



This document has been provided by the International Center for Not-for-Profit Law (ICNL).

ICNL is the leading source for information on the legal environment for civil society and public participation. Since 1992, ICNL has served as a resource to civil society leaders, government officials, and the donor community in over 90 countries.

Visit ICNL's **Online Library** at
<http://www.icnl.org/knowledge/library/index.php>
for further resources and research from countries all over the world.

Disclaimers

Content. The information provided herein is for general informational and educational purposes only. It is not intended and should not be construed to constitute legal advice. The information contained herein may not be applicable in all situations and may not, after the date of its presentation, even reflect the most current authority. Nothing contained herein should be relied or acted upon without the benefit of legal advice based upon the particular facts and circumstances presented, and nothing herein should be construed otherwise.

Translations. Translations by ICNL of any materials into other languages are intended solely as a convenience. Translation accuracy is not guaranteed nor implied. If any questions arise related to the accuracy of a translation, please refer to the original language official version of the document. Any discrepancies or differences created in the translation are not binding and have no legal effect for compliance or enforcement purposes.

Warranty and Limitation of Liability. Although ICNL uses reasonable efforts to include accurate and up-to-date information herein, ICNL makes no warranties or representations of any kind as to its accuracy, currency or completeness. You agree that access to and use of this document and the content thereof is at your own risk. ICNL disclaims all warranties of any kind, express or implied. Neither ICNL nor any party involved in creating, producing or delivering this document shall be liable for any damages whatsoever arising out of access to, use of or inability to use this document, or any errors or omissions in the content thereof.

**The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY**

No.1101/14 – FRIDAY, OCTOBER 15, 1999

(Published by Authority)

PART 1 : SECTION (1) – GENERAL

Government Notification

L.D.-B 6/81

THE VOLUNTARY SOCIAL SERVICE ORGANIZATIONS (REGISTRATION AND SUPERVISION) ACT, NO.31 OF 1980

REGULATIONS made by the Minister of Social Services under Section 15 of the Voluntary Social Service Organization (Registration and Supervision) Act No.31 of 1980 as amended by Act. No.8 of 1998.

Minister of Social Services.

Colombo,
14th October, 1999

Regulations

1. These regulations may be cited as the Voluntary Social Service Organizations Regulations, No. 01 of 1999.
2. Every application for registration under Section 4 of the Act shall be substantially in the form set out in the First Schedule hereto and such application shall be accompanied by such documents as are specified in the Second Schedule hereto.
3. Every registered Voluntary Social Services Organization shall keep and maintain the following:-
 - (i) cash book with bank accounts;
 - (ii) petty cash book;
 - (iii) main ledger;
 - (iv) main journal;
 - (v) membership fee ledger;
 - (vi) debtors and creditors ledger;
 - (vii) counterfoil books;
 - (viii) register for issue of receipts;
 - (ix) assets register;
 - (x) committee meeting report books;
 - (xi) membership register;
 - (xii) the details of the members, staff, officers and servants inclusive of their letter of appointment;
 - (xiii) files containing the relevant Acts and Regulations.

BOARD OF INQUIRY

4. The Board of Inquiry (hereinafter referred to as the "Board") appointed under Section 11 of the Act, may hear and determine any matter referred to it in respect of any allegation of fraud or misappropriation of funds of any Voluntary Social Services Organization, in accordance with these regulations.
5. An officer of the Ministry of Social Services authorized in writing for that purpose by the Minister shall function as the Secretary to the Board. Every summons, notice or documents issued by the Board shall be signed by such Secretary on the instructions of the Board.
6. No complaint against any Voluntary Social Service Organization (hereinafter referred to as the "Organization") shall be entertained unless such complaint is preferred by means of a written statement addressed to the Chairman of the Board setting out the facts or matters alleged against such Organization.
7. (1) Where a complaint has been referred to the Board in pursuance of the provisions of the Act, the Secretary shall in consultation with the Chairman notify:-
 - (a) the Organization alleged to be involved in the fraud or misappropriation of the receipt of the complaint stating the facts alleged therein and request such Organization to submit any explanation which the Organization may have to offer in respect of facts alleged in the complaint;
 - (b) the place and time of hearing such inquiry shall be notified to the complainant and to the respondent giving the parties fourteen (14) days notice in writing.
- (2) The Secretary shall maintain a record of the proceedings of the Board.
8. Summons may be served by delivering to the registered address of the Organization if that is not practicable by leaving it at the last known place of abode of such Organization.
9. Any officer authorized by the Organization on which summons is served shall attend before the Board at the time and place mentioned therein and shall give evidence or produce such documents as are required of it and are in its possession or power according to the tenor of the summons.
10. A witness shall be permitted to give evidence in any language as he or she desires.
11. All matters for decision at any inquiry of the Board of Inquiry shall be decided by the vote of majority of the members present and voting.
12. In these regulation –

"Act " means the Voluntary Social Service Organization (Registration and Supervision) Act, No.31 of 1980.

THE FIRST SCHEDULE

(Section 4)

Application for Registration under the Voluntary Social Service Organizations (Registration and Supervision) Act, No.31 of 1980.

1. Name of the Organization :
2. (a) Nature of the activities of the Voluntary Social Service Organization (detailed report should be annexed separately) :

(b) Objects inclusive of the following details :

1. Poverty Alleviation;
2. Environment;
3. Entrepreneur Development and Training;
4. Training and Education;
5. Health and Sanitation;
6. rehabilitation and Reconstruction;
7. reproductive Health;
8. Human Rights;
9. Disaster Management;
10. rural Development;
11. Protection of Child Rights;
12. Woman and Development;
13. Gender Equity;
14. Relief Work;
15. Credit and Savings Mobilization;
16. Any others.

3. Permanent Address :
4. Key contact persons :
5. Date of Establishment :
6. Type of organization :
7. The Divisional Secretary's Division under which the NGO is carrying out its functions :
8. Number of members :
9. Names and addresses of the members of the executive committee :
10. Sources of income including foreign aid if any :
11. Assets of the Organization :
12. Any other Information :

I, (name of Secretary) on behalf of the (name of the Organization) hereby undertake to abide by the provisions of the Voluntary Social Service Organizations (Registration and Supervision) Act, No.31 of 1980 and the regulations made there under and certify that this application is duly perfected and submitted in terms of the provisions of the said Act, the regulations made there under and all other instructions and directions issues by the Registrar of the Voluntary Social Service Organization from time to time. I also certify that all the information given in this application is true and correct to the best of my knowledge.

Secretary
(Seal of the Organization)

Stamps to the value
Should be affixed here.

THE SECOND SCHEDULE
(Section 4)

1. A true copy of the rules of the Organization
2. A copy of latest Statement of Accounts including the balance sheet certified by a recognized auditor.
3. Proposed programme of work plan for the ensuing year.

Voluntary Social Service Organizations
(Registration and Supervision) (Amendment)
Act No.8 of 1998

[Certified on 27th March, 1998]

L.D. – O. 19/95

AN ACT TO AMEND THE VOLUNTARY SOCIAL SERVICE
ORGANIZATIONS (REGISTRATION AND SUPERVISION)
ACT NO.31 OF 1980

BE it enacted by the Parliament of the Democratic Socialist Republic of Sri Lanka as follows:-

1. This Act may be cited as the Voluntary Social Service Organizations (Registration and Supervision) (Amendment) Act No.8 of 1998.
2. the following new section is hereby inserted, immediately after section 14 of the Voluntary Social Service Organizations (Registration and Supervision) Act, No.31 of 1980 (hereinafter referred to as the “principal enactment”) and shall have effect as section 14A of that enactment:-

“Appointment of an
Interim board of
Management.

14A. (1) Notwithstanding the provisions contained in section 14, where a Board of Inquiry constituted under section 11 reports to the Minister that there is evidence to support any allegation of fraud or misappropriation made against a voluntary organization and the Minister is satisfied that the fraud or misappropriation is of such nature as would affect the financial management of the organization and that public interest will suffer if such organization is continued to be carried on by its existing executive committee, he shall, by Order published in the Gazette, appoint an Interim Board of Management for the purpose of administering the affairs of such voluntary organization.

- (2) Every Order under subsection (1) shall –
 - (a) set out the names of the members of the Interim Board of Management; and