



REPUBLIC OF ZAMBIA

MINISTRY OF COMMUNITY DEVELOPMENT AND SOCIAL SERVICES

DEPARTMENT OF REGISTRAR FOR NON GOVERNMENTAL ORGANISATIONS

TERMS AND CONDITIONS ATTACHED TO THE CERTIFICATE OF REGISTRATION

1. Introduction

The Organisation is required to familiarise itself with the Non-Governmental Organisations Act of 2009 and abide by its regulations.

2. Governance

In the event of Loss of this certificate, Organisation shall inform the Registrar within 14 days of the loss and after a further 14 days apply to the Board for issuance of a duplicate certificate (Regulation 10)

3. Areas of Operations

- a. Organisation is allowed to operate only in the districts and thematic areas that are listed on its application forms
 - b. Organisation is required to seek authority from the Board before changing its areas of operation
4. The Registrar may request any registered Organisation to furnish within such period as the Registrar may determine:-
- a. A true copy of the constitution and rules of the Organisation
 - b. The source of funding for the Organisation
 - c. A list of the office bearers of the Organisation or any committee or governing body of the Organisation
 - d. The annual reports of the organisation
 - e. Information on minutes of Board meetings
 - f. Such accounts, returns and other information required under the law

5. Changes

- 5.1 The Organisation shall notify the Registrar within 14 days of any changes to (Regulation 11):-
- a. The name
 - b. The constitution or rules
 - c. Objectives and areas of operation
 - d. Affiliation to or connected to any other organisation
- 5.2 The Organisation shall notify the Registrar within 30 days of any changes to (Regulation 11):-
- a. Officers or titles of officers
- 5.3 The Organisation shall notify the Registrar within 7 days of any changes to (Regulation 11):-
- a. Postal and physical address

6. Annual Returns

The Organisation shall submit Annual Returns by filling Form 10 (Regulation 12).

