

011-2864483
General/Registrar

011-2888424
Director

011-2884612
Asst. Director

011-2877376
Office

011-2884612
Fax



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Ministry of Public Security

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My No.

Your No.

2022/19

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அரசு சார்பற்ற நிறுவனங்களின் தேசிய செயலகம் - 15^{ஆம்} மாடி, சுருறுபாய,பத்தரமுல்ல.
National Secretariat for Non-governmental Organizations - 15th Floor, Suhurupaya, Battaramulla.
විද්‍යුත් තැපෑල මගින් අයුරු E-mail: ngosecretariat.gov@gmail.com

Circular No: 07

To : All the Officers in the Registration Division,

Registration of the Voluntary Social Service Organizations/ Non- governmental Organizations at National Level

This is with reference to the discussion with the Chief of National Intelligence held at the Ministry of Defense and the discussion with the Registrar of Companies held at the Department of the Registrar of Companies on 02.11.2022.

This circular is issued as per the power vested in me under Section 17 of the Voluntary Social Service Organization (Registration and Supervision) Act No: 31 of 1980.

The main objectives of this circular are as follows;

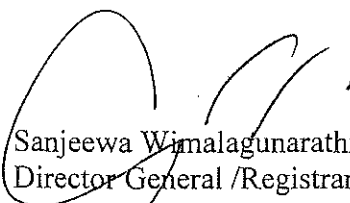
1. To prevent the delays in registering the Voluntary Social Service Organizations/ Non-governmental Organizations at National Level;
2. To provide facilities, aid and other cooperation for every Non-governmental Organization according to the projects and priority of foreign funds to continue their development activities;

This circular should be effective with immediate effect.

Methodology for registration of the Voluntary Social Service Organizations/ Non-governmental Organizations at National Level

- A) Issuance of the application for registration of Non-governmental Organizations and other documents after obtaining a letter of request to register the organization.
- B) The originals of the following documents and two sets of certified copies of the same should be submitted to the National Secretariat in order to obtain the clearances of the Ministry of Defense and Ministry of Foreign Affairs.
 - i. Application properly perfected by the organization.
 - ii. Articles of association (If registered as a guaranteed company)
 - iii. Company registration certificate and license (If registered as a guaranteed company)
 - iv. Constitution of Non-governmental Organization (For organizations not registered as guaranteed companies, it should be prepared in accordance with the prescribed format provided by this Secretariat)
 - v. Letters issued confirming the receipt of foreign funds - If it is an organization receiving foreign funds

- C) In case where the organization can be registered as per the provisions of the Voluntary Social Service Organization (Registration and Supervision) Act No: 31 of 1980, the above documents should be filed in a permanent file. After all the reports are examined, applications of the organizations, which are suitable to register and the documents mentioned above, should be sent to the Ministry of Defense and Ministry of Foreign Affairs to obtain the clearances of the said ministries.
- D) Instructions should be given to the organizations to provide the other documents required for the registration of the Voluntary Social Service Organizations/ Non- governmental Organizations at National Level until the clearance reports are received.
- i. Project proposals relating to future projects (At least two project reports should be submitted.)
 - ii. Funding guarantee letters from donors / donor agencies and their details (Local /Foreign donors)
 - iii. Minutes of the first and last general meetings with a list of participants and their signatures
 - iv. Organizational Structure
 - v. Two Letters from relevant District Secretary / Divisional Secretary (For already established organizations)
 - vi. Status reports are called by this Secretariat from the District Secretaries regarding the organization. (For organizations, which have been newly commenced)
 - vii. Annual Reports/Audit Reports (Not applicable for newly established organizations)
- E) After the clearance reports of the Ministry of Defense and Ministry of Foreign Affairs are received and the reports mentioned in (D) above are submitted, issuance of the certificate of registration after examining the said reports, if there is no issue in the same.
- F) If the Director General/Registrar considers it as essential based on the receipt of foreign funds and the priority of the project, issuance of a letter to the relevant bank to open a bank account until the clearance reports are received.
- G) In case where an organization registered as a guaranteed company under the Companies Act No. 07 of 2007, it is not required to register in the National Secretariat of Non-governmental Organizations as per the objectives of such organizations, issuance of a letter signed by the Director General/Registrar stating that it is not required to register under the Voluntary Social Service Organizations (Registration and Supervision) Act No. 31 of 1980.


Sanjeewa Wimalagunaratne
Director General /Registrar

- Copies - 1. All District Secretaries
2. All Divisional Secretaries
3. All District Coordinators of Non-Governmental Organizations