



## **DIRECTORATE OF NGOS AFFAIRS**

### **PROCEDURES TO BE FOLLOWED BY OLD NGOs INTENDING TO RENEW THEIR CERTIFICATES OF OPERATION**

#### **REQUIRMENTS**

1. A cover letter on a headed paper addressed to the Director General requesting registration;
2. Office location, contact details and operational area(s);
3. The staffing policy of these organizations with regard to national staff;
4. The organogram of the organization indicating the names of the position holders and their nationality;
5. Request the staff list of all the staff of the organization indicating their nationality;
6. Financial report for the last financial year;
7. A list of all the assets specifying the project assets and the institutional assets;
8. Proposed one-year budget of the applicant organization; and
9. Relevant fee. 200 dollars
10. Penalty will apply for late renewal of the registration.