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# **INSTRUCTIONS TO ADJUST THE SITUATIONS OF SOCIETIES**

## **NO. 148 OF 2010**

### **Issued pursuant to Article 28 of the Societies Law no. 51 of 2008**

#### **ARTICLE (1):**

These instructions are cited “instructions to adjust the situations of societies” and are applicable as of the date of issue.

#### **ARTICLE (2):**

Terms and expressions used in these instructions shall have meanings assigned to them in the applicable Societies Law unless the context requires otherwise.

#### **ARTICLE (3):**

All societies, federations and authorities registered pursuant to the social societies law no. 33 of 1966, as amended, and the culture law, the tourism law and environment law and non-for-profit companies registered according to the applicable companies act or any society, authority, organization or foundation falling under the definition of “societies” according to the law and registered under any applicable legislation shall adjust their situations according to the provisions of the societies law and the instructions issued hereunder.

#### **ARTICLE (4):**

For the purposes of applying the societies law and adjust the situations of societies and foundations covered by its provisions:

- a. The Ministry that issued the registration certificate of an existing society, authority, organization, federation or foundation before the effectiveness of the law provisions is the ministry responsible for supervising these entities unless the relevant ministry is redefined by the board.

- b. Existing branches of societies before the effectiveness of the societies law are considered to have been Registered under the provisions of the law and they have to adjust their situation according to these instructions.
- c. Non-for-profit companies Registered under the companies act and its regulations are considered as private societies and the Ministry of Social Development is responsible for them. They have to adjust their situations according to the provisions of the law and its regulations.
- d. Existing federations before the effectiveness of the societies law are considered to have been Registered under its provisions and shall adjust their situations according to the law and its regulations.

**ARTICLE (5):**

If an society wishes to amend its articles of society for adjusting its situation in line with the law provisions, it shall submit the proposed amendments to its general assembly for adoption pursuant to the provisions of the articles of society and the law.

**ARTICLE (6):**

Each society shall apply to the competent Ministry or its affiliated department requesting the adjustment of its situation. The request shall be enclosed with:

1. Approved articles of society, the proposed amended articles of society and a detailed list showing the articles before and after amendment.
2. Minutes of the meeting of the general assembly in which the decision approving the amendments to the articles of society was adopted.
3. List of the names and addresses of society branches, if any.
4. Internal regulations of branches.
5. Registration certificates.
6. List of the names of general assembly members.
7. List of the names of administrative body members including all personal data and their administrative positions.
8. Financial and administrative reports of the society for the last two years.

**ARTICLE (7):**

The application shall be examined at the field department of the competent ministry within one week of receipt. In case of any missing documents, the chairman or representative of the society shall be informed to submit missing documents within one week of being notified.

**ARTICLE (8):**

The competent ministry shall submit the complete request to the Secretary General of the Registry within one week of receiving the request with all required documents.

**ARTICLE (9):**

- a. In case there are no field departments for the competent ministry, the request may be submitted to the head office of the competent ministry.
- b. All competent ministries shall send the request (for adjusting situations) to the Secretary General of the Registry.

**ARTICLE (10):**

Secretary General of the Registry shall receive the request for review. In case of any missing documents, the society chairman or representative shall be notified to complete any missing documents within thirty days of receiving the request at the Registry. Otherwise, the request is considered invalid.

**ARTICLE (11):**

In case missing documents are not submitted within the deadlines stated in article (9), the Registry Board of Directors may grant additional extension of 30 days to the society.

**ARTICLE (12):**

After completion of the “situation adjustment” process, the Secretary General of the Registry shall issue a certificate to that effect.

**ARTICLE (13):**

If the society does not apply to adjust its situation according to the law and these instructions, the Board may take legal actions against it pursuant to article 20-a-2 of the applicable Societies Law.

**ARTICLE (14);**

The Registry Board may redefine the ministry responsible for societies according to purposes and objectives of these societies.