

Guideline For New Local Associations and Local Non- Governmental Organizations Registration

For those associations or organizations whose office is in Phnom Penh

1. 5 copies of Application Form for registration of Local Association and NGOs with signatures (Confirmed by commune and district on the back of the form)
2. 2 copies of Permission letters, issued by Municipality, about location of the office of the Local Association and NGO
3. CV of at least 3 Cambodian Founders, including a director, an administrator and a treasurer (5 copies each) including 4x6 pictures (attached with copied Khmer ID Card or Birth Certificate or Equal Documentation)
4. 5 copies of Statute of Local Association or NGO with signatures of the director
5. 5 copies of Structure of the Local Association or NGO (Name and position in accordance with the CV), with signatures of the director
6. 5 copies of a map of the location of the office of that Association or NGO (confirmed by commune on the back of the map)
7. 4 10x15 photographs of the front-office (two landscape and 2 portrait; 2 of the office and 2 others with house owner and director taken together in front of the office)
8. 4 copies of Office Lease Agreement (copied) attached with family certificate (copied) of the house owner or 5 copies of permission letters indicated that the house is used as an office free of charge (confirmed by commune) (thumbprint and copies of the family certificate of the house owner).

For Those Local Associations and NGOs, Whose Office is in a Province/City (Rather than in Phnom Penh)

1. 5 copies of Application Form for Registration with signatures of the director (confirmed by commune and district on the back of the form)
2. CV of at least 3 Cambodian Founders, including a director, an administrator and a treasurer (5 copies each) including 4x6 pictures (attached with copied Khmer ID Card or Birth Certificate or Equal Documentation)
3. 5 copies of statute of the association or NGOs
4. 5 copies of the structure of the association and organization (name and position in accordance with CV) signed by the director.