**Please add Company LOGO**

Ministry of Finance

Private Bag 13185

Windhoek

9000

Dear Mr Hashipembe

HOUSING SCHEME APPLICATION: Company Name

TAX REFERENCE: Company Tax ref.

I hereby apply for a housing scheme for Company Name.

The scheme will be operated bon fide solely for the purpose of providing assistance to employees to lease or purchase a private residence.

No housing benefit under the scheme will be granted in substitution for any reward or services rendered which would otherwise have been granted to employees.

Private residence will be occupied by the employee personally.

Employees who are house owners or who become homeowners will be paid an amount not exceeding their actual loan repayments of capital and interest.

Employees who pay rental for the lease of a private residence or a flat will be paid an amount not exceeding the actual amount payable according to the formal lease agreement.

The cash equivalent of the allowance will be an amount not exceeding 30% of the gross annual remuneration of the employee.

A housing allowance will not be paid to a staff member who owns a house that is fully paid.

Your Sincerely

Name of HR Manager

Title