

**Following documents should be submitted along with the Application Form for Registration of International Non-governmental Organization**

S/No	Description
01	Request letter for registration
02	Completed Application Form
03	Constitution <ul style="list-style-type: none"> <li>a. Constitution of Parent Organization</li> <li>b. A separate statement stating that the INGO shall comply with Sri Lankan Laws.</li> <li>c. Constitution of the Sri Lankan branch of the INGO</li> </ul>
04	Certified copy of registration certificate of the INGO in the country where it has been registered originally.
05	Authorization letter from Parent NGO- This letter should state that the parent NGO has given authority to establish a branch in Sri Lanka.
06	Funding guarantee letters from donors/donor agencies
07	Project proposals relating to projects to be implemented in Sri Lanka (At least two project proposals should be submitted.)
08	Annual Report of the Parent Organization (Last year)
09	Copies of the local registration certificate, if any (i.e. registration at Registrar of Companies etc.)
10	Audited Financial Report of Parent Organization (Last year)
11	Resolution passed by the Parent Organization approving the establishment of Sri Lankan branch.
12	Organization Structure <ul style="list-style-type: none"> <li>a. Parent Organization</li> <li>b. Local branch</li> </ul>
13	Status reports from District NGO coordinators will be called by the Secretariat.
14	Status Report From the respective foreign mission in Sri Lanka will be called by the Secretariat

**NB:**

- (a) One original set of the mentioned documents, two sets of certified photocopies, and four extra photocopies of the application should be submitted for registration purposes to the National Secretariat. Registration is done free of charge.
- (b) If any documents are not in English, English translated version should be submitted along with originals.