



MICE VISA PROCESS

Meetings, Incentives, Conferences & Exhibitions.

EVENT CODE

Event Name: 2nd EU-Namibia Business Forum. **Start Date:** 2026-05-11 **End Date:** 2026-05-13

Visa Closing Date: 2026-05-04 **Unique Code:** 60265A9490

PROCESS

The system operates on a two-step authentication process. Please complete each step in sequence.

- 1 Receive Event Code**
Obtain the event code from the event organisers.
- 2 Complete Excel Form**
Fill in the attached Excel form with your personal details and return it to: louis@eu-namibiabusinessforum.com.na
Subject line: [Your Name] – MICE Visa Application – Excel Sheet
- 3 Organiser Submits to Government System**
The organiser uploads your details to the Government portal for pre-registration on your behalf.
- 4 Government Confirmation Received**
A confirmation of successful upload is received from the Government.
- 5 Notification to Proceed**
You will be notified to proceed with your visa application.
- 6 Apply via Official Portal**
Apply for the MICE visa through the official Home Affairs portal using your event code reference.
- 7 Visa Processed & Issued**
Your MICE visa is processed and officially issued.
- 8 Travel to Namibia**
You are ready to travel to Namibia and participate in the forum.

*SAMPLE - HOW TO FILL IN THE EXCEL SHEET:

First Name	Last Name	Date of Birth	Passport Number	Nationality	Purpose of Visit
EI	Maru	xxxxxx	GXXXXXX	Etosha Land	Exhibitor OR (Media or Participant etc - choose one only)

*SPECIAL NOTE: In excel sheet please designate if you are a participant, presenter, organiser, exhibitor, and or media.