

**Following Documents should be submitted along with the Application Form for Registration - Local Non-governmental Organization.**

S/No	Organizations already established	New Organizations
01	Request letter for registration	Request letter for registration
02	Completed Application Form	Completed Application Form
03	<ul style="list-style-type: none"> <li>i. Articles of association (If registered as a guaranteed company)</li> <li>ii. Company registration certificate and license (If registered as a guaranteed company)</li> <li>iii. Constitution of the NGO (Should be in the prescribed format)</li> </ul>	<ul style="list-style-type: none"> <li>i. Articles of association (If registered as a guaranteed company)</li> <li>ii. Company registration certificate and license (If registered as a guaranteed company)</li> <li>iii. Constitution of the NGO (Should be in the prescribed format)</li> </ul>
04	Funding guarantee letters from donors / donor agencies and their details (Local /Foreign donors)	Funding guarantee letters from donors / donor agencies and their details (Local /Foreign donors)
05	Project proposals relating to future projects (At least two project proposals should be submitted)	Project proposals relating to future projects (At least two project proposals should be submitted)
06	Copies of previous Registration Certificates. (Issued by any government bodies)	Copies of the Other Institute Registration Certificates, if any (Issued by any government bodies)
07	Minutes of the first and last general meetings with a list of participants and their signatures	Minutes of the first and last general meetings with a list of participants and their signatures
08	Organization Structure	Organization Structure
09	Two Letters from relevant District Secretary / Divisional Secretary (Stating that the organization is functional in that district/ division)	Status reports from District NGO coordinators will be called by the Secretariat
10	Annual Reports (Last year)	Not Applicable
11	Audited Financial Reports (Last year)	Not Applicable

**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.
- (a) If any document is not in English, English translated version should be submitted along with originals.

