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(Fifth Schedule)

APPLICATION FOR REGISTRATION OF NON-GOVERNMENTAL ORGANIZATIONS

Under Voluntary Social Services Organizations (Registration and Supervision) Act No .. of 2023.

**PART 1 Organization Profile - International Non-governmental Organization (INGO):**

**1. Details of the INGO**

- a) Name of the INGO:.....
- b) Postal Address of Parent/Mother Office:.....  
.....
- c) Country of Original Registration and Registration No:.....
- d) Details of Law/Act /Legislation Relating to original registration, (e.g. Act No., year and section No.etc.).....  
.....
- e) Name and Contact Details of Head of the Parent/Mother Organization:.....  
.....
- f) Contract Details of the Head Office of Mother Organization:

Tel.No.	
Fax No.	
Email Address	
FB	
Blog	
Twitter	
Website	

**2. Key Office Bearers/Board of Directors of the Parent Organization /Mother Organization:**

No	Full Name of Office Bearer	Designation	Passport No.	Personal Permanent Address (Within last 10 years)	Contact Details (Tel. No. and email)
I					
ii					
iii					
iv					
v					
vi					
vii					

3. Vision of the INGO;

4. Mission of the INGO:

5. Objectives of the INGO:

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

6. If your organization is registered in countries other than the original country of registration, please provide the following information

- i. Name of the Countries:
- ii. Registration Nos:

7. Country / Countries within which INGO is in active operation at present:

- a) c)
- b) d)

**PART 11**

**8. Organization Profile - Sri Lankan Branch:**

- a) Name of the Sri Lankan Branch:.....
- b) Postal Address of Sri Lankan Branch .....  
.....
- c) Name with Initials and Designation of the Head of Sri Lankan  
Branch:.....  
.....
- d) Key Contact Persons of the Sri Lankan Branch:

No.	Name	Designation	Tel.No	Email
i				
ii				

e) Contact Details of the Sri Lankan Branch:

Tel.No.	
Fax No.	
Email Address	
FB	
Blog	
Twitter	
Website	

f) If the Sri Lankan Branch is already registered under any other Law/Act etc. in Sri Lanka, please provide details such as name of the Act/ Law, the government institution responsible for registration and monitoring and Reg. No. ....  
 .....

g)

Particulars of Board of Directors/ Authorized Representatives of the Sri Lankan Branch if any;

No	Full Name of Authorized Representative	Designation	Date of Appointment	NIC No/ P.P.No.	Personal Address Details		Contact Details (Tel. No. and email)
					Current Residential Address in Sri Lanka	Permanent Personal Address (within last 10 years)*	
i							
ii							
iii							
iv							
v							
vi							

\*If you need more space, please use a separate sheet.

**PART 111- Project Details**

9. Geographical Coverage in Sri Lanka (Districts /Divisions) where projects are expected to be implemented.

- |     |     |
|-----|-----|
| i.  | iv. |
| ii. | v.  |
| iii | vi. |

10. . Subject areas under which the projects are expected to be implemented in the future/ongoing in Sri Lanka.

1. Poverty Alleviation		9. Disaster Management	
2. Environment		10. Rural Development	
3. Entrepreneur Development and Training		11. Protection of Child Rights	
4. Training & Education		12. Women & Development	
5. Health & Sanitation		13. Gender Equality	
6. Rehabilitation & Reconstruction		14. Relief Work	
7. Reproductive Health		15. Credit & Savings Mobilization	
8. Human Rights		16. Any Other (please specify - (i.e. social enterprise)	

11. Project Information (Future/ongoing):

S/No	Main Project Title	Geographical Area (District/Division/GN)			Project Period	Details of Funding		Estimate Project Budget Rs.	
		District	Division	GN Division		Foreign (Name of the Funding Agency)	Local (Name of the Funding Agency)	Rs.	cts
1									
2									
3									
4									
5									

\*If you need more space, please use a separate sheet.

**PART 1V- Funding Information:**

**12. Estimated Annual Income for the Current Year Rs:** .....

(Please provide details in the table below)

No	Funding Source	Estimated Amount Rs.
a.	Parent Organization /Mother Organization	
b.	Other Donor Agencies (Please specify)	
e.	Any other Funding Sources (Please specify)	
	Total	

**13. Estimated Annual Expenditure for the Current Year Rs:**

Type of Expenditure	Details of Expenditure (i.e. project name and each cost heading)	Estimated Amount Rs.
Capital Expenditure	1. 2. 3. 4	
Recurrent Expenditure	1. 2. 3. 4. 5.	
Total Expenditure Rs.		

**14. Funding Agency /Agencies, if any: Please provide details in the table below:**

Name of the Funding Sources	Name of the Funding Agency/Agencies	Addresses	Tel.No	Email	FB/Blog/Twitter	Web site
Foreign	1. 2. 3.					

*(If the space is not enough, please provide details in separate sheets)*

**PART V- Staff Details**

**15. Staff Details:**

(a) Total No of Local Staff: .....

(b) Total No of Foreign Staff:.....

(Please enter details in the table below)

**(a) Local Staff Details**

No.	Full Name	NIC No	Current Designation in the Organization	Personal Address Details		Contact Details (Tel. No. and email)
				Current Residential Address	Permanent Personal Add. Within Last 10 Years	
1						
2						
3						
4						

\*If the space is not enough, please provide the details in separate sheets)

**(b) Foreign Staff Details**

No.	Full Name	P.P.No.	Nationality	Current Designation in the Organization	Permanent Address Within Last 10 Years	Current Address in Sri Lanka	Contact Details (Tel. No. and email)
1							
2							
3							
4							

\*(If the space is not enough, please provide the details in separate sheets)

**PART VI- Details of Assets and Banks**

(a) Particulars of Assets: Please provide details in the table below:

S/No	Name of the Asset	No of items	Financial Value as at reporting date Rs.

\*(Attach separate sheet if necessary)

b) Particulars of Banks in Sri Lanka:

S/No	Name of Bank	Name of Branch	Account No.	Balance as at the reporting date (Rs.)

**DECLARATION**

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. ... of 2023, and the regulations made thereunder and certify that this application is duly completed and submitted in terms of the provisions of the said Act and the regulations made there under and all instructions and directions issued by the Registrar of the Voluntary Social Services Organization from time to time.

I also certify that all information given in this application is true and correct to the best of my knowledge.

.....  
Signature of the Secretary  
/Head of the Mission

Name with Initials :.....

Designation :.....

Place :.....

Date :.....

Official Stamp

(Sixth SCHEDULE)

**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 a. Constitution of Parent Organization b. A separate statement stating that the INGO shall comply with Sri Lankan Laws. c. Constitution of the Sri Lankan branch of the INGO
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 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 a. Parent Organization b. Local branch
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) 3 sets of above-mentioned documents (one original set, two certified photocopy sets and six photocopy sets of the registration application) should be submitted for the registration purpose to the National Secretariat.
- (b) If any documents are not in English, English translated version should be submitted along with originals.