



REPUBLIC OF ZAMBIA
MINISTRY OF COMMUNITY DEVELOPMENT, MOTHER AND CHILD HEALTH
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).

7. Exemptions

In accordance with Regulation 4, Organisation can apply for exemption from registration by filling Form 1.



8. Immunity

The Organisation shall not be entitled to diplomatic or consular privileges or immunities granted under the Diplomatic Immunities Act or any other written law.

9. Certificate of Registration

The certificate is the property of the Republic of Zambia through the Organisation Registration Board and SHALL be surrendered to the Board in the event of deregistration or dissolution.

If you agree to these conditions, please sign below and return the copy to us before you collect your registration certificate.

NAME OF ORGANISATION.....

REGISTRATION NO.....

NAME.....

TELEPHONE.....

EMAIL ADDRESS.....

TRUSTEES

<u>Name</u>	<u>Designation</u>	<u>Signature</u>	<u>Date</u>
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3.

The Registrar
Department of Registrar for Non Governmental Organisations
Ministry of Community Development, Mother and Child health
P/Bag W 252
Sadzu Road
LUSAKA
Tel: 211 220974
Fax: 211 220974