



**Republic of South Sudan**  
Relief and Rehabilitation Commission (RRC)  
Headquarters Juba

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**DIRECTORATE OF NGOS AFFAIRS**

**REQUIREMENTS FOR NEW NGOs INTENDING TO REGISTER WITH RRC**

- 1) A cover letter on a headed paper addressed to the Director General of NGOs Affairs requesting registration (RRC, HQ Juba);
- 2) The profile / Concept Paper
- 3) A copy of the constitution
- 4) Locations/coverage and contact person (Country Director) including phone number and email address
- 5) Two recent passport size photographs of three top official of the organisation with the names written at the black and copies of ID cards/passports
- 6) Proposed one-year budget of the applicant organization applying for registration;
- 7) Registration fees \$200 US dollars for International NGOs and \$150 US dollars for National NGO's.

**Notes:**

1. Inquiry on the status of the registration should be done after three working days.
2. All applications must be typed or filled in block letters
3. All signatures must be in original form, scanned and copies will not be accepted
4. No organisation will be allowed to operate in South Sudan without a certificate of operation issued by Relief and Rehabilitation Commission (RRC);
5. Registered organization will be subject to all laws of the government of the Republic of South Sudan;