

REQUIREMENTS FOR THE FILING OF ANNUAL RETURNS OF AN NGO UNDER THE NGO ACT NO. 16 OF 2009

Definition of an NGO by the NGO Act of 2009

“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. FORM 10 – APPLICATION FOR FILLING OF ANNUAL RETURNS. THE FORM MUST BE SUBMITTED IN TRIPLICATE (3).
2. AUDITED ACCOUNTS OF THE NGO. / INCOME EXPENDITURE LEDGER. Three (3) Copies
3. ANNUAL NARRATIVE REPORT OF ACTIVITIES. Three (3) Copies
4. SIGNED MINUTES OF THE ANNUAL GENERAL MEETING OF THE ORGANISATION (ACCOMPANIED BY THE ATTENDANCE LIST SIGNED BY ALL THE PARTICIPANTS OF THE AGM). Three (3) Copies
5. PHOTOCOPY OF THE RECEIPT OF PAYMENT
6. FEES - K 360.00

The Payment for the filling of annual return should be deposited in any of the banks listed in the table below.

Bank Name	Account Name	Account Number	Allocation Code				
			Ministry	Control	Warrant Holder	Chart	Station Code
Finance	GRZ Revenue Transit A/C	0014879270100	045	10	902	129099	001057
INDO Zambia		0010012440014					
Zanaco		0030220000002901					

Payments can be made using the following methods:

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

Please Note that this only applies to NGOs Registered under the NGO Act No. 16 of 2009

Please ensure that you request for a GRZ Revenue Transit Account Deposit Slip from bank Clerks for use when depositing fee for annual returns and accordingly enter the allocation codes indicated in the table above.