

8.	Proposed source of funding		
9.	National and international affiliation (Attach relevant documentation)	National	
		International	
10.	The class or classes of persons to whom membership of the organisation is restricted		
11.	Have you ever applied for registration of your organisation under the Non-Governmental Organisations' Act, 2009? If Yes, give details (including date of last application and the Board's decision with respect to your application)		
12.	Have any office bearers been convicted of an offence involving fraud or dishonesty under the Non-Governmental Organisations' Act, 2009, or any other law within or outside Zambia? If yes, specify details: Nature of offence: Date of conviction: Sentence:		
13.	Appendices		
	Certified copy of the constitution of the non-governmental organisation		
	Application fee receipt number		
Name of applicant (individual or authorised representative): _____			
Signature: _____		Date: _____	

FOR OFFICIAL USE ONLY

Received by: _____
(Name)

Date: _____

Approved: _____

Not approved for the following reasons:

Signature: _____

STAMP





REPUBLIC OF ZAMBIA

**The Non-Governmental Organisations' Act, 2009
(Act No. 16 of 2009)**

**The Non-Governmental Organisations'
(Forms and Fees) Regulations, 2011**

REQUEST FOR INFORMATION

To:

Address:.....

.....

Application No:

You are hereby requested to furnish the following information or documents in respect of your application for.....:

(a).....

(b).....

(c).....

(d).....

withindays of this notice. If you fail to furnish the requested information within the stipulated period, your application will be treated as invalid and shall be rejected.

Dated thisday of 20.....

.....
Registrar



REPUBLIC OF ZAMBIA

**The Non-Governmental Organisations' Act, 2009
(Act No. 16 of 2009)**

**The Non-Governmental Organisations'
(Forms and Fees) Regulations, 2011**

NOTICE OF REJECTION OF APPLICATION

(1) Here insert the full names and address of organisation To (1)
.....
(2) Here insert reference No. of application IN THE MATTER OF (2)..... you are
hereby notified that your application for (3).....has been
(3) Here insert type of application rejected by the Board on the following grounds:
(a)
(b)
(c)
(d)
(e)

Dated thisday of20.....

.....

Registrar



REPUBLIC OF ZAMBIA

**The Non-Governmental Organisations' Act, 2009
(Act No. 16 of 2009)**

**The Non-Governmental Organisations'
(Forms and Fees) Regulations, 2011**

CERTIFICATE NO.

CERTIFICATE OF REGISTRATION

(Section 13 of the Non-Governmental Organisations' Act, 2009)

Holder's name

Address.....

The certificate is granted for a period of five (5) years commencing on the day of
20

The conditions of grant of the certificate are as shown in the Annexures attached hereto.

Issued atthis day of 20.....

.....
Registrar

ENDORSEMENT OF REGISTRATION

This Certificate has this day of 20 been entered in the Register.

.....
Registrar

Suspension or Cancellation

Date of suspension	Details of suspension	Date of cancellation	Signature of Registrar



REPUBLIC OF ZAMBIA

The Non-Governmental Organisations' Act, 2009
(Act No. 16 of 2009)

The Non-Governmental Organisations'
(Forms and Fees) Regulations, 2011

APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION			
	Shaded fields for official use only	Application No.	
		Date/Time	
Information Required			Information Provided
1.	Certificate No.		√
2.	Name(s) of certificate holder		
3.	Certificate holder's Address		
	Tel:		
	Fax:		
	E-mail		
Appendix			
	Report of activities undertaken in the past five years		
Name of Applicant (individual or authorised representative): _____			
Date: _____ Signature: _____			
FOR OFFICIAL USE ONLY			
Received by: _____		RECEIPT NO. _____	
Officer		STAMP	
Amount Received _____			
Serial No. of application: _____			



REPUBLIC OF ZAMBIA

The Non-Governmental Organisations' Act, 2009
(Act No. 16 of 2009)

The Non-Governmental Organisations'
(Forms and Fees) Regulations, 2011

NOTICE OF INTENTION TO SUSPEND/CANCEL CERTIFICATE OF
REGISTRATION/EXEMPTION FROM REGISTRATION

(1) Here insert the full names and address of organisation

To (1)

.....

.....

(2) Here insert the certificate No.

IN THE MATTER OF (2)..... you are hereby notified that the Board intends to *suspend/cancel your certificate of registration on the following grounds:

(3) Here insert the number of days stipulated

(a)

(b)

(4) Signature of Registrar

(c)

(d)

Accordingly, you are requested to show cause why your certificate of registration should not be suspended/cancelled and to take action to remedy the breaches set out in paragraphs (above) within (3) days of receiving this notice. Failure to remedy the said breaches shall result in the *suspension/cancellation of your registration.

Dated this day of20.....

(4)
Registrar

*Delete as appropriate



REPUBLIC OF ZAMBIA

The Non-Governmental Organisations Act, 2009
(Act No. 16 of 2007)

The Non-Governmental Organisations' (Forms and Fees) Regulations, 2011

NOTICE OF SUSPENSION OR CANCELLATION OF CERTIFICATE OF REGISTRATION
(Section 17 of the Non-Governmental Organisations' Act, 2009)

- (1) Here insert the full names and address of holder of certificate To (1)
.....
- (2) Here insert the registration No. of the certificate of registration IN THE MATTER OF (2)..... you are hereby notified that your certificate of registration has been suspended for a period of/cancelled on the following grounds:
- (a)
 - (b)
 - (c)
 - (d)

Dated thisday of20.....

(4)

Registrar



REPUBLIC OF ZAMBIA

The Non-Governmental Organisations' Act, 2009
(Act No. 16 of 2009)

The Non-Governmental Organisations'
(Forms and Fees) Regulations, 2011

APPLICATION FOR DUPLICATE CERTIFICATE OF REGISTRATION								
		Shaded fields for official use only		Application Number:				
				Date/Time				
Information Required		Information Provided						√
1.	Name of organisation							
2.	Objectives of organisation							
3.	Certificate No.							
4.	TPIN No.							
5.	Business address (Head Office)	Physical				Postal		
6.	Activities or operations of non-governmental organisation							
	Districts and locations of proposed activities	Districts						
		Location of proposed activities						
7.	Office bearers (State whether or not these have changed since last registration)	Designation	Full Names	Occupation	Nationality	Residential Address	Signature	
8.	Appendix							
	Affidavit							
9.	Application fee receipt No.							

Name of applicant (individual or authorised representative): _____

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Received by: _____
(Name)

Date: _____

Approved: _____

Not approved for the following reasons: _____

Signature: _____

STAMP



REPUBLIC OF ZAMBIA

**The Non-Governmental Organisations' Act, 2009
(Act No. 16 of 2009)**

**The Non-Governmental Organisations'
(Forms and Fees) Regulations, 2011**

**NOTICE OF CHANGE IN PARTICULARS OF REGISTERED ORGANISATION
(Sections 25, 27 and 28 of the Non-Governmental Organisations' Act, 2009)**

To the Registrar:

- *A. Notice is hereby given that the organisation formerly named.....
.....
has changed its name to
.....
The reason for the change is
.....
- *B. Notice is hereby given that (name of organisation).....
.....
has changed its constitution/rules/varied its objectives. The changes made and the reason are set out in the attached memorandum.
- *C. Notice is hereby given that (name of organisation).....
.....
has changed the situation of its registered office/postal address* from.....
to.....

*Delete as appropriate

D.

1. The following persons have ceased to be office-bearers of the above organisation:

Full name	Designation	Date of vacating office
.....
.....
.....

2. The following are the present office-bearers of the above organisation:

Designation	Full name	Occupation	Nationality	Residential Address	Date of appointment	Signature
.....
.....
.....

Dated..... Signed..... Designation.....
Signed..... Designation.....
Signed..... Designation.....
Signed..... Designation.....

NOTE:

In all cases, attach resolution of meeting at which change is made



REPUBLIC OF ZAMBIA

The Non-Governmental Organisations' Act, 2009
(Act No. 16 of 2009)

The Non-Governmental Organisations'
(Forms and Fees) Regulations, 2011

ANNUAL RETURN

The (name of Organisation)
Date of last annual general meeting Present number of members of the Organisation

Office-bearers for the current year:

Full Names	Designation	Occupation	Nationality	Residential Address	Postal Address	Date of Appointment
.....
.....
.....

Have there been, since the date of application for registration or exemption from registration or the date of the last annual return, whichever is the later date, any changes in (answer **Yes** or **No** against item in question).

- | | |
|---|--|
| (a) the name of the Organisation | (f) the titles of the office-bearers. |
| (b) the objects of the Organisation | (g) the immovable property owned by the Organisation |
| (c) the organisations or groups of a political nature established outside the Republic of which the Organisation is a branch or to which it is affiliated or with which it is connected | (h) the date of commencement of the financial or business year of the Organisation |
| (d) the class or classes of persons to whom membership is restricted | (i) the constitution or rules of the Organisation |
| (e) the situation of the registered office of the organisation | (j) the postal address of the Organisation |

If so, set out details of changes (attach separate memorandum if necessary)

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Date: Signed Designation
Signed Designation
Signed Designation
Signed Designation

NOTE: This form must be submitted in TRIPLICATE

NOTE:

Please attach copies of the following:

- 1. Last audited accounts of the organisation
- 2. Minutes of the last Annual General Meeting of the organisation
- 3. Annual report of the organisation



REPUBLIC OF ZAMBIA

**The Non-Governmental Organisations' Act, 2009
(Act No. 16 of 2009)**

**The Non-Governmental Organisations'
(Forms and Fees) Regulations, 2011**

NOTICE OF APPEAL TO THE MINISTER

IN THE MATTER OF I hereby
(Appellant's reference and matter of appeal)

appeal against the decision of the Board on the following grounds:*

- (a)
- (b)
- (c)
- (d)

Dated at.....this.....day of20.....

.....
Signature of Appellant

*Attach brief if necessary

SECOND SCHEDULE

(Regulation 14)

PRESCRIBED FEES

<u>Item</u>	<u>Fee Units</u>
1. Application for registration/exemption from registration	
(a) local non-governmental organisation	2800
(b) international non-governmental organisation	5600
2. Issuance of duplicate certificate	1200
3. Application for renewal	
(a) local non-governmental organisation	2800
(b) international non-governmental organisation	5600
4. Search and examination of Register	280
5. Copy of extract from Register	600
6. Annual return	1200

Minister of Community Development and Social Services

LUSAKA

, 2011

[MCDSS/101/9/22]