APPLICATION FOR REGISTRATION OF NON-GOVERNMENTAL ORGANIZATIONS

Under Voluntary Social Services Organizations

PART I

Particular of Organization

01. Name :

02. Address :

03. Key contact persons : (i) .................................................................

(ii) .................................................................

(iii) .................................................................

04. Telephone No/s : (i) (ii)

Fax No : (iii) (iv)

E-Mail: (v)

05. Year in which the NGO Established :

06. (a) Date of Registration (b) Registration No. 

(c) Registered with : 1. 

2. 

3. 

4. 

(d) Copies of : 1. Registration Certificate 

2. Constitution

- 1 -
07. Type of Organization:  CBO  NGO:  DONOR

08. Objectives of the NGO:
1.
2.
3.

09. Office Bearers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Period</th>
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</table>

10. Geographical Coverage in Sri Lanka (Divisional Secretary’s / Division / Districts)

1.  2.

3.  4.

5.
11. Subject areas covered by the Organization
(Indicate Presently Implemented Subject Only)

1. Poverty Alleviation
2. Environment
3. Entrepreneur Development and Training
4. Training & Education
5. Health & Sanitation
6. Rehabilitation & Reconstruction
7. Reproductive Health
8. Human Rights

9. Disaster Management
10. Rural Development
11. Protection of Child Rights
12. Women & Development
13. Gender Equality
14. Relief Work
15. Credit & Savings Mobilization
16. Any Other

12. Main Project Titles: (On going / future) Project Period Projected Budget Funded by

1.
2.
3.
4.
5.

13. Expected Annual for the Current Year Rs:

<table>
<thead>
<tr>
<th></th>
<th>Self funds</th>
<th>Local Funds</th>
<th>Foreign Funds</th>
<th>Total</th>
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<tbody>
<tr>
<td>Capital</td>
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<tr>
<td>Recurrent</td>
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</tbody>
</table>
14. Membership

No of Life Members

No of Active members

No of Associates Members

15.

<table>
<thead>
<tr>
<th>Number of Staff</th>
<th>Full Time</th>
<th>Part Time</th>
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<tr>
<td>Administrative</td>
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<tr>
<td>Programme / Field</td>
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</table>

16. Funding Agency / Agencies, if any: (With complete addresses & contact Nos. E-mails)

1. 

2. 

3. 

4. 

17. Any Other Information:

PART 111

01. Particulars of Head of Organization in Sri Lanka

(a) Name : .................................

(b) Address : .................................

(c) Designation : .................................

(d) Telephone No/s : .................................
02. Country of Origin and Address:

03. Country / Countries within which NGO is in operation:

04. Staff position: (Key position only)
(A list indicating details including Name, Nationality, and Passport Number should be attached)

<table>
<thead>
<tr>
<th>Category</th>
<th>Head Office</th>
<th>Field Office</th>
<th>Permanent</th>
<th>Contract</th>
<th>Total</th>
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<tbody>
<tr>
<td>Expatriate</td>
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<tr>
<td>Local</td>
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05. Particulars of Properties, vehicle etc.:

06. Particulars of Bankers in Sri Lanka:

Account No: ...........................................

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct

................................................
Signature of Applicant

Name: .............................................

Designation: .....................................

Place: .............................................

Date: .............................................
**Model Application**

**NON*-GOVERNMENT ORGANIZATION**

Name of Organization : …………………………………………………………………………..

Address of the head office : …………………………………………………………………………..

…………………………………………………………………………..

Tel No : ……………………………. Fax No : ……………………………

E-mail Address : …………………………………………………………………………..

Objectives (Inbrief) : …………………………………………………………………………..

Geographical Coverage : …………………………………………………………………………..

Local / Foreign Organizations: …………………………………………………………………………..

and countries receiving or expecting aid : …………………………………………………………………………..

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**Details of Active members in the Organization**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>National Identity Card No</th>
<th>Post</th>
<th>Permanent Occupation</th>
<th>Personal Address (Within Last 10 years)</th>
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Following documents should be submitted along with the Application form for Registration

01. Completed Application form

02. Constitution of the NGO in Sri Lanka
   (If the NGO has constitution of the Mother NGO, a certified statement should be submitted.)

03. Registration Certificate of the foreign NGO, in their country

04. Authorization letter from Mother NGO

05. Letter from the embassy which is relevant to NGO

06. Two letters from relevant GA's / DS's in two administrative districts, which NGO implement their projects in that district

07. Funding Guarantee letter from donors

08. Project proposals / Details which are going to implement in Sri Lanka (Should submitted with budget summery)

09. Names and addresses of donor agencies, if any

10. Bio data and passport copies of foreign expatriates

11. Details of the Local staff [Name /Address/NIC No.]

12. Annual report of Mother NGO or Sister NGO (Progress Report)

13. Copies of the Registration Certificate, if any

14. Audited Financial Reports, if any

15. Minutes of Meetings

*Note
If foreign NGO, Should visit to CNGS office at Ministry of finance