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APPLICATION FOR REGISTRATION OF NON-GOVERNMENTAL ORGANIZATIONS

Under Voluntary Social Services Organizations
(REGISTRATION & SUPERVISION) ACT No 31 of 1980 as amended by Act No 8 of 1998.

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

07. Type of Organization : CBO NGO : DONOR

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

09. Office Bearers :

Name	Designation	Period
1.		
2.		
3.		
4.		
5.		

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		9. Disaster Management	
2. Environment		10. Rural Development	
3. Entrepreneur Development and Training		11. Protection of Child Rights	
4. Training & Education		12. Women & Development	
5. Health & Sanitation		13. Gender Equality	
6. Rehabilitation & Reconstruction		14. Relief Work	
7. Reproductive Health		15. Credit & Savings Mobilization	
8. Human Rights		16. Any Other (Specify)	

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 :

	Self funds	Local Funds	Foreign Funds	Total
Capital				
Recurrent				

PART 11

14. Membership

No of Life Members

No of Active members

No of Associates Members

15.

Number of Staff	Full Time	Part Time
Administrative		
Programme / Field		

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)

Category	Head Office	Field Office	Permanent	Contract	Total
Expatriate					
Local					
Total					

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-GOVERNMENTAL ORGANIZATION

Name of Organization :

Address of the Head Office :

.....

Tel No : Fax :

E-mail Address :

Objectives (Inbrief) :

Geographical Coverage :

Local / Foreign Organizations :

and countries receiving or

expecting aid

.....

Details of Active members in the Organization

Full Name	National Identity Card No	Post	Permanent Occupation	Personal Address (Within Last 10 years)
i				
ii				
iii				
iv				
v				
vi				
vii				
viii				
ix				
x				

(An International NGO)

Following documents should be submitted along with the Application Form for Registration

01. Constitution of the NGO in Sri Lanka
If the NGO has a constitution of the Mother NGO, a statement should be submitted the said constitution does not violate rules and regulations of Government of Sri Lanka)
02. Registration certificate of the Foreign NGO, in their country
03. Authorization letter from Mother NGO
04. Funding guarantee letters from donors / donor agencies and their details
05. Project proposals /details and budget which are going to implement in Sri Lanka
06. Letter from relevant District Secretary / Divisional Secretary with the approval, where the NGO implements their projects.
07. Bio data and pass port copies of foreign expatriates
08. Details of Local staff (Name / Address/ NIC.. etc.)
09. Annual Report, Progress reports of Mother NGO/ Sister NGO
10. Letter from the embassy or foreign diplomatic office which is relevant to NGO
11. Copies of the Registration Certificates, if any
12. Audited financial Reports
13. Minutes of the Last Meetings and list of participants with signatures
14. Organizational Structure

- Note

If annual return of the foreign NGO exceeds Rs 10 million, acknowledgment required to obtain from CNGS office at external Resources department at Ministry of Finance.

03 document sets (one original copy set, two photocopy sets) required to handover for the registration purpose.

Contact Number; - 0094-11-2877376 (General)

(A Local NGO)

Following documents should be submitted along with the Application Form for Registration

01. Constitution of the NGO
02. Project proposals /details and budget which are going to implement in the Island
(At least two proposals should submit with the budget summary)
03. Two letters from relevant District Secretary / Divisional Secretary (two different administrative districts) with the approval, where the NGO implements their projects.
04. Funding guarantee letters from donors / donor agencies and their details
05. Details of Local staff (Name / Address/ NIC.. etc.)
06. Annual Report, Progress reports of Mother NGO/ Sister NGO
07. Copies of the Registration Certificates, if any
08. Audited financial Reports
09. Minutes of the Last Meetings and list of participants with signatures
10. Organizational Structure

- Note

03 document sets (one original copy set, two photocopy sets) required to handover for the registration purpose.

Contact Number; -011-2-877376 (General)