

NAMAs APPLICATION FORM: (PHYSICAL SUBMISSION)

SUBMISSION REQUIREMENTS AND IMPORTANT NOTES:

1. This application form is for physical submissions **only** at the 14 regional offices. All online submissions may be made via www.nama.com.na
2. Applicants may submit a maximum of two (2) entries per category only.
3. This application form must be completed fully, accurately, and neatly. Incomplete, illegible, or incorrectly completed forms may not be considered.
4. Each application form must be accompanied by a clearly labelled USB containing the relevant folders and supporting materials for the specific application.
5. Application forms for different categories must not be combined.
6. Each category requires a separate application form and supporting documentation.
7. An applicant may submit multiple category-specific application forms in one clearly sealed envelope, provided that each application is properly completed and organised.
8. Each sealed envelope must contain the following:
 - a. USB containing relevant music files, videos, photographs of artist, and supporting materials
 - b. Copy of valid Identification Document (ID) and required certification
 - c. Authorised Applicant Consent Letter (where applicable)
 - d. Signed AI Declaration Letter (mandatory)
 - e. Signed Copyright Declaration (mandatory)
 - f. Signed Producer Consent Declaration (where applicable)
 - g. Collaboration Agreement (where applicable)
 - h. Live Performance Act Declaration (where applicable)
9. It is essential that all URLs and links provided in this physical application form are accurate, complete, and accessible. Failure to provide clear and functional links may compromise the assessment of the application and could result in disqualification where the required supporting material cannot be accessed.
10. Enter N/A (Not Applicable) in any field where the requested information does not apply.
11. Applicants are responsible for ensuring that all submitted materials are accurate, complete, and comply with the NAMAs application requirements.
12. All submitted materials must be clearly labelled with the applicant's name, category entered, and relevant application details.
13. Physical submissions may be delivered to the following offices countrywide:
 - 1) **Khomas Region: National Theatre of Namibia (NTN)**
Head Office, Windhoek, Khomas Region
Location: 12 John Meinert St, Windhoek

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Phone: +264 61 37 44 00

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

2) MICT - Erongo Regional Office

Physical Address: Corner of Rakotoka and Dusch Street, Swakopmund

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

3) MICT - Hardap Regional Office

Physical Address: 388 Katrina Himarwa Hanse Street, Mariental

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

4) MICT - ||Kharas Regional Office

Physical Address: Cul de Sac Street, Old President Building, Keetmanshoop

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

5) MICT - Omaheke Regional Office

Physical Address: Portion 59 Thlabanelo Street, Gobabis

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

6) MICT - Otjozondjupa Regional Office

Physical Address: 5 Polisie Street, Otjiwarongo

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

7) MICT - Kunene Regional Office

Physical Address: Vita Thom Street, Opuwo

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

8) MICT - Oshikoto Regional Office

Physical Address: Penda ya Ndakolo Street, Omuthiya

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

9) MICT - Ohangwena Regional Office

Physical Address: Hifikepunye Pohamba Street, Eenhana

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

10) MICT - Oshana Regional Office

Physical Address: 850 Robert Mugabe Street, Oshakati

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

11) MICT - Omusati Regional Office

Physical Address: Isack Pondo & Namaungu Street, Outapi

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

12) MICT - Kavango East Regional Office

Physical Address: Eugene Kakukuru Road (Ndama), Rundu

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Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

13) MICT - Kavango West Regional Office

Physical Address: 824 Ext 2 Behind Mass Housing, Nkurenkuru

Working hours: 08H00-13H00, 14H00-17H00, Monday - Friday

14) MICT - Zambezi Regional Office

Physical Address: 333 Soweto Street, Portion Y, Katima Mulilo

Working hours: 08H00-13H00, 14H00-17H00, Monday – Friday

14. Rules, regulations, eligibility requirements, and additional application guidelines may be obtained from www.nama.com.na

15. For any application-related queries or further assistance, please contact:
info@ntn.org.na

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SECTION A: APPLICANT INFORMATION

1. Applicant Details

First Legal Name(s) of Authorised Applicant:

Legal Surname:

Applicant Capacity (Tick one)

- ☐ Artist / Group Member
- ☐ Artist Manager
- ☐ Record Label Representative
- ☐ Producer
- ☐ Legal Representative
- ☐ Other: _____

Stage/Brand Name of Artist(s) Being Represented:

Primary Artist Type:

- ☐ Solo Artist
- ☐ Duo
- ☐ Group/Band
- ☐ Choir
- ☐ Collective
- ☐ Other: _____

Identification Number:

ID Number: _____

Passport Number: _____



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PRP Number: _____

Nationality: _____

Country Currently Based: _____

Eligibility Status (Tick one)

- ☐ Namibian Artist
- ☐ Namibian Permanent Resident Artist
- ☐ Namibian-Based Artist (Domicile Certificate Holder)
- ☐ African Guest Artist in Namibia
- ☐ International Artist Eligible Under Collaboration Rules

Proof of Eligibility Attached:

- ☐ ID
- ☐ Passport
- ☐ Permanent Residence Permit
- ☐ Domicile Certificate

Date of Birth: _____

Artist Status

- ☐ Signed to Record Label
- ☐ Independent Artist
- ☐ Self-Released
- ☐ Other: _____

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2. CONTACT DETAILS

Mobile Number: _____

WhatsApp Number: _____

Alternative Contact: _____

Email Address: _____

Residential Address:

Town/City: _____

Region

- ☐ Erongo
- ☐ Hardap
- ☐ //Kharas
- ☐ Kavango East
- ☐ Kavango West
- ☐ Khomas
- ☐ Kunene
- ☐ Ohangwena
- ☐ Omaheke
- ☐ Omusati
- ☐ Oshana
- ☐ Oshikoto
- ☐ Otjozondjupa
- ☐ Zambezi
- ☐ Other

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3. ARTIST PROFILE

Artist Biography (Maximum 50 words):

Social Media Handles/ Website Links

Facebook: _____

Instagram: _____

TikTok: _____

YouTube: _____

X/Twitter: _____

Website: _____

Other: _____

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SECTION B: SUBMISSION INFORMATION

1. Award Category

Select ONE category per application

- ☐ Best Single
- ☐ Best Folklore Music Contribution Award
- ☐ Best Langarm Album
- ☐ Best Ma /Gaisa Album
- ☐ Best Oviritjie Album
- ☐ Best Shambo Album
- ☐ Best Epera Album
- ☐ Best Shikoshoshi Album
- ☐ Best Dance Music (House, Amapiano, Afro-Tech, Progressive House and Electronic Dance Music (EDM)) Album
- ☐ Best African Contemporary (Afro-fusion, Soukous/Kwasa Kwasa, Kwiku, Kizomba) Album
- ☐ Best Urban Popular Music (Afro Pop, Afro Beats, Township Disco) Album
- ☐ Best Kwaito Album
- ☐ Best Gospel Album
- ☐ Best R&B/Soul Album
- ☐ Best Rap/Hip Hop Album
- ☐ Best Reggae/Dancehall Album



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- ☐ Best Jazz/Blues Album
- ☐ Best Rock/Alternative Album
- ☐ Best Instrumental Award
- ☐ Best Collaboration Album
- ☐ Best Choir Album
- ☐ Best Music Video Award
- ☐ Best Live Music Performance (Act)

Note: A separate application form must be completed for each submission. This can be included in your master envelope.

SECTION C: ENTRY INFORMATION

Submission Eligibility

Was the work officially and commercially released during the eligibility period?

- ☐ Yes
- ☐ No

Release Date: _____

Previously submitted to the NAMAs?

- ☐ Yes
- ☐ No

Link to commercial release (proof):

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CATEGORY INFORMATION

A. SINGLE ENTRY

Song Title: _____

Artist Name: _____

Songwriter(s): _____

Composer(s): _____

Producer(s): _____

Recording Studio: _____

Track Duration: _____

Official Release Link:

☐ This is a standalone single and not part of an album, EP, mixtape, or compilation.

☐ Only one single entry has been submitted.

B. ALBUM ENTRY

Album Title:

Album Genre:

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Artist Name:

Release Date:

Album Format:

- ☐ Full Album
- ☐ EP
- ☐ Mixtape
- ☐ Other

Number of Tracks: _____

Total Duration: _____

Track Listing Attached:

☐ Yes ☐ No

Producer(s):

Songwriter(s)/Composer(s):

Featured Artists:

Recording Studio:

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Distribution Platform(s):

Streaming Link:

Album Artwork Attached:

☐ Yes ☐ No

☐ I confirm this album meets the eligibility requirements.

C. FOLKLORE MUSIC CONTRIBUTION

Title of Work:

Cultural Community Represented:

Traditional Music Style:

Language(s):

Cultural Significance:

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Historical Context:

Contributors:

D. INSTRUMENTAL AWARD

Title of Composition:

Instrument(s):

Lead Instrumentalist(s):

Composer:

Producer:

Musical Arrangement Description:

USB Audio Attached:

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☐ Yes ☐ No

E. COLLABORATION

Song/Album/Work Title:

Main Artist(s):

Collaborating Artist(s):

Contribution of Each Artist:

Producer(s):

Upload:

☐ Copyright Declaration

☐ Collaboration Agreement (if applicable)

Note: The Collaboration Agreement Letter is mandatory for this category.

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F. CHOIR ALBUM

Choir Name:

Choir Director/Conductor:

Organisation Details:

Number of Choir Members:

Conductor:

Release Details:

G. MUSIC VIDEO AWARD

Song Title:

Artist:



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Director:

Producer:

Production Company:

Video Link:

Concept Statement:

☐ Permission obtained to submit video.

H. LIVE MUSIC PERFORMANCE ACT

Official name of the Performing Act:

Names of Members of the Act (where applicable)



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Performance Title:

Event/Venue:

Date:

Location: _____

Performance Description:

Live Recording Link:

Note: The Live Performance Act Deceleration Letter is mandatory for this category.

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SECTION D: SUPPORTING DOCUMENTS CHECKLIST

Tick attached:

- ☐ ID / Passport / PRP
- ☐ High resolution photograph of Artist(s)
- ☐ Proof of Eligibility
- ☐ Proof of Commercial Release
- ☐ Lyrics (where required)
- ☐ Videos (where required)
- ☐ Copyright Declaration
- ☐ Authorised Applicant Letter
- ☐ Live Performance Act Declaration Letter (where required)
- ☐ AI Declaration Letter
- ☐ Collaboration Agreement
- ☐ Producer Consent
- ☐ Supporting Documentation

SECTION E: DECLARATION

I hereby declare that:

- ☐ All information provided is true and accurate.
- ☐ I have authority to submit this work.
- ☐ I confirm that this submission is an original human-created work and has not been fully generated by Artificial Intelligence (AI).
- ☐ I agree to comply with the NAMAs Rules and Regulations.
- ☐ All contributors have been correctly credited.
- ☐ I understand that false, unclear and illegible information may lead to disqualification.

Applicant Name: _____

Signature: _____

Date: _____

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Place: _____

FOR INTERNAL USE ONLY

? Entry Reference Number: _____

? Date Received: _____

? Reviewed By: _____

? Eligibility Verified: ☐ Yes ☐ No

? Missing Documents:

NOTES:

[END]