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**THE NON-GOVERNMENTAL ORGANIZATIONS
CO-ORDINATION REGULATIONS, 1992**

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Regulation

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NON-GOVERNMENTAL ORGANIZATIONS
CO-ORDINATION ACT, 1990

(No. 19 of 1990)

ENFORCEMENT

Provisions conferred by section 1 of the
Non-Governmental Organizations Co-ordination Act, the Minister
of State responsible for matters relating to Non-Governmental
Organizations, as the date on which
this Act was enacted, as the date on which
this Act was enacted.

N. W. KANYI,
Minister of State.

NON-GOVERNMENTAL ORGANIZATIONS
REGULATIONS, 1992

GENERAL REGULATIONS

PRELIMINARY

THE BOARD

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Provisions.

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THE NON-GOVERNMENTAL ORGANIZATIONS
CO-ORDINATION ACT, 1990

(No. 19 of 1990)

IN EXERCISE of the powers conferred by section 32 of
the Non-Governmental Organizations Co-ordination Act, 1990,
the Minister of State responsible for matters relating to Non-
Governmental Organizations makes the following Regulations:—

THE NON-GOVERNMENTAL ORGANIZATIONS
CO-ORDINATION REGULATIONS, 1992

PART I—PRELIMINARY

1. These Regulations may be cited as the Non-Govern- Citation.
mental Organizations Co-ordination Regulations, 1992.

Interpretation.

2. In these Regulations, unless the context otherwise requires—

“Director” means the executive director appointed under section 5 (1) of the Act;

“Organization” means a Non-Governmental Organization as defined in section 2 of the Act.

PART II—THE BOARD

The Bureau.

3. The Board shall, in consultation with the Minister, set up the Bureau and shall appoint such officers as may be necessary for the effective administration of its functions.

The register of organizations.

4. (1) The Board shall, in accordance with section 7 (b) of the Act, maintain a register of the national and international Organizations operating in Kenya and the register shall be in Form 1 set out in the First Schedule.

(2) The Board shall cause the register to be published periodically.

Special meetings.

5. (1) An application for a special meeting of the Board under section 6 (3) of the Act shall be in writing addressed to the chairman of the Board and signed by six members.

(2) The chairman shall, on receipt of an application under paragraph (1), convene a special meeting of the Board within fourteen days from the date of delivery of the application.

Delegation by the Board.

6. The Board may, by resolution either generally or in any particular case delegate to any committee of the Board or to any member, officer, or employee or agent of the Board the exercise of any of the powers or the performance of any of the functions or duties which the Board is authorized to do by the Act and these Regulations.

Protection from personal liability.

7. No matter or thing done by the Board or any officer or employee of the Board shall if the matter or thing is done bona fide for executing the functions, powers and duties of the Board shall make the member, officer or employee or any person acting by his directions personally liable to any claim or demand whatsoever.

PART III—REGISTRATION AND EXEMPTION FROM REGISTRATION

Approval of names.

8. (1) An applicant for the registration of any proposed organization shall prior to such application seek from the Director approval of the name in which the organization is to be registered.

(2) The application for approval under paragraph (1) shall be in Form 2 set out in the Schedule and accompanied by the fee specified in regulation 33.

(3) The Director shall, on receipt of an application and payment of the fee specified in regulation 33, cause a search to

be made in the index of the registered Organizations kept at the documentation centre and shall notify the applicant either that—

- (a) such name is approved as desirable; or
- (b) such name is not approved on the grounds that—
 - (i) it is identical to or substantially similar or is so formulated as to bring confusion with the name of a registered body or Organization existing under any law; or
 - (ii) such name is in the opinion of the Director repugnant to or inconsistent with any law or is otherwise undesirable.

(4) A name which has been approved under paragraph (3) (a) shall be entered in the register of reserved names on behalf of the applicant for a period of thirty days or such longer period, not exceeding sixty days, as the Director may allow and such period shall commence from the date of notification of such approval to the applicant

9. (1) Every application for registration under section 10 (2) of the Act shall be—

- (a) in Form 3 set out in the First Schedule;
- (b) typewritten;
- (c) signed by the chief officer of the proposed Organization;
- (d) sent to the Director together with the fee specified in regulation 33;
- (e) accompanied by—
 - (i) a copy of the minutes of the meeting of the proposed Organization authorizing the filing of the application;
 - (ii) a copy of the constitution of the proposed Organization duly certified by the chief officer and the secretary of the proposed Organization, specifying the matters set out in the Second Schedule;
 - (iii) a notification of the situation of the registered office and postal address of the proposed Organization in Form 4 set out in the First Schedule signed by the chief officer of the proposed Organization.

(2) Any proposed Organization legally domiciled in Kenya with branches in countries other than Kenya shall, in addition to the copy of its constitution referred to in paragraph (1) (e), submit copies of the constitutions, deeds or statutes of such branches.

(3) The Director may upon receipt of an application under this regulation request such further or better information on the proposed Organization as he may require.

Application
for
registration.

Registration of Organizations.

10. (1) Where the application for registration under regulation 9 is granted by the Board, the Director shall register the proposed Organization by entering in the register of Organizations kept for that purpose the particulars specified in paragraph (2) and the date of entry.

(2) The particulars to be included in the register shall be the name of the Organization, postal address, physical address, classification by sector and the date of registration in Kenya.

Certificate of registration.

11. The Board shall issue a certificate of registration in Form 5 set out in the First Schedule.

Refusal of registration.

12. Where the Board refuses registration of a proposed Organization under section 14 of the Act, it shall, within fourteen days from the date of such decision notify the applicant of the refusal in Form 6 set out in the First Schedule.

Review of exemption.

13. (1) The Board may, on its own motion or on application by any registered Organization, review any conditions attached to a certificate under section 12 (4) of the Act.

(2) An application for review of any conditions under paragraph (1) shall be in writing, addressed ^{to the Board} and signed by the chief officer of the Organization.

*R/S/Suppl.
6/2/92 P.299*

Application for exemption.

14. Every application for exemption from registration under section 10 (4) of the Act shall be—

- (a) in Form 7 set out in the First Schedule;
- (b) typewritten;
- (c) signed by the chief officer of the proposed Organization;
- (d) sent to the Director together with the fee specified in regulation 33;
- (e) accompanied by—
 - (i) a copy of the minutes of the proposed Organization authorizing the filing of the application;
 - (ii) a copy of the constitution of the proposed Organization duly certified by the chief officer and the secretary of the proposed Organization specifying the matters set out in the Second Schedule;
 - (iii) a notification of the location of the registered office and postal address in Form 4 set out in the First Schedule, signed by the chief officer of the proposed Organization; and
 - (iv) a recommendation by the Board in Form 7 set out in the First Schedule.

(2) The Director may, upon receipt of an application under this regulation, request the applicant to supply such further or better information on the proposed Organization as he may require.

15. (1) approval Form 8

(2) exempt

(3) not gr the A

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... registration under regu-
... shall register the
... Minister of Organiza-
... specified in para-

... register shall be
... physical address,
... in Kenya.

... of registration in

... of a proposed
... shall, within four-
... notify the applicant
... First Schedule.

... on or on application
... any conditions attached
... the Act.

... conditions under para-
... and signed by the chief
... to the Board

... from registration

... Schedule;

... proposed Organization;
... with the fee specified in

... the proposed Organization
... the application;

... of the proposed Organi-
... the chief officer and the
... Organization specifying
... Second Schedule;

... of the registered office
... m 4 set out in the First
... chief officer of the pro-

... Board in Form 7 set out

... of an application under
... supply such further or
... organization as he may

15. (1) Where the application for exemption under regula-
tion 14 is granted by the Minister, the Board shall, with the
approval of the Minister, issue a certificate of exemption in
Form 8 set out in the First Schedule.

Certificate of
exemption.

(2) The Board shall keep a record of all Organizations
exempted from registration under the Act.

(3) Any Organization whose application for exemption is
not granted by the Minister may apply for registration under
the Act in accordance with regulation 9.

16. Where the constitution of any proposed Organization is
made in a language other than English there shall be attached
to the application for registration or exemption from registra-
tion a translation of the constitution into the English language
in addition to the copy of the constitution in the language in
which it is made.

Translation of
constitutions.

17. (1) Where under section 16 (1) of the Act the Board is
of the opinion that the registration of any Organization should
be cancelled, it shall send to the Organization a notification
of intended cancellation in Form 9 set out in the First Schedule
taking every reasonable precaution to ensure fairness in the
exercise of its discretion.

Cancellation of
registration

(2) Where the Board cancels the registration of an Organi-
zation, it shall send to the Organization a notification of can-
cellation in Form 10 set out in the Schedule.

(3) The Board shall at the same time cancel the registration
of any branches of the Organization.

(4) The Board shall, unless an appeal is pending, notify
the cancellation in the Gazette within twenty-one days thereof.

(5) Where an Organization whose registration is cancelled
under this regulation appeals under section 19 of the Act, the
Organization shall continue with its operations until the deter-
mination of the appeal.

(6) An Organization whose registration is cancelled shall
tender its assets or operations to other Organizations with
similar objectives within sixty days from the date of notification
of such cancellation, provided that where there is an appeal,
the period of sixty days shall run from the date of determina-
tion of such appeal.

18. (1) The Board may, with the approval of the Minister
rescind the exemption of any Organization from registration.

Rescission of
exemption.

(2) Where under paragraph (1) the exemption of an Organi-
zation is rescinded, the Board shall send a notification in
Form 11 set out in the First Schedule.

(3) An Organization whose exemption from registration is
rescinded under this regulation shall apply for registration in
accordance with these Regulations within ninety days from the
date of notification of such rescission.

Proof of continued existence.

19. The notice to be published by the Board calling a registered Organization to supply proof of its continued existence under section 18 (1) of the Act shall be in Form 12 set out in the First Schedule.

PART IV—CONDUCT AND ADMINISTRATION OF ORGANIZATIONS

Office and postal address.

20. (1) Every registered Organization and every exempted Organization shall have an office and a postal address and notice of the situation of the office and the postal address shall be given to the Director on application for registration or exemption in accordance with these Regulations.

(2) All communications and notices required to be sent under the Act and these Regulations may be sent by post addressed to the postal address of the Organization.

(3) Where any Organization registered or exempted from registration changes the situation of its registered office or postal address, it shall give notice of such change to the Board in Form 4 set out in the First Schedule.

(4) No registered Organization or exempted Organization may—

- (a) operate without having an office or without a postal address or without having given notice of the situation of its office or of its postal address as required by paragraph (1); or
- (b) operate at any place to which its office may have been moved without having given notice of the change in the situation thereof to the Board as required by paragraph (3); or
- (c) fail to give notice of any change of its postal address as required by paragraph (3).

(5) Any registered Organization or exempted Organization which contravenes any of the provisions of paragraph (4) shall be guilty of an offence.

Change of names, constitution, etc.

21. (1) No Non-Governmental Organization shall—

- (a) amend its name or its constitution; or
- (b) become a branch of or affiliated to or connected with any Organization or group of a political nature established outside Kenya; or
- (c) dissolve itself,

except with the prior consent in writing of Board obtained upon written application addressed to the Director and signed by three of the officers of the Organization.

(2) An application under paragraph (1) shall be accompanied by a certified copy of the minutes of the meeting at which the resolution to take the proposed action was passed and shall be delivered to the Director within fourteen days after the day on which the resolution was passed.

(3) Every exempted Organization which—

- (a) amends its name or objects; or
- (b) becomes a branch or affiliated to or connected with any Organization or group of a political nature established outside Kenya; or
- (c) dissolves itself,

shall, within fourteen days from the date of effecting such amendment or other matter as aforesaid, give to the Board notice thereof in writing signed by three of the officers of the Organization.

(4) Any registered or any exempted Organization which contravenes any of the provisions of this regulation shall be guilty of an offence.

22. (1) Where there is any change of officers or of the title of any office of a registered Organization, notice in Form 13 set out in the First Schedule shall be given to the Board within fourteen days of the change and the notice shall be signed by three of the officers of the Organization.

Change of officers or title of officers.

(2) Any registered Organization which fails to give notice as required by paragraph (1) of any change of officers or of the title of any office of the Organization shall be guilty of an offence.

23. (1) Where the Board has consented to an application under regulation 20 (1) by a registered Organization or where the Board has received a notification of change of registered office or postal address of any registered Organization, it shall amend the register accordingly.

Amendment of register.

(2) Where the name of a registered or exempted Organization has changed, the Board shall issue a fresh certificate of registration or exemption, as the case may be, upon the original being surrendered or upon payment of the prescribed fee.

(3) The Board shall also make such other amendments to the particulars concerning a registered Organization as may be necessitated by any information supplied to it.

24. Every registered Organization shall furnish to the Board on or before the 31st May in every year, annual reports in Form 14 set out in the First Schedule.

Annual reports.

25. (1) For the avoidance of doubt, it is hereby provided that all Organizations presently registered under any written law in Kenya or operating on the basis of agreements within the Government, as the case may be, shall within the period specified in section 25 of the Act—

Transitional provisions.

- (a) formulate and adopt constitutions specifying the matters set out in the Second Schedule; and
- (b) apply for and obtain registration under the Act in accordance with these Regulations.

(2) Upon registration under the Act, the Organization referred to shall cease to operate under any other written law in Kenya or on the basis of any agreements with the Government as the case may be.

PART V—MISCELLANEOUS PROVISIONS

The interim Council.

26. (1) The interim Council constituted in accordance with section 26 of the Act shall within ninety days of its formation, prepare and submit to the Board an instrument specifying its structure, rules and procedures:

Provided that where no instrument is submitted within the period specified in this regulation, the Minister shall, in consultation with the Board, formulate and introduce an interim structure, rules and procedures for the effective administration activities of the Council.

(2) The interim Council shall within six months of its formation, formulate and submit to the Board a draft of the code of conduct for approval:

Provided that where no draft is submitted within the period specified in this regulation, the Board shall refer the matter to the Minister who may take such measures as he may deem appropriate.

(3) The interim Council shall, within thirty days of its formation, forward to the Minister the names of suitable persons for appointment to the Board under section 4 (1) of the Act together with its recommendations thereon:

Provided that where no names are forwarded within the period specified in this regulation, the Minister may appoint such persons as he may deem suitable to represent the Council in the interim period.

Appeals.

27. (1) An appeal to the Minister under section 19 of the Act shall—

- (a) be in writing signed by the chief officer of the Organization;
- (b) set out the grounds on which the appeal is based; and
- (c) be lodged with the Minister.

(2) The Minister's decision on any appeal lodged in accordance with paragraph (1) shall be communicated in writing to the appellant Organization.

Entry permits.

28. Any registered Organization wishing to obtain entry permits in respect of prospective employees shall, where—

- (a) the services of such employees are necessary for the proper function of the Organization; or
- (b) no persons with comparable skills are available locally; or

- (c) such employees will contribute towards the training of Kenyans to obtain scientific, technical and managerial skills,

apply in writing to the Principal Immigration Officer through the Board for the issuance of the required permits.

29. (1) Any Organization importing equipment or goods required for its activities in Kenya may, where there is sufficient proof that—

Exemption from duty.

- (a) the foreign exchange for such goods is not raised in Kenya; or
- (b) the importation of such equipment will generate foreign currency for the country; or
- (c) the importing Organization has earned through income generating activities foreign exchange equivalent to the price of the imported equipment; or
- (d) the cost of the imported equipment does not exceed thirty-five per centum of the total annual budget of the Organization; or
- (e) the price of similar goods in the local market exceeds the price of the imported equipment by at least thirty per centum,

apply through the Board in writing to the Minister for the time being responsible for finance for exemption of such goods from duty.

(2) The Board shall, on receipt of any application under this regulation, forward it to the Minister for the time being responsible for finance together with its recommendations thereon.

(3) Where an application lodged under this regulation is granted, the Organization shall not dispose of any equipment in respect of which duty is exempted save with the permission of the Board in the manner set out in Form 15 in the First Schedule.

30. (1) Any Organization seeking exemption from tax may, where the exemption sought is in respect of—

Application for exemption from tax.

- (a) value added tax on goods and services required to meet the Organization's objectives; or
- (b) value added tax on income generating activities; or
- (c) income tax for expatriate employees,

from

apply through the Board to the Minister for the time being responsible for finance for the grant of the exemption.

(2) The Board shall, on receipt of any application under this regulation, forward it to the Minister for the time being responsible for finance together with its recommendations thereon.

Inspection of documents by the public.

31. Any person may, during working hours, and upon payment of the fee specified in regulation 33 inspect at the documentation centre, the register and any documents relating to any registered Organization or any other documents relating to any registered Organization lodged with the Board under the Act and these Regulations, and may obtain from the Director a copy or extract of such register or documents.

Offences and penalties.

32. Any registered or exempted Organization or any officer thereof guilty of an offence under these Regulations shall be liable to a fine not exceeding six thousand shillings, or in the case of an officer, to imprisonment for a term not exceeding six months or to both.

Fees.

33. The following fees shall be payable to the Board for the purposes of the Act or these Regulations—

(a) on application for registration where the proposed Organization is—

	Sh.
(i) international	5,000
(ii) national	3,000
(iii) indigenous and operating in only district	2,000
(iii) indigenous and operating in only one district	2,000

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(b) on application for approval of name ... 100

(d) for inspection of the register and any document lodged with the Board relating to any Organization ... 100

(e) on a registered Organization applying for permission to do any of the things for which permission is required under these Regulations ... 200

(f) application for change of name of a registered or exempted Organization ... 200

200/-

FIRST SCHEDULE

FORMS

Form 1 (r. 4)

THE NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATIONS ACT, 1990
(Section 7 (b))

REGISTER OF NON-GOVERNMENTAL ORGANIZATIONS

1. Name of Organization
2. Postal Address
3. Physical Address
4. Classification (by Sector)
5. Date of Registration in Kenya

Form 2

APPLICA

To the Execu
NGOs Co-ord
P.O. Box 305
Nairobi.

I,

of

request you
the followi

1.

2.

3.

Approved

Ground:

Fee: K

Form 2

(r. 8 (2))

APPLICATION FOR APPROVAL OF NAME OF ORGANIZATION

To the Executive Director,
NGOs Co-ordination Board,
P.O. Box 30510,
Nairobi.

I,
(FULL NAMES)

of
(ADDRESS)

request your approval to register a Non-Governmental Organization in any of the following names:

- 1.
- 2.
- 3.

Signature of applicant

Dated

FOR OFFICIAL USE ONLY

Approved/Rejected

Ground :

.....
.....
.....
.....

Signed
Executive Director/Non-Governmental
Organizations Co-ordination Board

Fee: KSh.

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board for
proposed
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3,000
2,000
200/-
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1990

Form 3

(r. 9)

APPLICATION FOR REGISTRATION OF A NON-GOVERNMENTAL ORGANIZATION IN KENYA

(Notes to be read before completing the forms)

1. This form is to be completed by any Organization seeking registration under the Non-Governmental Organizations Co-ordination Act, 1990.
2. Five copies of the application shall be submitted to the Non-Governmental Organizations Co-ordination Board, P.O. Box 30510, Nairobi, Kenya.
3. The application forms must be accompanied by the following:
 - (a) Personal particulars of the Non-Governmental Organization's three officers (see Part IV—Each officer to complete separately).
 - (b) Five copies of a letter from the sponsor, i.e. the person or body providing primary financial and material support towards the projects
 - (c) Two copies of the Organization's constitution.
 - (d) Two current passport-size photographs of the applicant duly endorsed by sponsor or referee.
 - (e) Certificate of registration outside Kenya/incorporation in Kenya (where applicable).
 - (f) A copy of the minutes of the meeting of the proposed Organization authorizing the filing of the application.
 - (g) A notification of the location of the office and postal address of the proposed Organization in Form 4, signed by the chief officer of the proposed Organization.
 - (h) The application fee as specified in regulation (33).

(To be completed by the applicant)

We, the undersigned officers hereby apply for registration under the Non-Governmental Organizations Co-ordination Act, 1990.

The following are the particulars of the Organization :

1. (a) Name of Organization
- (b) Name of Chief Officer
2. Date and place of first registration (where applicable)

3. (a) Nature of proposed organization

- | | | | | | |
|-----------------|--------------------------|-------------|--------------------------|--------|--------------------------|
| Welfare | <input type="checkbox"/> | Health | <input type="checkbox"/> | Relief | <input type="checkbox"/> |
| Informal Sector | <input type="checkbox"/> | Education | <input type="checkbox"/> | Water | <input type="checkbox"/> |
| Population | <input type="checkbox"/> | Environment | <input type="checkbox"/> | | |
| | | Agriculture | <input type="checkbox"/> | | |

Any other (specify)

(b) Objective(s)
.....
.....

4. Person
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(b) Fo

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(b) T

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FORM 3—(Contd.)

4. Personal requirements:

- (a) Local
- (b) Foreign

5. (a) Source(s) of funds

- (b) Total amount involved in KSh.
(Please attach a detailed budget)

6. Other countries of operation (where applicable)

7. Name of other organization(s) affiliated or concerned to:

8. Location and address of proposed headquarters:

9. District(s) of operation

10. List of type of equipment to be brought into Kenya:

11. Nature of Government support expected, if any:

12. We certify that we have read and understood the conditions given in Part 1. We undertake to abide by them as required and hereby confirm that the information given by us in Parts II and IV is correct to the best of our knowledge.

(a) Name Title
Signature

(b) Name Title
Signature

(c) Name Title
Signature

Relief

Water

(r. 9)

A NON-GOVERNMENTAL
ORGANIZATION

(Setting the forms)

Organization seeking registration under
the Non-Governmental Organizations Act, 1990.

Organization submitted to the Non-Governmental
Organizations Act, 1990, Nairobi, Kenya.

Organization by the following:

Governmental Organization's three
complete separately).

Organization sponsor, i.e. the person or body
providing financial support towards the projects
of the organization.

Organization of the applicant duly endorsed

Organization for incorporation in Kenya (where

Organization of the proposed Organization

Organization office and postal address of the
Organization chief officer of the

Organization section (33).

Organization applicant)

Organization for registration under the
Non-Governmental Organizations Act, 1990.

Organization organization:

Organization (applicable)

FORM 3—(Contd.)
FOR OFFICIAL USE ONLY

PART III

1. Comments of the Bureau:

.....
.....
.....

Signed by

Date

2. Approved/Not Approved

Date

.....
*Chairman, Non-Governmental Organizations
Co-ordination Board*

PART IV

1. PERSONAL PARTICULARS OF THREE OFFICERS ABOVE. (Each officer to complete this part separately)

(a) Name

Postal and residential address in Kenya

Permanent address

(b) Previous name (if any)

(c) Date and place of birth

(d) Current nationality

(e) Previous nationality

(f) Nationality at birth

(g) Passport number and place of issue

(h) Wife's husband's full name (if applicable)

2. QUALIFICATIONS:

(a) Educational:

Name of Schools and Colleges Attended	Certificate Attained	Date	
		From	To
.....
.....
.....
.....

(b) Professi
(Please

(c) Langu
(Pleas

- (i)
- (ii)
- (iii)
- (iv)

3. EMPLOY
Present
Give full
service

Name an
Depart

4. Previ

5. En

FORM 3—(Contd.)

(b) Professional/Technical Qualifications:
(Please indicate place and date of attainment)

(c) Language proficiency:
(Please indicate whether spoken and/or written)

- (i)
- (ii)
- (iii)
- (iv)

3. EMPLOYMENT RECORD:

Present employment:

Give full particulars of your employment since leaving school or college (including service with armed forces and police).

Name and Full Address of Employer, Department, Regiment or Corps	Position Held	Date	
		From	To

4. Previous Service in Kenya (if any)

Name of Employer	Year	Reason for Termination of Service

5. Employment or assignments in other countries other than home country:

Name of Employer	Year	Reason for Termination of Service	Date	
			From	To

NLY

Governmental Organizations
ation Board

(Each officer to complete

Date	
From	To



Form 4

(r. 10 (1), 15 (1), 21 (21))

NOTIFICATION OF REGISTERED OFFICE OR POSTAL ADDRESS OF AN ORGANIZATION

To the Executive Director, NGOs Co-ordination Board, P.O. Box 30510, Nairobi.

NOTICE is here given that (Name of Organization)

- 1. *will have its registered office at
2. has changed its registered office from to
3. *will have its postal address at
4. has changed its postal address from to

Dated Signed Chief Officer

*Delete whichever is not applicable.

Form 5

(r. 11)

CERTIFICATE OF REGISTRATION

I, Chairman of the Non-Governmental Organizations Board certify that the has this day been registered under section 10 of the Non-Governmental Organizations Co-ordination Act subject to the following conditions:

- 1.
2.
3.
4.
5.
6.

Dated Signed Chairman of the Board

Form 6

To

This is to 14 of the No has refused to

Dated

Form 8

TI exemp from ordin

(r. 12)

Form 6

NOTIFICATION OF REFUSAL OF REGISTRATION

To

This is to inform you that in exercise of the powers conferred by section 14 of the Non-Governmental Organizations Co-ordination Act, 1990, the Board has refused to register you under section 10 of the Act on the following grounds:

.....
.....
.....
.....
.....

Dated

Signed
Chairman of the Board

P.T.O. for Form 7

Form 8

(r. 15 (1))

CERTIFICATE OF EXEMPTION FROM REGISTRATION

This is to certify that I have this day
exempted
from registration under section 10 of the Non-Governmental Organizations Co-ordination Act, 1990.

Signed
Minister

.....
Minister of the Board

LEGAL NOTICE No. 205

**THE NON-GOVERNMENTAL ORGANIZATIONS
CO-ORDINATION ACT, 1990**

(No. 19 of 1990)

IN EXERCISE of the powers conferred by section 32 of the Non-Governmental Organizations Co-ordination Act, 1990, the Minister of State responsible for matters relating to Non-Government Organizations makes the following Regulations:—

**THE NON-GOVERNMENTAL ORGANIZATIONS
CO-ORDINATION (AMENDMENT)
REGULATIONS, 1992**

1. These Regulations may be cited as the Non-Governmental Organizations Co-ordination (Amendment) Regulations, 1992.

2. The Non-Governmental Organizations Co-ordination Regulations, 1992 are amended—

L.N. 152/1992. ✓

- (a) in regulation 13 (2), by inserting the words "to the Board" immediately after "addressed";
- (b) in regulation 16, by deleting the expression "proposed Organization" and inserting "existing or proposed Organization";
- (c) in regulation 21 (1), by deleting the express "Non-Governmental Organization" and inserting "registered Organization";
- (d) in regulation 33, by inserting the following paragraph—
 - (b) on application for exemption under *Sh.* regulation 14 200
- (e) in the First Schedule, by inserting the following new forms in their proper numerical sequence—

FORM 7

(r. 14)

THE NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION ACT, 1990

(No. 19 of 1990)

(Section 10(4))

APPLICATION FOR EXEMPTION FROM REGISTRATION OF AN ORGANIZATION

PART I

(Notes to be read before completing the form)

1. This form is to be completed by any Organization seeking exemption from registration under the Act.
2. The application must be submitted to the Non-Governmental Organization Co-ordination Board, P.O. Box 30510, Nairobi, Kenya.

**TAX ACT, 1989
(1989)**

conferred by section 23 of the Vice-President and Minister Order:—

(REMISSION)(No. 17)
1992

as the Value Added Tax and shall be deemed to have February, 1992, and shall unless February, 1993.

in respect of plant, equip-
s, tyres, tubes and materials
prior to clearance through
and Sons pursuant to the
ayer Bishan Singh and Sons,
1992, for use on the repairing
s Road and minor repairs to
nder written authority from
asury on recommendation of
of Public Works is remitted
shall be payable on any plant,
e parts, tyres, tubes and
ct and not re-exported upon

GEORGE SAITOTI,
Minister and Minister for Finance.

**TAX ACT, 1989
(1989)**

conferred by section 23 of the Vice-President and Minister Order:—

(REMISSION)(No. 18)
1992

as the Value Added Tax

in respect of ALR Power-
received as a donation from
Maseno University College is

GEORGE SAITOTI,
Minister and Minister for Finance.

3. Five copies of the application form must be accompanied by the following:
 - (a) Personal particulars of the Non-Governmental Organization's top three officials in the prescribed form (see Part IV—Each Official to complete separately).
 - (b) Five copies of a letter from sponsor, i.e. the person or body providing primary financial and material support towards the project.
 - (c) Two copies of the Organization's constitution.
 - (d) Two current passport-size photographs of the Chief Officer of the Organization endorsed by sponsors or referee.
 - (e) Certificate of registration outside Kenya/incorporation in Kenya (where applicable).
4. The application fee as specified in regulation 33.

PART II

We, the undersigned officers hereby apply for exemption from registration under the Non-Governmental Organizations Co-ordination Act, 1990 (No. 19 of 1990).

The following are the particulars of the Organization:

1. (a) Name of Organization
- (b) Name of Chief Officer
2. Date and place of first registration (where applicable).
.....
3. (a) Nature of Organization (Tick one)

Welfare	Health	Relief
Water	Information Sector	Education
Population	Environment	Agriculture
Any other (Specify)		
Objective(s)		
.....		
4. Personal Requirements:
 - (a) Local
 - (b) Foreign
5. (a) Source(s) of funds
- (b) Total amount involved in KSh.
 (Please attach a detailed budget)

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panied by the following:
al Organization's top three
Each Official to complete

e person or body providing
wards the project.

the Chief Officer of the
/incorporation in Kenya

emption from registration
ation Act, 1990 (No. 19

le).

Relief
Education
Agriculture

- 6. Other countries of operation (where applicable)
.....
.....
- 7. Name of other Organization(s) affiliated or connected to:
.....
.....
- 8. Location and address of headquarters:
.....
.....
- 9. District(s) of operation
- 10. Expected duration of programme
- 11. Type of equipment to be imported to Kenya (where applicable)
- 12. Nature of Government support expected, if any

13. We certify that we have read and understood the conditions given in Part I. We undertake to abide by them as required and hereby confirm that the information given by us in Parts II and IV is correct to the best of our knowledge.

(a) Name Title

Signature

(b) Name Title

Signature

(c) Name

Signature

Chief Officer

FOR OFFICIAL USE ONLY

PART III

1. Comments of the NGOs Bureau :

.....
.....
.....
.....
.....
.....
.....
.....
.....

Signed by

Date

2. Approved/Not Approved.

Date

.....
Chairman, NGOs Board

PART IV

1. PERSONAL PARTICULARS OF THE OFFICERS ABOVE. (Each officer to complete this part separately).

- (a) Name.....
Postal and Residential Address in Kenya.....
Permanent Address.....
- (b) Previous Name (where applicable).....
- (c) Date and Place of Birth.....
- (d) Current Nationality.....
- (e) Previous Nationality.....
- (f) Nationality at Birth.....
- (g) Passport Number and Place of Issue.....
- (h) Wife's/Husband's Full Name (where applicable):.....

2. QUALIFICATIONS

(a) Educational:

Name of Schools and Colleges Attended	Certificates Attained	Date	
		From	To

(b) Professional:

(Please indicate place and date of attainment)

.....

(c) Language Proficiency:

(Please indicate whether spoken and/or written)

- (i)
- (ii)
- (iii)
- (iv)

3. EMPLOYMENT RECORD

Present Employment:

Give full particulars of your employment since leaving school or college (including service with the armed forces and police):

Name and Full Address of Employment Department Regiment or Corps	Position Held	Date	
		From	To

4. PREVIOUS SERVICE IN KENYA (if any)

Name of Employer	Year	Reasons for Termination of Service

5. EMPLOYMENT OR ASSIGNMENT IN OTHER COUNTRIES OTHER THAN HOME COUNTRY:

Name of Employer	Year	Reasons for Termination of Service

Form 9

NOTIFICATION OF INTENDED CANCELLATION OF REGISTRATION

To

I,, chairman of the Non-Governmental Organizations Co-ordination Board give you notice that in accordance with section 16 (1) of the Act, 1990, the Board intends to cancel your registration under the said Act on the grounds that:

- 1.
2.
3.
4.
5.

You are hereby required, within ... days of the date of this notice, to show cause why your registration should not be cancelled.

Dated

Signed ... Chairman of the Board

Form 11

NOTIFICATION OF

To

I, ... Non-Governmental approval of the M registration under that:

Dated

Form 10

NOTICE OF CANCELLATION OF REGISTRATION

I, ... Chairman of the Non-Governmental Organizations Co-ordination Board notify that in accordance with section 14 of the Non-Governmental Organizations Co-ordination Act, 1990, the Board has cancelled your registration under the said Act on the grounds that:

- 1.
2.
3.
4.
5.
6.

Dated

Signed ... Chairman of the Board

Form 12

NOTICE OF

To

TAKE N Board intends on the ground

You are proof of you Act.

Dated

Legislation, 1992

Form 11

(r. 17 (1))

(r. 16 (1))

NOTIFICATION OF RESCISSION OF EXEMPTION FROM REGISTRATION

ATION OF REGISTRATION

Board give you notice that in the Board intends to cancel your

I, Chairman of the Non-Governmental Organizations Co-ordination Board notify you that with the approval of the Minister, the Board has this day rescinded your exemption from registration under the Non-Governmental Organizations Act, 1990, on the ground that:

by your registration should not

Dated

Signed Chairman of the Board

Chairman of the Board

Form 12

(r. 19)

(r. 16 (2))

NOTICE UNDER SECTION 18 (3) OF THE NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION ACT

REGISTRATION

Chairman of the Board notify that in accordance with the Non-Governmental Organizations Co-ordination Act, 1990, under the said Act on the grounds

To

TAKE NOTICE that the Non-Governmental Organizations Co-ordination Board intends to strike you off the register of Non-Governmental Organizations on the grounds that you have ceased to exist as an Organization.

You are required, within thirty days of the date of this notice, to supply proof of your continued existence as an Organization in accordance with the Act.

Dated

Signed Chairman of the Board

Chairman of the Board

Form 13

(r. 22 (1))

NOTIFICATION OF CHANGE OF OFFICERS OR TITLE OF OFFICERS

To the Executive Director,
NGOs Co-ordination Board,
P.O. Box 30510,
Nairobi.

The Organization
hereby gives you notice in accordance with the provisions of paragraph (1) of
regulation 22 of the Non-Governmental Organizations Co-ordination Regulations,
that the following changes were made on, 19..., of the
Officers/Title of Officers* of the Organization :

.....
.....
.....
.....
.....

Signed:

Name

Designation

.....
.....
.....
.....

Dated

*Delete whichever is not applicable.

Form 15

(r. 29 (3))

PERMISSION TO DISPOSE OFF EQUIPMENT EXEMPTED FROM DUTY

To

The Non-Governmental Co-ordination Board has agreed to grant its permis-
sion to you to dispose off the following equipment by sale/donation/other
subject to the conditions listed thereunder :

Table with 2 columns: Name of Equipment, Particulars. Rows 1, 2, 3.

CONDITIONS

- 1.
2.
3.

Dated

Signed
Chairman of the Board

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(r. 22 (1))

TITLE OF OFFICERS

Organization provisions of paragraph (1) of Co-ordination Regulations, 19... of the

Designation

(r. 29 (3))

EXEMPTED FROM DUTY

agreed to grant its permis' nt by sale/donation/other

Particulars

Chairman of the Board

SECOND SCHEDULE

(rr. (10 (1) (e), 16 (1) (e))

MATTERS TO BE PROVIDED IN THE CONSTITUTION OF EVERY NON-GOVERNMENTAL ORGANIZATION

1. Name of Non-Governmental Organization.
2. The whole of the object for which the Non-Governmental Organization is established and administrative units.
3. The custody, use and investment of the funds and property of the Non-Governmental Organization and the designation of the persons responsible thereof.
4. The purpose for which the funds may be used, and in particular—
 - (a) the prohibition of the distribution of funds and assets among members;
 - (b) prohibition of clauses in the constitution that may constitute loopholes for the distribution of funds and assets to members of officials except for legitimate reimbursement of expenses incurred in carrying out the objects of the Non-Governmental Organization;
 - (c) rules governing the awarding of contracts to members or officials.
5. Persons or entities (if necessary) for whom membership is open.
6. Structure and management of the Organization—
 - (a) titles of officers, trustees, auditors and their terms of office and methods of election, appointment, dismissal and suspension;
 - (b) composition of committees and their terms of office and methods of election, appointment, dismissal and suspension.
7. Quorums for and dates of general meetings.
8. Financial year and periodicity of audit of accounts.
9. Inspection of books and list of members.
10. The formation of branches.
11. The manner of amending the name, constitution or rules of the Non-Governmental Organization.
12. The manner of dissolution of the Non-Governmental Organization and disposal of its property on dissolution.

Made on the 22nd May, 1992.

N. W. KANYI, Minister of State.

Form 14

(r. 24)

THE NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION ACT, 1990
(No. 19 of 1990)

ANNUAL REPORT

The Executive Director,
NGOs Co-ordination Board,
P.O. Box 30510,
Nairobi.

- 1. (a) (i) Name of Organization
-
- (ii) Classification (By Sector)
- (b) Staff Establishment:
 - (i) Local Staff:
 - Previous year
 - Current year
 - Turnover
 - (ii) Foreign Staff:
 - Previous year
 - Current year
 - Turnover
- (c) Financial Status:
 - (i) Source(s) of funds
 -
 -
 - (ii) Total amount
 - (iii) Where banked
 - Branch
 - (iv) Amount spent on projects
 - (v) Amount spent on administration
 - (vi) Personnel emoluments
 - (vii) Other running costs

school or college (including

	Date	
	From	To

ons for Termination of Service

AN HOME COUNTRY:

ons for Termination of Service



(d) Projects/Programmes:

1. Projects:

(i) Project(s) continued from previous year:

.....
.....
.....

(ii) Project(s) started during the year:

.....
.....
.....

(iii) Project(s) completed during the year:

.....
.....
.....

(iv) Contribution by local community:

.....
.....
.....

(a) Labour

.....
.....
.....

(b) Material

.....
.....
.....

(c) Cash

.....
.....

2. Programmes:

(i) Nature of programme(s) carried out

.....
.....

(ii) A critique of the programme(s)

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- (c) Staff development:
 - (i) In-house training
 -
 - (ii) Other training offered
 -
- (d) Nature of collaboration/interaction:
 - (i) With other NGOs
 -
 - (ii) With Government institutions
 -

3. Information on the status of equipment imported and exempted from duty and tax:

Postal address

Physical address

Telephone number(s) Fax Nos.

Telex number Electronic mail

Date

Made on the 8th July, 1992.

N. W. KANYI,
Minister of State.

LEGAL NOTICE No. 206

THE MEAT CONTROL ACT
(Cap. 356)

DECLARATION OF SLAUGHTERHOUSES

IN EXERCISE of the powers conferred by regulation 3 (1) of the Meat Control (Local Slaughterhouses) Regulations, the Minister for Livestock Development declares that all abattoirs, slaughterhouses or slabs situated in Kisumu District shall be slaughterhouses for the purpose of the Regulations.

Dated the 3rd July, 1992.

J. K. MUREGI,
Minister for Livestock Development.