



**Deutsch-Namibische
Gesellschaft e.V.**

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Information on financial support for projects in Namibia via the DNG (as of April 2026)

In order to comply with the requirements and guidelines of our statutes and the German tax authorities (Tax Code), we have compiled the following information for you:

Conditions:

- DNG membership of the German project manager
- Contact person (project management) in Germany (address, email, telephone)
- Description of the purpose/objective of the project
- Project name: required for the DNG's payment reference / bank account
- **Important:** Proof of registration in Namibia as a non-profit organization; or if registration has not yet taken place: conclusion of an agreement between DNG and NAM.Project
- Contact person in Namibia (address, email, telephone)
- Local **account** in Namibia for the transfer of donations (important: donations for the project can only be paid out via this local bank account!)
- You agree to the current handling fee (HF) of 3% of donation payments
- It must be possible at any time to visit the project and inspect the records regarding the use of donations
- Flyers or a dedicated website must mention the DNG as the umbrella organisation/patron or "sponsored by" or similar

Donation transfer

- Donations are transferred quarterly to our account at NEDBANK. The months following the quarter are specified as follows:
by the 15th of May, August, November and February
- The total donation amount for the quarter, minus the 3% handling fee, is transferred.
- We will email a list of donors and the bank's payment receipt to accompany the donation transfer.

- The donations are paid out from our account **directly to the specified account in Namibia.**
- Please always confirm the transfer/deposit of the amount locally to us by email. It must be ensured that the donations have been received.
- Please keep a record of how the funds are used.
- The DNG can provide an Excel spreadsheet for income and expenditure, which, when maintained and updated, serves as proof.
- As registered trust or welfare organisation official reports of independent accountants can be used.
- The payment/transfer of larger sums in addition to the quarterly transfers is not possible – nor is the accumulation of donations beyond the quarter.

Donations for the project

- Donations must be raised independently by the project management team. The DNG may, but is not obliged to, raise donations for the project.
- Once the project has been reviewed and launched, the DNG will provide the Commerzbank account details for the donation payments:
 - Recipient: **Deutsch-Namibische Gesellschaft e.V.**
 - Donation text/reference: **Name of the project** (important for internal allocation of the project)
 - IBAN: **to be announced!**
 - Commerzbank Düsseldorf
- For **donations of 301.00 Euros** or more, we will issue a donation receipt (ZB) provided we have your address. For donations up to 300.00 Euros, the bank transfer receipt is sufficient for the tax office. An additional form regarding the DNG's charitable status can be downloaded from our website.

Please confirm that you agree to these terms and conditions.

Once we have received all the necessary details, we look forward to a smooth and successful start to the project and a fruitful collaboration, following review and consultation.

And if you have any questions, please do not hesitate to contact us at any time.

The DNG team

German-Namibian Society e.V.
Email: buero@dngev.de