NAMIBIAN ANNUAL MUSIC AWARDS (NAMAs)

Policy. Abridged Version

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DISCLAIMER

Please note that this is the abridged version of the NAMAs Policy, containing the key rules, regulations and eligibility requirements. The comprehensive version of the Policy, which provides detailed guidance and additional provisions, is available at www.nama.com.na

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1. Introduction

The 11th Namibia Annual Music Awards (NAMAs) celebrate and recognise outstanding achievements within Namibia's music industry, honouring individuals, groups and creative professionals who have demonstrated excellence and contributed to the growth and development of Namibian music since the last edition held in 2020.

2. Category Overview

The NAMAs comprise approximately 38 award categories that celebrate the diversity, creativity and excellence within Namibia's music industry. The categories recognise outstanding contributions across various musical genres, artistic disciplines and industry roles, providing a platform to honour both established and emerging talent.

The following provides an overview of the award categories:

i. Entry Categories

1) Best Single
2) Best Folklore Music Contribution Award
3) Best Langarm Album
4) Best Ma /Gaisa Album
5) Best Oviritje Album
6) Best Shambo Album
7) Best Epera Album
8) Best Sikoshoshi Album
9) Best Dance Music (House, Amapiano, Afro-Tech, Progressive House and Electronic Dance Music (EDM)) Album
10) Best African Contemporary (Afro-fusion, Soukous/Kwasa Kwasa, Kwiku, Kizomba) Album
11) Best Urban Popular Music (Afro Pop, Afro Beats, Township Disco) Album
12) Best Kwaito Album
13) Best Gospel Album
14) Best R&B/Soul Album
15) Best Rap/Hip Hop Album
16) Best Reggae/Dancehall Album
17) Best Jazz/Blues Album
18) Best Rock/Alternative Album
19) Best Instrumental Award
20) Best Collaboration
21) Best Choir Album
22) Best Music Video
23) Best Live Music Performance (Act)

ii. Non - Entry Categories

1) Most Streamed Song Award
2) Most Radio Played Song Award
3) Best Song

4) Best Album Award
5) Best Overall Artist(s) Award
6) Best Newcomer Award
7) Best Producer Award
8) Best Duo/Group Award

iii. Special Recognition Awards

1) Lifetime Achievement Award (Special Award)
2) Music Development Award (Special Award)
3) International Achievement (Special Awards)

iv. Public Vote Category

1) Song of the Year

v. Top 5 Awards (Premier Awards)

1) Best Overall Artist(s) Award
2) Best Newcomer Award
3) Best Duo/Group Award
4) Best Album of the Year
5) Lifetime Achievement Award

The 11th NAMAs exist to recognise accomplishment in the Namibian music industry by celebrating individuals and groups who have excelled in the music industry since it was last held in 2020.

3. General Rules

1) Only artists who are 18 years old or older may enter the NAMAs.

2) Artists and creators must submit their entries using their legal names. Where applicable, their stage name, brand name or performing name must also be provided in the designated section of the online or physical application form.

3) Applicants may only submit entries in categories for which the work is eligible. A separate application form must be completed for each submission.

Examples:

a) An artist entering **Best Single** and **Best Music Video** for the same song completes two separate applications.

b) An artist entering one album into **Best Jazz/Blues Album** and **Best Instrumental Award** also completes two separate applications.

c) Each application receives its own reference number, supporting documents and adjudication record.

d) An artist, creator, group or authorised submitter may submit a maximum of two (2) entries per entry-based award category only, provided that each entry independently meets the eligibility requirements of the NAMAs.

4) Only commercially released music is eligible for entry into the NAMAs. Music submitted without proof of commercial release will not be accepted. All entries must have been officially released to the public during the Eligibility Period. Entrants must provide proof of commercial release as part of their submission. Acceptable proof includes digital streaming or download links, distributor records or any other evidence accepted by the Adjudication Committee. Music submitted without satisfactory proof of commercial release shall be deemed ineligible.

5) Entries are open to:

- Namibian citizens.
- Permanent residents upon submission of a valid Permanent Residence Permit.
- Holders of a valid Certificate of Domicile.
- African guests

6) Immigration eligibility and status verification shall be subject to the Immigration Control Act and all applicable Namibian immigration laws and regulations.

7) Namibian citizens and eligible residents living or working outside the country may submit entries, provided they meet all other eligibility requirements.

8) Entry to the NAMAs is free of charge. No submission or entry fee will be charged to artists and creators.

9) Artists and creators are required to provide proof of citizenship or residency, as applicable.

10) Artists and creators must also submit certificates of music ownership, proof of age and any other documentation required to verify their eligibility.

11) All submitted materials must be accompanied by the relevant copyright certification issued by an authorised entity or recognised copyright management organisation.

12) All submitted materials must have been commercially released during the Eligibility Period and must be accompanied by proof of commercial release. Any material that has not been commercially released during the Eligibility Period will be disqualified. Proof must be provided.

13) Any entry submitted with false, misleading or incomplete information will be disqualified.

14) The NAMAs recognise and celebrate human creativity. Accordingly, works that are wholly or substantially generated by artificial intelligence (AI) are not eligible for submission and shall be disqualified. The NAMAs reserve the right to apply appropriate detection, verification or assessment methods to determine whether a submitted work satisfies the human authorship requirements of this Policy. The decision of the Adjudication Committee shall be final.

15) Artists must disclose the use of artificial intelligence (AI) in the creation of submitted works. The NAMAs reserve the right to determine whether the use of AI renders an entry ineligible. Failure to disclose the use of AI may result in disqualification.

16) All submitted works must comply with applicable intellectual property (IP) laws, rights ownership requirements and licensing obligations. Artists and creators shall be responsible for ensuring that they hold, or have obtained, all necessary rights, permissions, licences and approvals for any collaborative, third-party or incorporated content included in their submission

17) The following supporting documents must be submitted for each entry and each application, where applicable:

- Authorised Applicant Consent Letter (where required)
- Signed AI Declaration Letter (mandatory)
- Signed Copyright Declaration (mandatory)
- Signed Producer Consent Declaration (where required)
- Collaboration Agreement (where required)
- Lyrics (where required)
- Performance Act Declaration Letter (where required)

18) Any entry found to contain unauthorised use of another person's work, copyright infringement or misrepresentation of ownership will be disqualified.

19) Artists may submit multiple entries per category. However, the Adjudication Committee reserves the right to limit the number of nominations per artist in any single category.

20) Authorised submitters, artists and creators are required to remain available and contactable during the official Vetting Period, scheduled for **21-30 September 2026, 08H00-18H00, 08H00-18H00,** to respond to any verification requests or provide additional information if required by the Vetting Committee.

21) Once an artist has submitted an entry to the NAMAs, withdrawal of that entry will not be permitted. All applicants must confirm and accept this condition by signing the entry form, whether submitted digitally or in physical format.

22) Additional eligibility provisions are detailed in the document below in **section 2.6** and **in the extended version of the policy which is on the NAMAs website.**

4. How to Enter

Artists enter themselves in categories of choice at no charge on an annual basis on a stipulated date. The due date for this year's call for submissions is **11 September 2026**. No entries will be accepted after this date and all entries are encouraged to be submitted online via the digital dashboard. Physical submissions can be accommodated under strict regulations and must be submitted in hard copy with an attached application form available at www.nama.com.na

i. Online Submissions

1) Submissions are encouraged to be made through the NAMAs online dashboard available www.nama.com.na Artists and creators must ensure that all mandatory fields are completed and that all required supporting documents are uploaded before submitting their application. Submissions will be unsuccessful if any mandatory fields are left incomplete or if any required supporting documents are missing or incorrectly uploaded.

2) Applicants are required to create a single online profile. Once registered, applicants may submit more entries/application through their profile, provided that each entry is submitted separately using the online entry form and complies with the eligibility requirements for the selected award category.

3) Online submissions may be completed by the artist or creator or by an authorised representative such as a manager, record label or designated agent. However, all submissions must be made with the full knowledge and consent of the artist and the artist remains fully responsible for the accuracy and completeness of all information provided. By submitting an entry, the representative confirms that they are duly authorised to act on behalf of the artist.

4) Supporting documents, including certificates, letters, declarations and other supporting evidence, must be submitted in PDF format. Where supporting documents are submitted in another file format, the Vetting Committee may request that the

entrant resubmit the documents in PDF format within the prescribed timeframe. Failure to comply with such a request may result in the disqualification of the submission.

ii. Physical Submissions

1) Physical submissions may be accommodated for artists who do not have access to digital submission methods. All physical submissions must be submitted in a **sealed** envelope and must contain:

i. A completed application form – available at www.nama.com.na
ii. All required supporting documents and
iii. A clearly labelled USB containing the submission material for the category or categories entered into.

The USB must be clearly labelled with:

i. The artist's/creator's legal full name.
ii. The artist's stage or professional name (if applicable); and
iii. The category or categories being entered.

2) Applicants must submit one (1) physical application form per award category entry. Each application form may only be used for one category and one eligible submission. Applicants submitting entries in multiple categories must complete a separate application form for each category. Multiple completed application forms may be compiled and submitted together in one envelope/package, provided that each application form is complete and all required supporting documents are attached to the relevant submission. Each submission will be processed separately and assigned its own entry reference number.

3) Each category for submission must have its own application and USB folder.

The **sealed** envelope must be clearly labelled with:

i. Legal full name.
ii. Artist name (if applicable).
iii. Region.
iv. Email address.
v. Cellphone number.

Please note the following:

i. All files and folders on the USB must be clearly labelled. USB submissions containing unlabelled or incorrectly labelled folders may be disqualified.
ii. Physical submissions that are incomplete, open envelopes, improperly prepared, missing required documents or incorrectly labelled items will be deemed invalid and will not be considered.
iii. Application forms that are not signed will be disqualified.
iv. Applications that are illegible or difficult to read due to handwriting may be disqualified.

v. Applicants are advised to ensure that all information is clearly legible and, where necessary, to submit typed or printed hard copies.
vi. Artists are responsible for ensuring that all submission materials are organised and accessible on the USB.
vii. No physical submissions, supporting documents or USBs will be returned to applicants.
viii. Only USB flash drives will be accepted. Submissions provided on CDs, floppy disks, external hard drives or any other storage device will be disqualified.
ix. Email and WhatsApp submissions will not be accepted.
x. Physical submissions delivered late will not be accepted.
xi. All physical submissions must be delivered in a sealed envelope. Any submission received in an unsealed or opened envelope will be disqualified.
xii. Staff at designated submission offices are not responsible for reviewing applications or verifying the completeness of submissions. It is the sole responsibility of the artist and creator to ensure that all required forms, documents and materials are included before submission.
xiii. All artists submitting physical entries must sign the submission register at the designated office upon delivery. The register serves as confirmation that a sealed submission envelope has been received by the NAMAs.
xiv. 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
   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 - ǁKharas 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: Ohangwena Regional Council Buildings, Tobias Hainyeko 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
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

5) The 11th NAMAs are open for entry from **10 August 2026** to **11 September 2026**. A formal announcement is made at the official launch prior to the opening date through the media, direct communication to the members and music labels, Namibian Society of Composers and Authors of Music (NASCAM), as well as social media platforms. The closing date for both online and physical submissions is strictly **11 September 2026** at **17H00**.

6) Entries received will be screened for compliance with the rules and regulations to ensure that the entries were submitted in the correct category. The purpose of this process, known as vetting, is to ensure that each entry is eligible and not at risk of disqualification later. The Vetting Committee of the NAMAs will perform this function. No artistic or technical judgments are made at this stage.

7) The qualified entries are then sent to the judges. *(Please note: Qualified entries are not the final nominations yet.)*

8) Entries are forwarded to the judges for adjudication in accordance with defined guidelines and category-specific assessment criteria. Judges apply their music industry knowledge, market analysis and technical expertise in determining the nominees in each category. The public is not involved at this stage.

9) All the categories in the NAMAs, except for the public vote categories, are adjudicated by a panel of independent judges. There might be a different panel for each category, but depending on the particular expertise of a judge, he/she may serve on more than one panel. The panel of judges is reviewed annually. They are selected for their expertise in their respective fields.

10) Final nominations are announced at the Nomination Launch.

11) The winners in each category are announced at the award ceremony, which will take place on a date to be formally announced.

5. Eligibility of Entrants

1) General rules in **section 3.1** must be applied.

2) Entries are open to eligible local artists and creators, including recording artists, directors, producers, engineers and other recognised music practitioners, who meet the following requirements:

- The entrant must be a Namibian citizen, permanent resident, African guest or domicile holder of Namibia at the time of submission, as defined in this Policy.
- Where a master recording is jointly owned by a Namibian and a non-Namibian individual or entity, the entrant must:
  - be a Namibian individual with citizenship; and
  - own at least fifty per cent (50%) of the master recording submitted for entry

3) In the case of a duo or group, not less than fifty per cent (50%) of the members must meet the eligibility requirements set out in this Policy.

4) The Vetting Committee reserves the right to request documentary proof of citizenship, residency, domicile, ownership, authorship or any other information necessary to verify the eligibility of any artist, producer, director, engineer or creator.

5) Failure to provide satisfactory proof within the prescribed timeframe may result in the disqualification of the entry.

6) Unless the category states otherwise (for example, Best Producer), international collaborations/productions between qualifying artists and international artists are allowed, provided the Namibian qualifying artists' participation is given star or equal billing and that the song belongs to the Namibian artists and creators.

7) All recordings submitted for the NAMAs must have been commercially released (in other words first made available for sale by any recognised retail trade or online music platform) in Namibia or elsewhere during the period between **1 January 2020 and 31 December 2025**, but only commercially released recordings during the entry period will qualify for entry on condition that written proof of release details for the entry period is submitted together with the fully completed application. The Vetting Committee is entitled to request further or better proof in its discretion.

8) An artist, creator group or authorised submitter may submit a maximum of two (2) entries per **entry-based** award category only, provided that each entry independently meets the eligibility requirements of the NAMAs. Entries submitted in excess of this limit will not be considered and only the first two (2) complete and compliant entries reviewed by the Vetting Committee for that category will be accepted.

9) Categories that do not specifically require an album may be entered using an eligible single, EP, performance recording, music video or other qualifying work, as specified for that category. Refer to the Definitions section for the meaning of these terms.

The following categories are excluded from this requirement:

i. Best Song
ii. Most Streamed Song (Special Recognition Award)
iii. Most Radio Played Song
iv. Best Folklore Music Contribution
v. Music Development Award (Premier Award)
vi. International Achievement (Premier Award)
vii. Best Instrumental
viii. Best Music Video
ix. Best Producer
x. Best Live Music Performance (Act)

10) Artists who <u>do not have a commercially released album</u> will not be eligible for nomination in the Top 5 Awards/Premier Awards.

11) Multi-artist compilations comprising previously released recordings are not eligible for submission in any genre category, irrespective of the predominant genre represented in the compilation.

12) Entries in album genre categories must comprise a predominance of 70% of tracks pertinent to the genre entered.

13) Where a song is a collaboration between artists from different genres, the entry shall compete only in the genre that best represents the primary artist and the musical style of the recording. A collaborating or featured artist may not enter the same song into a different genre category solely based on their participation in the recording.

14) Non-entry categories will not involve the public but will purely be based on the independent Judges' scores.

15) Singles and albums previously released and entered into the previous NAMAs and now remixed will not be eligible for entry.

6. Prizes

1) Cash prizes are awarded to the winning artists except where the category states otherwise. Artists and creators who are nominated in any category are expected to attend the awards ceremony.

2) Nominees who fail to attend the Awards Ceremony, either in person or through an authorised representative, shall not be eligible to receive the cash component of the award. They would receive the award statuette only.

Exceptions to this rule may be considered only in exceptional circumstances. A nominee seeking an exemption must submit written notice, together with a motivation and supporting documentation where applicable, to the NAMAs Adjudication Committee within fourteen (14) days of the announcement of nominees.

3) Upon notice of unexpected Awards Ceremony absence, the nominee will be required to record an audio-visual interview for each category entered for broadcast purposes, a copy of which must be delivered to the National Theatre of Namibia Head Office no later than 3 weeks prior to the Award ceremony.

Cash prizes will not be paid earlier than 30 business days after the date of the Main Award Ceremony.

7. Broadcast and Exploitation Rights

1) To produce the awards ceremony, the NAMAs will require the following from each nominated artist, creator, producer, director and engineer who is nominated as a finalist in any category:

i. The right to use each nominee's photograph, name, likeness, image, biography, interviews and recorded performance at each event of the awards, for the marketing, advertising, filming, broadcast and commercial exploitation of the awards, including the broadcast production.

ii. The right to use the sound recordings or part thereof embodied in the album entered in the awards for the marketing, advertising, filming, broadcasting and commercial exploitation of the awards.

2) All nominees and invited performers shall, as a condition of participation in the NAMAs Awards Programme and Awards Ceremony, be required to sign the prescribed Participant and Broadcast Release Form issued by the NAMAs and its official broadcasting partner.

The signed release authorises the recording, filming, photographing, broadcasting, livestreaming, rebroadcasting and promotion of the nominee's or performer's participation in connection with the NAMAs across television, radio, digital platforms, social media and other media channels.

The release is intended solely for the promotion, broadcast, archival and commercial exploitation of the NAMAs and related content. Failure to sign the prescribed release form within the required timeframe may result in the withdrawal of a nominee or performer from participation in the awards ceremony, broadcasts, promotional activities or live performances.

8. General Notes

1) All entrants hereby waive any claim of whatsoever nature which they have against the NAMAs Secretariat, Committees, Judges, Partners, Stakeholders, Organisers and any affiliated individuals or entities arising out of or in connection with their participation in this competition and will ensure that the nominees will do the same.

2) The Sponsor shall not be liable to an entrant for any reason whatsoever, whether in contract or delict, or otherwise arising out of, or in connection with, the NAMAs. The entrant hereby fully and effectually indemnifies the sponsors and their successors, assigns, licensees and each of their officers, directors, employees and agents and holds them harmless from and against any and all claims, liabilities, judgments, losses, damages, costs and expenses (including reasonable legal expenses) directly or indirectly due to any breach of these rules by the entrant. This indemnity shall survive the completion of the NAMAs.

3) By submitting a fully completed entry for the NAMAs, the entrant agrees to abide by the rules as stated in this document.

4) The Steering Committee reserves the right to suspend or disqualify an entrant who has provided false information, violated these Rules and Regulations, committed copyright infringement or engaged in conduct that materially brings the Awards into disrepute. Any such decision shall be documented and communicated in writing.

5) No artists will be allowed to withdraw any entry after they have submitted it to the NAMAs.

The comprehensive version of the NAMAs Policy is available at www.nama.com.na

Enquiries: info@nama.com.na

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