

**MINISTRY OF COMMUNITY DEVELOPMENT AND SOCIAL SERVICES
DEPARTMENT OF REGISTRAR FOR NGOS**

REQUIREMENTS FOR NGO CERTIFICATE RENEWAL UNDER THE NGO ACT

1. Application letter for renewal of Certificate. The letter should be addressed to the Registrar for NGOs
2. Form 5. Application for Certificate Renewal Form obtainable at the Office of the Registrar for NGOs and in all the Provincial Offices of the Ministry after payment of Certificate renewal fee (No. 13) must be submitted in triplicate (3)
3. Three certified and signed copies of the organization constitution
4. Certified copies of Identity Documents (National Registration Cards or Passports) **(Only new office bearers whose documents are not in the database of the Department)** must be submitted in triplicate (3)
5. Police clearance for all office bearers. Cleared fingerprints and Certificates must be submitted in triplicate **(only for new office bearers whose cleared fingerprints are not in the database of the Department).**
6. A list (in table form) indicating the name, nationality, position, occupation, residential address, phone number and date of appointment to current positions of all office bearers should be attached.
7. Minimum number of Office bearers is five (5)
8. Summary report of major activities undertaken during the last five (5) years
9. Gender balancing/mainstreaming should be considered on the list of office bearers
10. Recommendation letter from a relevant Government line Ministry or institution should be submitted.
11. Proof of payment (K360.00) for annual returns of the previous year (Copy of receipt)
12. Proof of payment for certificate renewal (copy of receipt)
13. Prescribed Fees for certificate renewal
 - i. International NGO K1, 680.00
 - ii. Local NGO K840.00

Please ensure that you request for a GRZ Revenue Transit Account Deposit Slip from Bank Clerks for use when depositing registration fees and accordingly enter the allocation codes indicated below.

Bank Name	Account Name	Account Number	Allocation Code			
			Ministry	Control	Chart of Accounts	Station Code
Finance	Ministry of Finance – Revenue Transit Account	0010487927103	045	10	129099	001057
INDO Zambia		0012020000028				
Zanaco		1396516300258				