referred to in paragraph (b).

PART VI
FOREIGN PRESERVATION OR FORFEITURE ORDERS

[Part VI, comprising regulations 18-21, is inserted by GN 221/2023.]

Registration of a foreign preservation or forfeiture order

18. Whenever a certified copy of a foreign preservation or forfeiture order is lodged with the registrar of the High Court as contemplated in section 26B(1) of the Act, the registrar must register that order -

- (a) by numbering it with a consecutive civil case number for the year during which it is lodged; and
- (b) by recording the preservation or forfeiture in respect of the property concerned and full particulars of that property, in so far as such particulars are available.

[Regulation 18 is inserted by GN 221/2023.]

Notice of registration of a foreign preservation or forfeiture order

19. (1) The written notice of registration of a foreign preservation or forfeiture order contemplated in section 26B(3) of the Act must be in Form 5 set out in the Annexure, and must contain -

- (a) a consecutive civil case number referred to in regulation 18(a);
- (b) the date on which the foreign preservation or forfeiture order was registered; and

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- (c) the preservation or forfeiture in respect of the property concerned and full particulars of that property in so far as those particulars are available.

(2) Where the person against whom the foreign preservation or forfeiture order has been made is present in Namibia the written notice must, together with a copy of the preservation or forfeiture order, be delivered to the deputy sheriff of the district in which the person against whom the order has been made resides who must serve the notice on that person in accordance with the manner provided for in regulation 7(3) to (10).

(3) Where the person against whom the foreign preservation or forfeiture order has been made is not present in Namibia, that person must -

- (a) be informed of the registration of the foreign preservation or forfeiture order in the manner provided for in an agreement contemplated in section 27 of the Act or any other agreement concluded with the foreign State where that person is present; or
- (b) in the absence of an agreement referred to in paragraph (a) providing for the manner in which such a person must be informed of the registration of the foreign preservation or forfeiture order, be informed of that registration in a manner specified by the High Court.

[Regulation 19 is inserted by GN 221/2023.]

Period in which a person may apply for the setting aside of the registration of a foreign preservation or forfeiture order

20. An application for the setting aside of the registration of a foreign preservation or forfeiture order contemplated in section 26D of the Act may be made within 21 court days from -

- (a) where the person against whom the foreign preservation or forfeiture order has been made is present in Namibia, the date of service of the written notice contemplated in section 26B(3) of the Act; or
- (b) where the person against whom the order has been made is not present in Namibia, the date on which that person is informed of the registration of the foreign preservation or forfeiture order.

[Regulation 20 is inserted by GN 221/2023.]

Manner in which an application for the setting aside of the registration of a foreign preservation or forfeiture order may be lodged

21. (1) An application for the setting aside of the registration of a foreign preservation or forfeiture order must be on notice made to the High Court, and delivered to the office of the Government Attorney not later than 20 days before the date of the hearing, in which the applicant must state -

- (a) that an order for the setting aside of the registration of a foreign preservation or forfeiture order is applied for;
- (b) the ground or grounds contemplated in section 26D(1) of the Act on which the application is based; and

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(c) the time when the application will be made to the High Court.

(2) The application referred to in subregulation (1) must be accompanied by an affidavit, made by the applicant or a person who can swear positively to the facts, in support of the ground or grounds referred to in paragraph (b).

[Regulation 21 is inserted by GN 221/2023.]

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FORM I

IN THE MAGISTRATE'S COURT FOR THE DISTRICT OF

**NOTICE OF REGISTRATION OF A FOREIGN SENTENCE OR A
COMPENSATORY ORDER**

Case No.

To:

.....

Name:

.....

Residential address:

.....

.....

Business/Employment address:

.....

.....

You are hereby notified that a foreign *sentence/compensatory order for the payment of
..... has been registered at the Magistrate's Court for the District of
..... on the day of

Notification is given to you since you are the person *on whom the said sentence was imposed /
against whom the said order was made / who has effective control over the relevant property in
the Republic of Namibia.

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NOTE:

1. The registered foreign *sentence/compensatory order has the effect of a civil judgment of the above-mentioned Magistrate's Court, for the amount reflected in favour of the Republic of Namibia as represented by the Minister of Justice.
2. In terms of regulation 8 of the Regulations for International Co-operation in Criminal Matters, 2001, you may within 21 court days from the date on which such registration came to your knowledge lodge an application for the setting aside of the registration of the said sentence/order. If the notice was not served on you personally it is presumed that registration came to your knowledge within 10 court days after the date of service of the notice.
3. In terms of regulation 9 such an application must be made to the above-mentioned court and must be on notice stating -
 - (a) that an order for the setting aside of the registration of the said *sentence/order is applied for;
 - (b) the grounds contemplated in section 18(1) of the International Co-operation in Criminal Matters Act, 2000 (Act No. 9 of 2000), on which the application is based; and
 - (c) the date and time when the application will be made to the above mentioned court,

and must be accompanied by an affidavit, made by yourself or a person who can swear positively to the facts, in support of the grounds referred to in paragraph (b).

Signed at on this day of

.....
Clerk of the Court

** Delete whichever is not applicable*

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FORM 2

**IN THE HIGH COURT OF NAMIBIA/ THE MAGISTRATE'S
 COURT FOR THE DISTRICT OF**

RETURN OF SERVICE OF NOTICE

Case No.

I,, certify that I have -

- (a) delivered a copy of the notice to
 personally (regulation 7(3)(a));

OR

- (b) delivered a copy of the notice to
 the duly authorised agent of
 (regulation 7(3)(a));

OR

- (c) delivered a copy of the notice to, a person
 apparently not less than 16 years of age and apparently residing or employed at the
 *residence/place of business of, in his or her
 capacity as of (regulation 7(3)(b));

OR

- (d) delivered a copy of the notice to
 a director/responsible employee/servant of
 at the latter's registered office/main place of business (regulation 7(3)(c));

OR

- (f) delivered a copy of the notice to the Government Attorney in, in his
 or her capacity as of
 (regulation 7(3)(d));

OR

- (g) *affixed/placed a copy of the notice *to/in the *outer/principal door/security gate/post office
 box of the *residence/place of business of
 because he or she prevented the service of the notice by keeping the *residence/place of
 business closed (regulation 7(5));

OR

- (h) affixed a copy of the notice to the *outer/principal door of the *residence/place of business/
 registered office/main place of business of
 as he or she or a person not less than 16 years of age or a director/responsible employee
 or servant could not be found after a diligent search of the *residence/ place of business
 of the person upon whom notice is to be served (regulation 7(6));

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OR

- (i) served a copy of the notice in the manner ordered by the court (regulation 7(12)).

Time Day Month Year

Place

.....
**Signature of *Messenger of the Court/
Deputy Sheriff**

** Delete whichever is not applicable*

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FORM 3

IN THE MAGISTRATE'S COURT FOR THE DISTRICT OF

.....

NOTICE OF REGISTRATION OF A FOREIGN CONFISCATION ORDER

Case No.

To:

.....

Name:

.....

Residential address:

.....

.....

Business/Employment address:

.....

You are hereby notified that a foreign confiscation order *in respect of the property described hereunder/for the payment of the amount of has been registered at the Magistrate's Court for the District of on the day of

Description of property:

.....

.....

.....

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NOTE:

1. The registered foreign confiscation order has the effect of a civil judgment of the above-mentioned Magistrate's Court in favour of the Republic of Namibia as represented by the Minister of Justice.
2. In terms of regulation 12 of the Regulations for International Co-operation in Criminal Matters, 2001, you may, within 21 court days from the date on which such registration came to your knowledge, lodge an application for the setting aside of the registration of the said order. If the notice was not served on you personally, it is presumed that registration came to your knowledge within 10 court days after the date of service of the notice.
3. In terms of regulation 13(1) such an application must be made to the above-mentioned court and must be on notice stating -
 - (a) that an order for the setting aside of the registration of the said order is applied for;
 - (b) the grounds contemplated in section 22(1) of the International co-operation in Criminal Matters Act, 2000 (Act No. 9 of 2000), on which the application is based; and
 - (c) the date and time when the application will be made to the above-mentioned court,

and must be accompanied by an affidavit, made by yourself or a person who can swear positively to the facts, in support of the grounds referred to in paragraph (b).

Signed at on this day of

.....
Clerk of the Court

** Delete whichever is not applicable*

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FORM 4

IN THE HIGH COURT OF NAMIBIA

NOTICE OF REGISTRATION OF A FOREIGN RESTRAINT ORDER

Case No.

To:

.....

Name:

.....

Residential address:

.....

.....

Business/Employment address:

.....

You are hereby notified that a foreign restraint order with the effect and in respect of the property described hereunder has been registered at the High Court of Namibia on the day of

Particulars of the restraint and property concerned:

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REGULATIONS
International Co-operation in Criminal Matters Act 9 of 2001
Regulations for International Co-operation in Criminal Matters

[Form 5 is inserted by GN 221/2023.]

FORM 5

IN THE HIGH COURT OF NAMIBIA
NOTICE OF REGISTRATION OF A FOREIGN PRESERVATION OR FORFEITURE ORDER

To:

Name:

Residential address:

.....

Business/Employment address:

.....

.....

You are hereby notified that a foreign preservation/forfeiture* order with the effect and in respect of the property described hereunder has been registered at the High Court of Namibia on the

..... day of

Particulars of the preservation or forfeiture and property concerned:

.....

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.....

.....

* *Delete whichever is not applicable*.