



11th African Archery Championships &

African Continental Qualifying Tournament for Olympic Games in Rio de Janeiro 2016

Windhoek, (NAM)
28th-31th January 2016

Date: 15th July 2015

TO ALL World Archery MEMBER ASSOCIATIONS

Dear President,

On behalf of the Local Organizing Committee of the 11th African Championship 2016, Federation of African Archery, and the Archery Association of Namibia, I would like to invite you to the 11th African Archery Championship, which will be held from 28th -31th January 2016 in Windhoek, Namibia. This event will also include the Continental Qualifying Tournament for the Olympic Games 2016.

To register participation, please find enclosed the necessary documents and return your completed forms within the deadlines listed below:

Summary of deadlines:

- | | |
|-------------------------------------|------------------|
| ➤ Preliminary Country Entry (start) | 1 August 2015 |
| ➤ Preliminary Entries deadline | 30 October 2015 |
| ➤ Deposit payment | 15 November 2015 |
| ➤ Hotel Reservation Form | 15 November 2015 |
| ➤ Transportation Form | 15 November 2015 |
| ➤ Visa Support letter | 1 December 2015 |
| ➤ 100% accommodation payment | 10 December 2015 |
| ➤ Final entry payment: 100% | 10 December 2015 |
| ➤ Final Entries | 7 January 2015 |

Looking forward to welcoming you and your teams, to Windhoek, Namibia.

Sincerely yours,

Frank Bockmühl

President of the Archery Association Namibia



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Windhoek, (NAM)
28th-31th January 2016

PRELIMINARY PROGRAMME

Day	Date	Description
DAY 0	Tuesday & Wednesday 26-27/01/2016	Arrival of participants Practice field and local transport available
DAY 1	Thursday 28/01/2016	Official Practice (CM, CW) Official Practice (RM, RW) Equipment Inspection Team Managers Meeting
DAY 2	Friday 29/01/2016	Opening Ceremony Qualification Round
DAY 3	Saturday 30/01/2016	Eliminations
DAY 4	Sunday 31/01/2016	Finals
DAY 5	Monday & Tuesday 01-02/02/2016	Departure

NOTE:

This is a preliminary program and subject to change according to the number of participants in each division and TV requirements. All changes will be published and distributed to all participants in advance.



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PRELIMINARY & FINAL REGISTRATION

All registration process must be done using the World Archery Online Registration System (WAREOS, formerly FORS): <http://register.worldarchery.org>. No entry forms will be accepted for registering to this event.

A maximum number of **3 athletes per country** (host country included) are allowed to be registered into each category of the event. Preliminary entries have to be done using the WAREOS.

In order to use WAREOS, please login on <http://register.worldarchery.org> with your Username and Password assigned by World Archery. After entering the WAREOS, please go to "Online Registration" and register your athletes for this event. A "WAREOS User Manual" can be downloaded in PDF format (English) using the same website link.

For any questions regarding the WAREOS, please contact the World Archery office, Jae Kyung Lee (jklee@archery.org).

Start date for online registration using WAREOS	<u>1 August 2015</u>
End of Preliminary registration using WAREOS:	<u>30 October 2015</u>
End of Final registration using WAREOS:	<u>7 January 2015</u>

Please pay attention to the stated deadlines. Teams will **not be** able to enter or update their data in WAREOS, after the deadlines, as the system will be blocked. If teams wish to make any changes to their Final Registration, after the deadline, you need to contact Jae Kyung Lee, World Archery Member Services Coordinator (jklee@archery.org).

Final Entries processed after the deadline will result in a penalty fee of €50 per athlete to be paid to the OC upon arrival at the field.

Final registrations that differ by more than 4 athletes from the preliminary registration or have been submitted after the preliminary deadline will result in a penalty fee of € 100 to be paid to the OC upon arrival at the field.

Any entries received less than 3 days before the team managers meeting will be

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refused if no preliminary entry and/or final entry are made prior. This decision cannot be appealed by the teams and is fully compliant with the current World Archery rules, article 3.7.1.2. Entries received after the deadlines, are subject to penalties as clearly stated in the WA rule book. A Member Association that has made final entries in WAREOS and does not participate will be invoiced for the number of entries entered in the system, unless they have informed World Archery and the LOC in writing at least one week prior to the event that they are unable to attend.

Only the Member Associations in good standing with WA, FAA and Namibia are eligible to enter and compete.

ACCOMMODATION & GENERAL INFORMATION

The **Archery Association of Namibia** presently has a block reservation for the event at the Safari Hotel. However, these bookings cannot be kept indefinitely and early receipt of reservation forms will be appreciated.

The official hotels are:

➤ Safari Hotel (3 Star)	
<u>Standard Rooms</u>	
<i>Single room</i>	€ 110
<i>Double room per person</i>	€ 80
<u>Business Room</u>	
<i>Single room</i>	€125
<i>Double room per person</i>	€85
➤ Safari Court (4 Star)	
<u>Classic Rooms:</u>	
<i>Single room</i>	€140
<i>Double room per person</i>	€105

Accommodation rates are based on a, per person, per night, including the related service charges, VAT, Internet Connection and full board. Any special dietary requirements or food allergies, please notify us when emailing the hotel reservation form.

Early accommodation booking is crucial, due to other events taking place at the same time.

No meals at the venue, only at accommodation. A kiosk for beverages and snacks at



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venue at own costs.

Teams who book their own accommodation are responsible for their own transport and meals.

- | | |
|------------------------------------------------|-------------------------|
| ➤ Reservations should be made before: | 15 November 2015 |
| ➤ Deposit payment (70%) | 15 November 2015 |
| ➤ Transportation form | 10 December 2015 |
| ➤ Final Hotel Reservation & remaining payment: | 10 December 2015 |

To confirm your hotel reservations, a 70% deposit, of the total amount, is required to be transferred, to the OC **before 15th November 2015** via a bank transfer, using the details provided. Reservations received after this date will be considered according to availability.

Hotel Day Use Policy

Check-out time is 11h00 on the day of departure. Should a guest wish to keep the room after that 50% of the full rates will be charged should the guest vacate the room between 11h00 and 16h00. The full rate will be charged should the room only be vacated after 16h00.

Hotel Cancellation Policy

Should the accommodation reservation be cancelled the following cancellation and no-show policy will apply:

- +30 days prior to arrival – 10% cancellation fee
- 30 – 15 days prior to arrival – 25% cancellation fee
- 14 – 8 days prior to arrival – 50% cancellation fee
- 7 – 4 days prior to arrival – 65% cancellation fee
- 3 – 0 days prior to arrival – 100% cancellation fee
- No shows and early departures – 100% cancellation fee

Important Note:

Please refer to the accommodation pages on the following website www.safarihotelsnamibia.com for detailed hotel information. Please complete all the necessary forms by the deadlines given and arrange full payment for accommodation at the time of booking. No credit cards or travel checks will be accepted on site.



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Please make the reservation as soon as possible.
Availability will be on a first-come-first-served basis.

TO GUARANTEE RESERVATIONS

For the payment of accommodation, a 70% deposit of the total amount payable is required to be paid by **15th November 2015**. The remaining payment for accommodation should be paid by **10th December 2015**. Accommodation cannot be guaranteed after this deadline.

Accommodation can only be guaranteed after receipt of a 70% deposit.

All participants should book their accommodation through the LOC. Participants that do not book their accommodation through the LOC, will have to pay double entry fees and will not be entitled to any event information or transportation.

Teams will also need to register for their accreditation, at the latest, the day before official practice. If participants do not register the day before, no changes will be made to the entry list. Participants will not be allowed to compete if registration is not completed in time and will not be allocated to a target.

Transportation:

- Airport transfers will be provided from Hosea Kutako International Airport (WDH) and official hotels, on 26th -27th January 2016 and 01th -02nd February 2016

Local transportation will be available between official hotels and practice and competition venues. Transport timetables will be confirmed. Buses and/or vans will be provided. This is included in the entry fees.

Internet:

Internet available at the hotel.



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ENTRY FEE

Entry fee:

- Individual: €120 per Athlete
- Officials: €80 per Official

There is no entry fee for teams.

For participants using official hotels, booked through the LOC, entry fees include daily local transport to and from the practice field to official hotels during the qualification, elimination and finals venues (timetable to be confirmed).

PAYMENT CONDITIONS

Entry fees and accommodation fees are to be paid in full **BEFORE** arrival.

For the payment of accommodation, a 70% deposit of the total amount payable are required to be paid by **15th November 2015**. The remaining 30% payment for accommodation should be paid with the final entry by **10th December 2015**. Accommodation cannot be guaranteed after this deadline.

A balance invoice will be provided via email or on arrival, as required, after payment.

BANK INFORMATION for ACCOMMODATION, TRANSPORTATION and ENTRY FEES:

BANK:	Nedbank Namibia Windhoek
BRANCH ADDRESS:	Wernhill Branch
BRANCH CODE:	461-054
BANK ACCOUNT HOLDERS NAME:	Archery Association of Namibia
ACCOUNT NO:	12000088208
SWIFT/BIC CODE:	NEDSNANX

NOTE: Please indicate in the reference/notes section the team or reservation name that corresponds to the payment.

ALL PAYMENTS SHALL BE MADE IN EURO BY BANK TRANSFER

All bank charges will be paid by the participants. CREDIT CARDS or TRAVEL CHEQUES will not be accepted.



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Olympic Games Rio de Janeiro 2016 Qualification Competition:

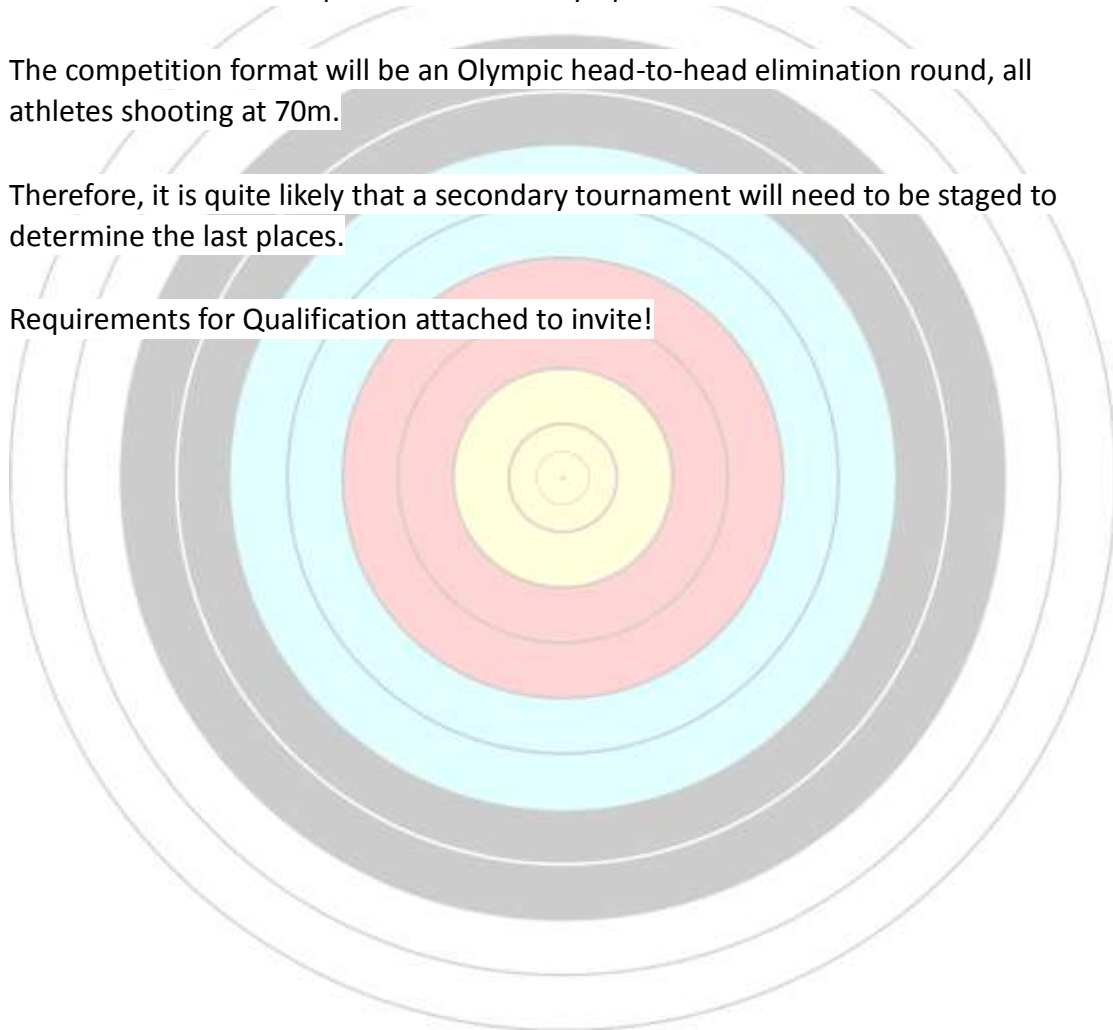
2016 African Continental Qualifying Tournament for Olympic Games in Rio de Janeiro
2016 Individual Competition

During the FAA, a special competition will be held on Friday, 29th January 2016 for
Recurve athletes to compete in the 2016 Olympic Games in Rio de Janeiro.

The competition format will be an Olympic head-to-head elimination round, all
athletes shooting at 70m.

Therefore, it is quite likely that a secondary tournament will need to be staged to
determine the last places.

Requirements for Qualification attached to invite!





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HOTEL RESERVATION FORM

COUNTRY/TEAM FROM	
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SAFARI HOTEL (3*) STANDARD ROOMS

SINGLE ROOMS	
DOUBLE ROOM	

SAFARI HOTEL (3*) BUSINESS ROOMS

SINGLE ROOM	
DOUBLE ROOM	

SAFARI COURT (4*) CLASSIC ROOMS

SINGLE ROOM	
DOUBLE ROOM	



Do you require a room for a disabled team member? Yes No

If yes, please specify: _____

Do any of your team members have dietary requirements or allergies such as, vegetarian, nut allergies or gluten free etc. Yes No

If yes, please specify: _____

Date: _____

NOTE:

Please refer to the Accommodation pages on the website (www.safarihotelsnamibia.com) for detailed hotel information.

Signature of President / Secretary General: _____

PLEASE RETURN THIS HOTEL RESERVATION FORM TO LOC BEFORE
15th November 2015 by email to archeryinnamibia@gmail.com or fax: 00264-61-264767



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TRANSPORTATION FORM

Country/Team from: _____

Number of passengers: _____

Arrival information

We will arrive by plane:

Airport: _____ Flight Nr: _____

Date: _____ (DD/MM/YY) Arrival Time: _____

We will arrive in _____

Departure information

We will depart by plane:

Airport: _____ Flight Nr: _____

Date: _____ (DD/MM/YY) Departure Time: _____

We will depart from _____

Date: _____ (DD/MM/YY)

Signature: _____

President / Secretary General MA: _____

The transport fee **INCLUDES** transportation between hotels and archery venues.

PLEASE RETURN THIS TRANSPORT FORM TO LOC BEFORE 10th December 2015 by
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A balance invoice will be provided via email or on arrival, as required, after payment.

BANK INFORMATION for ACCOMMODATION, TRANSPORTATION and ENTRY FEES:

BANK:	Nedbank Namibia Windhoek
BRANCH ADDRESS:	Wernhill Branch
BRANCH NUMBER:	461054
BANK ACCOUNT HOLDERS NAME:	Archery Association of Namibia
ACCOUNT NO:	12000088208
SWIFT/BIC CODE:	NEDSNANX

NOTE: Please indicate in the reference/notes section the team or reservation name that corresponds to the payment.

ALL PAYMENTS SHALL BE MADE IN EURO BY BANK TRANSFER

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FINAL HOTEL & TRANSPORT RESERVATION

Personal Details

WOMEN

MEN

NAME OF MEMBER ASSOCIATION

COUNTRY/REGION

CONTACT NAME

TELEPHONE

E-MAIL

Hotel Accommodation:

Please reserve the following:

Safari Hotel

	Single room(s) Standard, Safari Hotel	From		To	
	Double room(s) Standard, Safari Hotel	From		To	
	Single room(s) Business, Safari Hotel	From		To	
	Double room(s) Business, Safari Hotel	From		To	

Safari Court

	Single room(s) Classic Safari Court	From		To	
	Double room(s) Classic Safari Court	From		To	

TOTAL ROOMS REQUIRED



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Flight Details:

DATE OF ARRIVAL	TIME OF ARRIVAL	FLIGHT NO
DATE OF DEPARTURE	TIME OF DEPARTURE	FLIGHT NO

ALTERNATIVE DEPARTURE/ARRIVAL: SPECIFY

--

Accommodation Payment:

ROOM TYPE	AMOUNT OF ROOMS	RATE PER NIGHT PER PERSON	TOTAL RATE €
SINGLE Standard		€110	
DOUBLE Standard		€80	
SINGLE BUSINESS		€125	
DOUBLE BUSINESS		€85	
SINGLE CLASSIC		€140	
DOUBLE CLASSIC		€105	

CALCULATION

TIMES		X	NIGHTS
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TOTAL € AMOUNT DUE	
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Entry Fee Payment:

The entry fees and accommodation are to be paid in full **BEFORE** arrival.

Participants who decide to book their own accommodation, not through the LOC, will have to pay **double entry fee** (this is the case for both official and non-official hotels).

NO OF PERSONS	ENTRY FEE €	TOTAL €
ATHLETES	€120	
OFFICIAL	€80	
TOTAL ENTRY FEE		

PLEASE RETURN THIS ENTRY FORM TO LOC BEFORE **15 November 2015** by email to archeryinnamibia@gmail.com or fax: 00264-61-264767

Total Payment due

TRANSPORT	€
ACCOMMODATION	€
ENTRY FEE	€
TOTAL PAYMENT DUE	€

PLEASE RETURN THIS FINAL HOTEL RESERVATION FORM TO LOC BEFORE **15 November 2015** by email to archeryinnamibia@gmail.com or fax: 00264-61-264767



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The entry fees and accommodation are to be paid in full **BEFORE** arrival.

Participants who decide to book their own accommodation, not through the LOC, will have to pay **double entry fee** (this is the case for both official and non-official hotels).

NO OF PERSONS		ENTRY FEE €		TOTAL €
ATHLETES		€120		
OFFICIAL		€80		
TOTAL ENTRY FEE				

PLEASE RETURN THIS ENTRY FORM TO LOC BEFORE
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[Additional Information](#)

The city of Windhoek:

Windhoek is the capital and largest city of the Republic of Namibia. It is located in central Namibia in the *Khomas Highland* plateau area, at around 1,700 metres (5,600 ft) above sea level. The population of Windhoek in 2012 was 322,500 and grows continually due to an influx from all over Namibia.

The town developed at the site of a permanent spring known to the indigenous pastoral communities. It developed rapidly after Jonker Afrikaner, Captain of the Orlam settled here in 1840 and built a stone church for his community. However, in the decades thereafter multiple wars and hostilities led to the neglect and destruction of the new settlement such that Windhoek was founded a second time in 1890 by Imperial German army Major Curt von François.

Windhoek is the social, economic, and cultural centre of the country. Nearly every Namibian national enterprise, governmental body, educational and cultural institution is headquartered there.

Climate

Windhoek is situated in a semi-arid climatic region. Days are mostly warm with very hot days during the summer months, while nights are generally cool. The average annual temperature is 19.47 °C (67.05 °F), which is high for a site at such a high altitude on the edge of the tropics. This is mainly due to the prevalence of a warm northerly airflow and the mountains to the south, which shelter the city from cold southerly winds.

The winter months of June, July and August usually experience little or no rain. Minimum temperatures in winter range between -5 °C (23 °F) and 18 °C (64 °F). Nights are usually cool, and very cold before dawn. It almost never snows. Days are usually warm to hot, varying from a maximum of 20 °C (68 °F) in July to 31 °C (88 °F) in January.

Although the 2010/2011 rainy season brought a record of over 1,000 millimetres (39 in), mean annual rainfall is around 360 millimetres (14 in), which is too low to



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support crops or gardens without heavy use of watering. The natural vegetation of the area is scrub and steppe. Droughts are a regular occurrence, with the two worst rainy seasons of recent history, 1981/82 and 2012/13, yielding 126 millimetres (5.0 in) and 166 millimetres (6.5 in) respectively.

Archery Venues:

The practice, competition and final venues are all located at the Deutscher Turn und Sport Verein (DTS), and the distance from the venues to the hotels is about 2.5km.

The facilities are arranged according to requirements for both venues.

All meals (breakfast, lunch and dinner) will be served at the hotel. For the Bar and Kiosk, teams will need to pay for drinks (other than water).

Transportation:

- Airport transfers will be provided from Hosea Kutako Airport, the Windhoek International Airport, to official hotels, on 26, 27 January and 1,2 February 2016 .

Local transportation will be available between official hotels and practice and competition venues. Transport timetables will be confirmed. Buses and/or vans will be provided.

Cancellations & Changes:

Written Cancellations must be:

- Received before **10th December 2015** for full refund of the deposit payment
- Received later than **10th December 2015**, no refund.

All refunds, if any, will be processed after the event.

Name change (the same category and division) will be accepted up to 72 hours before the event, without any additional charge. The LOC should be informed about any changes immediately in the travel programme 72 hours prior arrivals. If your arrival is later than originally scheduled, the room charges will start from the original date indicated by the accommodation forms received from the Member Association.



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Training:

There is a training field and it will be available to use from 26th /27th January 2016. The practice on the official range is scheduled on **28th January 2016**.

Weather: (May Averages):

Avg. High Temp 74.7°F / 23.7°C
Avg. Low Temp 50°F / 10°C
Avg. Rain full 0.244 inches / 6.2 mm

Ceremonies:

Archery Venue and World Archery dress code applies.

All teams are required to bring 2 national flags (2x1m) and national anthem.

Water on the Venue:

Free water will be provided on the field during competition for accredited people.

Tickets of the Finals:

All athletes and officials with accreditation will be admitted on the final fields using their accreditation. For people interested in purchasing tickets for the finals will be able to order tickets from archeryinnamibia@gmail.com starting from 31st JULY 2015. It will also be possible to purchase tickets on the day of the event, subject to availability.

Media Registration:

Media representatives can apply for registration by email:

archeryinnamibia@gmail.com or at the archery venue from 25th January 2015.

Internet Connection:

Free Internet connection is available for LOC and scoring officials. In the hotel rooms, limited internet provided and Wi-Fi hot spots for other surrounding areas.

LOC Contact:

Name:

Archery Association of Namibia

Official website:

www.archerynamibia.org

Address:

P.O. Box 6999, Windhoek, Namibia



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General Event Mail: archeryinnamibia@gmail.com

Visa:

The Archery Association Namibia will provide a support letter to participation countries or individuals wishing to participate. It is the participants and officials own responsibility to obtain the necessary visas before entering Namibia arrival.

<http://www.mfa.gov.na/>

Visa Support Form:

All participants who need an entry visa to Namibia, are kindly requested to fill in the **Visa Support Form with copies of each team members passport** and returned to the Organizing Committee, as soon as possible, so that we can send you a support letter to obtain the visa at the Namibian embassy in your country.

For any further information, please contact LOC, Tel: 00264 61 264 765 (between the hours of 09:00hrs and 17:00hrs Namibian time) or email:

archeryinnamibia@gmail.com

Gender M/F.	Family Name	Given Name	Date of Birth DD/MM/YY	Nationality and place of birth	Title (Athlete /Coach/ Official)	Passport No.	Expiration Date of Passport DD/MM/YY	Location of Visa collection



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Namibian Visas

Who needs a visa to visit Namibia

Please note that the following information is correct at the time of writing (and is updated frequently), however these things do change frequently so it may be worth checking the current visa requirements before travelling to Namibia.

All visitors require a passport to enter Namibia. This passport must be valid for at least 6 months beyond the intended stay and have sufficient pages for entry and exit stamps. All visitors must also have a valid return ticket.

Minimum Requirements for Tourists exempted from visa requirements to enter Namibia:

- Be in possession of a valid passport which is valid for at least 6 months beyond intended departure date from Namibia
- Be in possession of valid return / onward air ticket or proof of other means of transportation enabling him to leave Namibia
- Entry into Namibia will be permitted for a maximum period of 90 days, (extension possible on application to The Ministry of Home Affairs during stay in Namibia.)

Visitors from the following countries do not require visas for stays of up to 90 days:

Angola, Austria, Australia, Belgium, Botswana, Brazil, Cuba, Canada, France, Germany, Italy, Ireland, Japan, Kenya, Liechtenstein, Luxembourg, Russia, Spain, Switzerland, UK, USA, Mozambique, New Zealand, Portugal, Iceland, the Netherlands, Malaysia, Singapore, the Scandinavian countries, South Africa, Zambia and Zimbabwe.

For visitors from other countries, please check with your nearest Namibian Consulate about obtaining a visa

Passports:



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To enter Namibia, a passport valid for six months from date of entry, complete with three blank pages, is required by all nationals referred to in the chart above.

Visas:

Visas for Namibia are not required by nationals referred to in the chart above for stays of up to three months if visiting Namibia on holiday except:

1. Nationals of Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Slovenia, who do require a visa.

All visitors travelling to Namibia for business purposes must arrange a visa in advance.

Visa note:

Nationals not referred to in the chart are advised to contact the high commission/embassy for visa requirements for Namibia.

Validity:

Valid for up to three months, for stays of up to three months from the date of entry.

Application to:

Consulate (or consular section at high commission).

Temporary residence:

If you plan to work or study in Namibia, you must obtain a temporary work or study permit from the high commission or embassy in your own country.

Working days:

Visa processing takes three days, with same-day processing available for an additional fee.

Sufficient funds:

While tourists are rarely required to prove they have enough money to see them through their trip, those applying for visas must be able to show officials that they have enough to support themselves for the duration of their stay in Namibia.

Entry documents:

A valid passport is required and a yellow fever vaccination certificate, should you be entering from a country where the disease is prevalent.

Cape Verde	Angola				
Guinea-Bissau	Tel:	+244	222	321	241
Sao Tome and Principe	Email:	embnam@ebonet.net			



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Bulgaria	Austria Tel: +431 402 9371 Email: nam.em.vienna@speed.at
Bosnia	
Croatia	
Czech Republic	
Macedonia	
Romania	
Serbia	
Hungary	
Montenegro	
Slovak Republic	
Slovenia	
European Union	Belgium Tel: +322 771 1410 Email: nam.emb@brutele.be
Luxembourg	
Netherlands	
Liechtenstein	
Switzerland	
SADC Secretariat	Botswana Tel: +267 390 2181 Email: namibhc@botsnet.bw
Argentina	Brazil Tel: +5561 3248 6274 Email: info@embassyofnamibia.org.br
Bolivia	
Chile	
Colombia	
Equador	
Peru	
Uruguay	
Suriname	
Cyprus	Britian (United Kingdom) Tel: +44 207 636 2969 Email: info@namibiahc.org.uk
Greece	



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Republic of Ireland Malta	
Korea DPR Laos Cambodia Mongolia Pakistan Vietnam	China Tel: +861 065 322 211 Email: namemb@eastnet.com.cn
Dominican Republic Haiti Venezuela Antigua & Barbuda St. Kitts and Nervis St. Lucia St. Vincent & Grenadines Grenada	Cuba Tel: +537 204 1430 Email: namembassycuba@hotmail.com
Cameroon Central african Republic Congo Equatoria Guinea Gabon Chad	DRC Tel: +248 815 559 840 Email: namembassy_drc@ic.cd
Algeria Eritrea Jordan Kuwait Lebanon Oman Palestine	Egypt Tel: +202 235 844 67 Email: namembcai@link.net



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Qatar	
Saudi Arabia	
Syria	
Tunisia	
United Arab Emirates	
Yemen	
Africa Union	
Djibouti	Ethiopia
Sudan	Tel: +251 116 611 966
South Sudan	Email: nam.emb@ethionet.et
ECA	
Italy	
Portugal	France
Spain	Tel: +331 441 732 65
UNESCO	Email: info@embassyofnamibia.fr
FAO	
Poland	Germany
Turkey	Tel: +493 025 490 50
Vatican	Email: namibiaberlin@aol.com
Afghanistan	
Bangladesh	
Bhutan	India
Myanmar	Tel: +911 126 140 389
Nepal	Email: nam@nhcdehli.com
Sri Lanka	
Maldives	
Republic of Korea	Japan
	Tel: +81 364 265 460



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Windhoek, (NAM)
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	Email:embassy@namibiatokyo.or.jp
Brunei East Timor Fiji Indonesia Pacific Island Papua New Guinea Philippines Thailand	Malaysia Tel: +603 216 465 20 Email: namhckl@streamyx.com
Benin Burkina Faso Cote d'Ivoire Gambia Ghana Guinea Liberia Mali Mauritania Niger Senegal Sierra Leone Togo ECOWAS	Nigeria Tel: +234 978 094 41 Email: namibiahighcomabuja@yahoo.com
Jamaica Barbados Dominica Guyana Trinidad & Tobago	New York Tel: +121 268 520 03 Email: namibia@un.int
Azerbaijan	Russian Federation



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Belarus	Tel: +749 923 032 75 Email: namerf@namibaembassy.ru
Georgia	
Armenia	
Kazakhstan	
Tajikistan	
Moldova	
Turkmenistan	
Ukraine	
Uzbekistan	
Kyrgyzstan Republic	
Comoros	South Africa Tel: +271 248 191 00 Email: secretary@namibia.org.co.za
Lesotho	
Mauritius	
Mozambique	
Seychelles	
Swaziland	
Denmark	Sweden Tel: +468 442 980 0 Email: info@embassyofnamibia.se
Finland	
Estonia	
Iceland	
Latvia	
Lithuania	
Norway	
Unite Nation Organisation	Switzerland Tel: +81 364 265 460 Email: embassy@namibiatokyo.or.jp
Burundi	Tanzania Tel: +255 222 151 079 Email: namhcdar@gmail.com
Kenya	
Somalia	



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Bahamas	
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Canada	
Costa Rica	
El Salvador	Washington
Guatemala	Tel: +120 298 605 D.C 40
Honduras	Email: info@namibianembassyusa.org
Mexico	
Nicaragua	
Panama	
	Zambia
	Tel: +260 211 260 407
	Email: namibia@coppernet.zm
Madagascar	Zimbabwe
Malawi	Tel: +244 222 321 241
	Email: secretary@namibianembassy.co.zw
Australia	
Iran	
Iraq	
Israel	Windhoek
Libya	Tel: +264 61 2829111
Morocco	Email: headquarters@mfa.gov.na
New Zealand	
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