

MINISTRY OF COMMUNITY DEVELOPMENT AND SOCIAL SERVICES

Department of Registrar for NGOs

NGO REGISTRATION BANK DETAILS

Registration and Annual Return forms can be obtained from the Ministry of Community Development and Social Services, Headquarters, at the **Department of Registrar for NGOs** and the Ministry of Community Development and Social Services Departments of Social Welfare and Community Development at Provincial capitals, where a manual receipt will be issued upon production of deposit slip and computerized bank receipt showing payment of a **non-refundable** fee as follows:-

1. **Local NGOs** - **K840.00**
2. **International NGOs** - **K1,680.00**
3. **Annual Returns** - **K360.00**
4. **Register Extract** - **K180.00**

The above amounts should be deposited in any of the following three (3) bank accounts using the information provided below;

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				

Payments can be made using the following methods:

1. Direct Cash Deposit
2. Bank Certified Cheque.
3. Electronic Funds Transfer

For further information and clarification, contact Office of the Registrar for NGOs on: +260 211 220 974 and the Provincial Community Development and Provincial Social Welfare Offices in all the provincial capitals.