

**REPUBLIC OF SOUTH SUDAN
MINISTRY OF JUSTICE**

The Chief Registrar of Companies, NGOs, Societies & Associations.

NGO FORM

P. O. Box
Juba, Southern Sudan
Date.....

Dear Sir/Madam

RE: SEARCH AND RESERVATION OF NAMES:

Please confirm if the following name(s) is/are available for registration.

Fee 15 SSP

Thank you,
Yours faithfully,

Signature

Applicant.....

FOR OFFICIAL USE ONLY

Checked by: Signature.....

Approved/Rejected.

Signature:

Name.....

The Chief Registrar /Assistant of Chief Registrar (MoJ)

Date:/...../20.....

REPUBLIC OF SOUTH SUDAN (RSS)
Ministry Of JUSTICE
(MOJ)

Application form for registration and re-registration of Non-Governmental Organizations (NGOs), Associations and Societies, Act (Cap-4) New Sudan, 2003

1. Name of Organization/NGO/Society *(Please type all details in block letters).*

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2. Name of Director/Directors

i) First name.....Surname.....Other names.....
Sex P O Box
Telephone:.....Fax:.....
E-mail: City/Town:
Website:Country:

ii) First name.....Surname.....Other names.....
Sex P O Box
Telephone:.....Fax:.....
E-mail: City/Town:
Website:Country:

iii) First name.....Surname.....Other names.....
Sex P O Box
Telephone:.....Fax:.....
E-mail: City/Town:
Website:Country:

iv) First name.....Surname.....Other names.....
Sex P O Box
Telephone:.....Fax:.....
E-mail: City/Town:
Website:Country:

v) First name.....Surname.....Other names.....
Sex P O Box
Telephone:.....Fax:.....
E-mail: City/Town:
Website:Country:

vi) First name.....Surname.....Other names.....
Sex P O Box
Telephone:.....Fax:.....
E-mail: City/Town:
Website:Country:

vii) First name.....Surname.....Other names.....
Sex P O Box
Telephone:.....Fax:.....
E-mail: City/Town:
Website:Country:

3. Town..... County State.....
Proposed for service delivery.

4. Have you submitted your constitution to the Ministry of JUSTICE (MOJ)? *(Please tick where appropriate in the box provided)*. Yes No
If the answer in (4) above is no, explain in the space provided below.

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Submission of constitution is an essential requirement for registration of your NGO/Organization/Society.

5. Please indicate what is the:

- i) Nature of your NGO/Organization/Societies.....
- ii) District of your NGO/Organization/Societies
- iii) Scope of your NGO/Organization/Society in Southern Sudan: *(Please tick where appropriate in the box provided)*.
i) International ii) National iv) Local
- iv) Date, month and year of registration in Southern Sudan.
Date: Month: Year:

6. a) Have you signed Memorandum of Understanding (MoU) with the Sudan Relief and Rehabilitation Association/Commission (SRRA/C)? *(Please tick where appropriate in the box provided)*. Yes No
Specify: Place Date Month Year

b) Had your action plan(s) been approved by SRRA/C? *(Please tick where appropriate in the box provided)*. Yes No
Specify: Place Date Month Year

7. What is/are the field(s) of your activity (ies) in Southern Sudan? *(Please tick where appropriate in the box provided)*. i) Health ii) Education iii) Community work
iv) Others *(Specify)*:

8. Write all names of employees. *(Please attach list of name(s) in a separate sheet of paper if the space provided below in a - c is not enough)*

a) South Sudanese staff

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b) Non South Sudanese staff

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c) Nationality of Non South Sudanese staff

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d) Legal status in South Sudan. *(Please tick where appropriate in the box provided)*.

i) Permanent Resident ii) Tourist iii) Refugee iv) Visitor

v) Others *(Specify)*:

e) Non- South Sudanese must indicate their residential permits. Do your non-South Sudanese have residential permits in South Sudan? *(Please tick where appropriate in the box provided)*.
Yes No

If the answer in (e) above is No, explain in the space provided below.

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d) Do your non-South Sudanese employees have work permits in South Sudan? (*Please tick where appropriate in the box provided*). Yes No
If the answer in (f) above is No, explain in the space provided below.

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Non-South Sudanese employers and employees working in South Sudan are required to pay for their work permits. The amount to be paid currently shall be US\$.400/or per employer/employee, payable to the Ministry of Finance/Labour.

9. What is the estimated budget of your Organization/NGO/Society activities in South Sudan? (*State amount in*)

- i) Figures: US\$/€/GBS£.....
 - ii) Words: US\$/€/GBS£
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10. What is your possible source of funding?

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11. **Project Assets:** Please indicate all project assets and their grouping in the space provided below.

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On termination of the NGO/Organization/Society activities, all project assets shall revert to relevant authorities and shall become the property of relevant departments in Southern Sudan. NGOs/Organizations/Societies are also legally required to report their imported assets to relevant authorities in Southern Sudan.

12. It is a legal requirement for NGOs/Organizations/Societies to maintain an account at a reputable bank in South Sudan.

13. a) Do you maintain a bank account in South Sudan? (*Please tick where appropriate in the box provided*). Yes No

- If the answer in (a) above is yes, specify: i) Bank.....
ii) Location

14. Have you paid land rent fees to the local authorities in South Sudan? (*Please tick where appropriate in the box provided*). Yes No

If the answer in (15) above is Yes, how much? (*State amount in*).

- i) Figures: SD/US\$/€/GBS£

ii) Words: SD/ US\$/€/GBS£.....

If the answer in (15) above is **No**, explain in the space provided below.

Note: Land rent fees are determined by individual County/State authorities.

15. You are required by law to submit your quarterly report as well as annual report of your activities to the relevant authorities in South Sudan.

16. **Registration fee:** Every NGO/Organization/Society is required by law to pay a non-refundable registration fee equivalent to 400 United States Dollars. (*Section 9 of registration of Non-Governmental Organization Act of 2003*).

17. **Re-registration fee:** Shall be half of the initial registration fee. The validity of the Certificate is only one year commencing from the date of initial registration or date of re-registration. Failure to register or re-register renders the activities of NGO/Organization/Society illegal and subject to prosecution in Southern Sudan.

19. **Declaration:**

*I.....of.....declare that the information I
(Please type your full address)
have supplied in this form is correct; with full knowledge that failure to supply correct information shall lead to rejection or de-registration of NGO/Organization/Society and with other legal measures taken in accordance with the law of Southern Sudan.*

Applicant's signature:..... Date/...../20.....

Fee.25 SD

FOR OFFICIAL USE ONLY:

Signature:

Name.....

Chief Registrar of NGOs/Organizations/Societies/Association.

Date:/...../20.....