



WECKE
& VOIGTS
since 1892

New Vendor Application Form

Company Name: _____

Address: _____

E-Mail: _____

Telephone No: _____

Mobile Number: _____

Vat Number: _____

Bank Name: _____

Branch: _____

Account Number: _____

Payment Term: 30 Days (**All terms from date of statement**)

Name / Surname of Applicant: _____

Signed : _____ Date: _____

Facility/Premises Details

Premises Name: _____

Address: _____

Town: _____

Region: _____

The Following Certified copies to be attached to application:

- Business Registration from BIPA
- Valid Fitness Certificate
- Trade License
- Bank Confirmation Letter
- Vat Certificate

Certified documents should be submitted to the retailer on annual basis to demonstrate that the facility has undergone an independent audit/inspection and that all matters related to business compliance, permits, licenses, food safety and hygiene are in place. These documents should be submitted prior to any products sold to any retailer affiliated with the Wecke & Voigts Group and should be kept on file.



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- ☐ Meat Products ☐ Fresh Produce ☐ Delicatessen ☐ Non-Foods ☐ Other
☐ Bakery ☐ Dairy / Eggs ☐ Frozen Foods ☐ Wood / Charcoal

List of all products:

Abattoir:

Facility: Own _____ Third Party _____

Wood / Charcoal:

The Forest Act of Namibia makes provision for setting regulations and conditions to ensure that forestry related activities are controlled through various permits. The forest regulations also make provision for the marking of indigenous timber that is imported or harvested locally. Permits are also required for grazing animals, construction of roads or buildings, and mining in a forest reserve or protected area. Please see below table listing all required permits and validity periods:

Type of permit	Description	Validity of permit
Harvesting permit	For any tree cutting for timber or charcoal, or for other forest produce in an area, granted after a site inspection.	3 months
Transport permit	For the transporting of any wood or wood products such as droppers, planks, charcoal, and firewood.	7 days
Export permit	For the exporting of any wood or wood products outside Namibia.	7 days
Marketing permit	For the sale of wood products locally or exported.	3 months in commercial areas 1 month in communal areas

- All required permits must be provided on the day of delivery.



Fresh Food Products:

Fresh food products will require additional certified documentation to be attached to the application:

- Meat Products: Meat board certification or authorization letter from the ministry / permit. (Beef, Pork, Lamb & Mutton, Poultry).
- Game Meat Products: Game permits / authorization letter from the ministry.
- Fish Products: Authorization letter from the ministry / permits.
- Milk & Eggs: Meat board certification or authorization letter from the ministry / permit.
- Produce Products: Agronomic board registration / certificate.

Food Safety Requirements:

Foodstuff must be produced, stored, transported, and delivered at the correct temperature and hygienic condition as specified by the NAMIBIA FOOD SAFETY POLICY / STANDARDS (Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food) published by the Department of Health, Agriculture, Water and Forestry.

Temperature standards as per the above-mentioned act:

- Frozen Products – minus 12 to 18 degrees
- Chilled Products – 0 to 5 degrees
- Hot Foods – Above 60 degrees

Any food products not complying with the above, will not be accepted upon delivery and the Wecke & Voigts Group, and its affiliated retailers, will not be obligated to carry any the cost for any rejected products.

Labelling & Packaging:

The labeling of all food products are mandatory and must include the following information:

- Name under which the product is sold.
- List of ingredients, quantity of ingredients or categories of ingredients.
- Allergens.
- Net quantity.
- Indication of the acquired alcoholic strength of beverages containing more than 1.2 % by volume of alcohol.
- Instructions for use.
- Date of minimum durability (Use by, Sell by dates), any special storage conditions, or conditions of use.



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- Name or business name and address of the manufacturer or packager.

The foodstuff's label, packaging and composition must comply with all Regulations relevant to that applicable food sector, including, but not limited to the Meat Safety Act; Bottled Water Regulations; Regulations for Maximum Pesticide Residue Levels etc;

The foodstuff's packaging and wrapping must be hygienic and free from all hazardous matter that is harmful to consumers, as per SANS 10049:2012 (food safety management – requirements for prerequisite programmes (PRPs)).

Facility Inspections:

1. Vendor facilities may be visited by a representative from the Wecke & Voigts Group (Risk, Health & Safety, Operations departments) before any applications are approved.
2. The vendor / supplier will be notified prior to any visits taking place;
3. Site visits will be done in line with price, quality, and compliance requirements.

Wecke & Voigts Group Contacts:

Store	Manager Name	E-mail
Maerua Superspar	Otto Alfeld	manager@maeruasuperspar.com.na
The Grove Superspar	Jose Figueira	manager@grovesuperspar.com.na
Hochland Spar	Jacques Maritz	manager@hochlandspar.com.na
Westlane Spar	Athur Stephanus	manager@westlanespar.com.na
Klein Windhoek Spar	Willi Deetlefs	manager@kwspar.com.na
W&V Wholesale	Philip Hite	phite@wholesale.com.na
W&V Retail	Shaheeda Woutersen	managerforyou@weckevoigts.com.na

Risk Manager – Jacques Addinall

Email: risk@weckevoigts.com.na

Operations Manager - Russell Otty

Email: spardepartments@weckevoigts.com.na

(Spar Stores) Accounts Manager – Maurencia Beukes

Email: sparfinance@weckevoigts.com.na

(W&V Stores) Accounts Manager – Jacqueline Jahs

Email: accounts1@wholesale.com.na



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FOR OFFICE USE ONLY

Facility visits required: Yes / No

Comments:

RECOMMENDED : _____ Date: _____

APPROVED/DECLINED

Comments:

SIGNED : _____ Date: _____



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WHOLESALE
since 1892



WECKE
& VOIGTS *for you*
SOMETHING SPECIAL

SUPERSPAR 
MAERUA & THE GROVE

SPAR 
HOCHLAND, WESTLANE
& KLEIN WINDHOEK

