

# MINISTRY OF COMMUNITY DEVELOPMENT AND SOCIAL SERVICES

## DEPARTMENT OF REGISTRAR FOR NGOS

### REQUIREMENTS FOR THE APPLICATION FOR REGISTRATION OF AN NGO UNDER THE NGO ACT

#### Definition of an NGO by the NGO Act

*"a private voluntary grouping of individuals or associations, whether corporate or unincorporated, not established or operated for profit, partisan politics or any commercial purposes, and who or which have organised themselves for the promotion of civic education, advocacy, human rights, social welfare, development, charity, research or other activity or program for the benefit or interest of the public, through resources mobilised from sources within or outside Zambia".*

1. Application letter for Registration addressed to the Office of the Registrar indicating the objectives of the Organization. In case of an International Organization, this letter should come from the head office with Certificate of Registration and Constitution/Articles attached
2. Form 1. Application for Registration Form obtainable at the Office of the Registrar for NGOs and in all the Provincial Offices of the Ministry after payment of Registration fees 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) and Immigration Permits in respect of Non Zambians must be submitted in triplicate (3). A separate list of office bearers with phone and NRC/passport numbers of office bearers should be attached in triplicate (3) **(Minimum of five Office Bearers)**
5. Police clearance for all office bearers (as appearing on the application form). Cleared fingerprints and Certificates must be submitted in triplicate. **(Minimum of five Office Bearers)**
6. Gender balancing/mainstreaming should be considered on the Governing Boards
7. Recommendation letter from a relevant Government line Ministry or institution should be submitted in triplicate.
8. Clearance letter from Registrar of Societies if the Organization is currently registered under the Societies Act (or copy of certified PACRA certificate if registered under the Companies Act) should be submitted in triplicate.
9. Approved Name Reservation form or approval letter in cases of new Organizations should be submitted in triplicate.
10. Proof of payment. Copy of the receipt of payment for registration forms in triplicate
11. Application Fees

International NGO	K1, 680.00
Local NGO	K840.00