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APPLICATION FOR REGISTRATION OF NON-GOVERNMENTAL ORGANIZATIONS

Under Voluntary Social Services Organizations
(REGISTRATION & SUPERVISION) ACT No 31 of 1980 as amended by Act No 8 of 1998.

PART I

Particular of Organization

01. Name :

02. Address :

03. Key contact persons : (i)

(ii)

(iii)

04. Telephone No/s : (i) (ii)

Fax No : (iii) (iv)

E-Mail: (v)

05. Year in which the NGO Established :

06. (a) Date of Registration (b) Registration No.

(c) Registered with : 1.

2.

3.

4.

(d) Copies of : 1. Registration Certificate

2. Constitution

07. Type of Organization : CBO NGO : DONOR

08. Objectives of the NGO
- 1.
 - 2.
 - 3.

09. Office Bearers :

Name	Designation	Period
1.		
2.		
3.		
4.		
5.		

10. Geographical Coverage in Sri Lanka (Divisional Secretary's / Division / Districts)

1. 2.
3. 4.
- 5.

11. Subject areas covered by the Organization
(Indicate Presently Implemented Subject Only)

- | | | | |
|--|--------------------------|-----------------------------------|--------------------------|
| 1. Poverty Alleviation | <input type="checkbox"/> | 9. Disaster Management | <input type="checkbox"/> |
| 2. Environment | | 10. Rural Development | <input type="checkbox"/> |
| 3. Entrepreneur Development and Training | | 11. Protection of Child Rights | <input type="checkbox"/> |
| 4. Training & Education | | 12. Women & Development | <input type="checkbox"/> |
| 5. Health & Sanitation | | 13. Gender Equality | <input type="checkbox"/> |
| 6. Rehabilitation & Reconstruction | | 14. Relief Work | <input type="checkbox"/> |
| 7. Reproductive Health | | 15. Credit & Savings Mobilization | <input type="checkbox"/> |
| 8. Human Rights | | 16. Any Other | |

12. Main Project Titles : (On going / future) Project Period Projected Budget Funded by

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

13. Expected Annual for the Current Year Rs :

	Self funds	Local Funds	Foreign Funds	Total
Capital				
Recurrent				

14. Membership

No of Life Members	
No of Active members	
No of Associates Members	

15.

Number of Staff	Full Time	Part Time
Administrative		
Programme / Field		

16. Funding Agency / Agencies, if any : (With complete addresses & contact Nos. E-mails)

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |

17. Any Other Information :

PART 111

01. Particulars of Head of Organization in Sri Lanka

- (a) Name :
- (b) Address :
- (c) Designation :
- (d) Telephone No/s :

02. Country of Origin and Address :

03. Country / Countries within which NGO is in operation :

04. Staff position : (Key position only)

(A list indicating details including Name, Nationality, and Passport Number should be attached)

Category	Head Office	Field Office	Permanent	Contract	Total
Expatriate					
Local					
Total					

05. Particulars of Properties, vehicle etc. :

06. Particulars of Bankers in Sri Lanka :

Account No :

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct

.....
Signature of Applicant

Name :

Designation :

Place :

Date :

Model Application

NON*-GOVERNMENT ORGANIZATION

Name of Organization :

Address of the head office :
.....

Tel No : Fax No :

E-mail Address :

Objectives (Inbrief) :

Geographical Coverage :

Local / Foreign Organizations:

and countries receiving or :
expecting aid

Details of Active members in the Organization

Full Name	National Identity Card No	Post	Permanent Occupation	Personal Address (Within Last 10 years)
i.				
ii.				
iii.				
iv.				
v.				
vi.				
vii.				
viii.				
ix.				
x.				

Following documents should be submitted along with the Application form for Registration

01. Completed Application form
02. Constitution of the NGO in Sri Lanka
(If the NGO has constitution of the Mother NGO, a certified statement should be submitted.)
03. Registration Certificate of the foreign NGO, in their country
04. Authorization letter from Mother NGO
05. Letter from the embassy which is relevant to NGO
06. Two letters from relevant GA's / DS's in two administrative districts, which NGO implement their projects in that district
07. Funding Guarantee letter from donors
08. Project proposals / Details which are going to implement in Sri Lanka (Should submitted with budget summary)
09. Names and addresses of donor agencies, if any
10. Bio data and passport copies of foreign expatriates
11. Details of the Local staff [Name /Address/NIC No.]
12. Annual report of Mother NGO or Sister NGO
(Progress Report)
13. Copies of the Registration Certificate, if any
14. Audited Financial Reports, if any
15. Minutes of Meetings

***Note**

If foreign NGO, Should visit to CNGS office at Ministry of finance