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The Federal Democratic Republic of Ethiopia
Ministry of Justice



Assoc. Registration

**NEW PROCEDURE PERTAINING TO NON-PROFIT MAKING
FOREIGN ORGANIZATIONS THAT
REQUIRE TO BE REGISTERED AND CARRY OUT
ACTIVITIES IN ETHIOPIA.**

The prime requisite for any non-profit making foreign organization that intends to be registered and carry out activities in Ethiopia shall be to get in touch with the Ethiopian Mission in its country of origin.

Hence, the requests would be entertained in a manner as stated hereunder.

PART - I

**DOCUMENTS TO BE PRESENTED TO THE ETHIOPIAN MISSION IN THE
COUNTRY OF ORIGIN, OR HAVING ITS SITUS IN ANOTHER COUNTRY
AND DELEGATED TO THE COUNTRY OF ORIGIN**

1. Authenticated certificate (s) that stipulate the applicant to be legal non-profit making foreign organization in the country of formation or registration.

2. Authenticated internal regulation and program that confirm its present spheres of activity (By-laws or constitution or statutes).
3. Authenticated letter of the board's consent and decision so that the organization may operate in Ethiopia.
4. Letter of support relating to its current activities and those under consideration, from the Ministry of Foreign Affairs or a supervisory body of non-profit making organizations situated at Head Office.
5. Project profile revealing the intended activities to be carried out in Ethiopia.
6. Authenticated power of Agency, or Letter of Appointment by the country representative to represent the non-profit making Foreign Organization in Ethiopia.

PART - II

DUTIES TO BE PERFORMED BY FDRE EMBASSIES, CONSULATES AND PERMANENT REPRESENTATIVES in THE COUNTRY.

1. Verify, authenticate and withhold two copies from each of the Documents enumerated under 1 up to 6 in part I, and return the original to the Applicant.

Notify the organization to be patient at least for twenty days, until the Documents are sent to the Head Office and response obtained.

2. Based on the particulars of the Ministry of Foreign Affairs of the FDRE, the Mission transmits the Documents along with its findings to the Ministry's Directorate for International Organizations and economic co-operation; within not more than seven days from the receipt of the Documents.

PART III

1. The Directorate, based on the details aforementioned under PART II investigates both the Documents and opinion submitted by the FDRE Diplomatic Missions; analyzes the implication if the Organization carries out activities in Ethiopia; and transmits a note to the higher officials within two days of the receipt of the documents, as to what the position of the Ministry would be.
2. Analyzing the opinion, the higher officials will render decision on the very day the documents are brought to their attention, whether the entry into Ethiopia of the organization is to be upheld or not.
3. Promptly, on the receipt of the decision of the higher officials, or on the day of the receipt of same, the Directorate will pass the decision and the Document to the Ministry of Justice.
4. Gathering and analyzing the Document and opinion of the Ministry of Foreign Affairs, and other information obtained from different source, if any, - that may assist in rendering a decision; the Ministry of Justice shall reach a decision within three days, and inform the directorate whether or not the organization may get registered and operate in Ethiopia. Then, the Directorate shall inform the decision to the mission on this very day.
5. The appropriate mission, within two days of the receipt of this decision, shall notify the organization whether it is granted permission to get registered and operate in Ethiopia or not. The Mission, via copies, will make same known to the Ministry of Justice and to the Directorate.
6. The organization, if permitted to get registered and operate in Ethiopia, shall enter Ethiopia; submit its documents to the protocol Directorate of the Ministry of Foreign Affairs; secure a document of

authenticity and commence registration with the Ministry of Justice.

PART - IV

PERTAINING TO ADOPTION AGENCIES

In addition to the points enumerated under part I, Adoption Agencies are required to forward the Documents stated hereunder:

1. Authenticated Assessment Report of the work of the Agency by the supervisory Authority in the country of formation,
2. Authenticated copy of a written guarantee from Government Institution affirming its responsibility for the children in case the Agency discontinues its work in Ethiopia or in the country of formation due to various reasons.
3. The condition in which the children it previously adopted from Ethiopia are found, and their list,
4. Renewed and authenticated certificate of registration that stipulates the applicant to be an adoption agency.
5. Whenever the organization assigns the country representative, the candidate/nominee should have a college/university educational background and sufficient experience in the field.
6. In addition to adoption activities applicant agencies should produce a project proposal not a project profile (in any social development sector) to be implemented in Ethiopia after registration.

**A Guideline and Procedure for Registration of Local
NGOs /Associations/**

Associations' Registration Office is one of the main Departments in Ministry of Justice . Before 1995 the regulatory organ for registration of associations was Ministry of Interior, but after, this power and duty was transferred to Ministry of Justice by proclamation No. 4/1995 which defines powers and duties of the executive organs of the Federal Democratic Republic of Ethiopia.

The power and duty of the office is to register and control trans regional and foreign non governmental organizations. Moreover it renews the registration of these organizations once in every three years based on their activity and audit reports. Detailed registration power & duty of the office is stated under the Ethiopian civil Code & Legal Notice No. 321/66. Based on these laws & regulations the office has prepared a guideline which stipulates the requirements for registration & renewal of registration.

Requirements for the registration of National NGOs and associations

1. By-Laws of the Association signed by five founding members. (one original copy)
2. Copy of Educational evidence (for professional associations).
3. Copy of identification card or residence permit or other similar document which shows the applicant's residence address.
4. Project profile (1 copy)

NB.

- ☒ Whenever the documents submitted to the office appear to be ambiguous pre-suppose other evidence or clarification the applicant is obliged to present other evidence or clarification.
- ☒ If the applicant is a Religious, Professional or a Civic Association it is not obliged to produce a project profile.
- ☒ All founders should fill the necessary formats with one passport size photograph.
- ☒ Founders of Professional Association should produce their educational evidence from accredited educational institution.
- ☒ Applicants who want to use our model by-laws can buy the same payir Br. 15.00
- ☒ The applicant should pay Br. 100.00 to The Ministry of Justice cashier for registration, Birr 25 for amendment of by-laws. Original receipt and a copy shall be produced. (Original will be returned)

Registration Renewal Requirements

- ☒ Audit Report by a Certified Accountant (original) if the annual financial income involves more than Birr 50,000 (fifty thousands Birr). But if the annual income is less than Birr 50,000 (fifty thousand Birr) a financial statement/report prepared by the Finance Head and approved by the Inte Auditor.
- ☒ Annual activity report of the association.
- ☒ The above two reports should be approved/endorsed by the General assembly of the association.

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Contact person:

Ato Getachew Gonfa; Head.

P.O.Box: 1370; Addis Ababa, Ethiopia

Tel. No. 251 1 531721

Fax: 251 1 520873

E-mail: justice@telecom.net.et

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