

# APPLICATION FOR SPECIAL ATTENDANCE

**A. REQUESTER'S INFORMATION**

The Principal of Customs and Excise: \_\_\_\_\_  
Office Name: \_\_\_\_\_

I request the attendance of (number) \_\_\_\_\_ of officer(s) at (time) \_\_\_\_\_ for a period of approximately \_\_\_\_\_ hours to perform the following services: \_\_\_\_\_

I agree to pay the following amount: **N\$50.00 per hour**, per officer plus any extra costs associated with your providing these officers to perform the requested function. The following total amount is hereby tendered: N\$ \_\_\_\_\_.

If it requires additional time to perform the requested function, I fully understand that I will be liable for the additional costs and agree to pay them on demand.

Name of Requester:	Position:	Date:
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**B. FOR OFFICIAL USE ONLY**

Amount collected (N\$):	Receipt Number:	Date:
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Approved by:	Date:
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Officers assigned for special Attendance: \_\_\_\_\_  
Extra costs (if any): \_\_\_\_\_

**C. TO BE COMPLETED AFTER THE SPECIAL ATTENDANCE**

I/We hereby declare that I/we was/were present during the above-mentioned hours and performed the functions as stated:

1. Name & Signatures of officer:  
2. Name & Signature of Officer:  
Name and Signature of Requester:

Special attendance Serial Number: \_\_\_\_\_