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APPLICATION FOR REGISTRATION OF NON-GOVERNMENTAL ORGANIZATIONS

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

PART I -Organization Profile - Local Non-governmental Organization

01. Name of the Organization:

02. Official Address of the Head Office:

.....

03. Key contact persons:

No.	Name	Designation	Tel.No	Email
1		President		
2		Secretary		
3		Treasurer		

04. Contact Details of the Head office:

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

05. Year in which NGO was established:

06. If your organization is already registered, *provide the following information:

No	Law/Act and Institution under which your organization is formed and registered. Pls tick (√)	Name and Registration No.	Date of Registration
1	Companies Act		
2	District/Divisional Secretariat Under VSSO Act No. No 31 of 1980 as Amended by Act No 8 of 1998.		
3	By other Parliament Act (Name of the Act)		
4	Trust Ordinance /Society Ordinance		
5	Inland Revenue Act		
6	Any other Laws (Pl Specify)		

*(Please attach a certified copy of registration certificate and constitution or Article of the Association)

07. Key Office Bearers/Board of Directors/ Trustees /Executive Committee Members of the NGO:

No	Full Name of Office Bearers	Designation	Date of Appointment	NIC. No./ P.P. No.	Personal Address Details		Contact Details (Tel. No. and email)
					Current Residential Address	Permanent Personal Add. With in Last 10 Years	
1							
2							
3							
4							
5							
6							

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

PART II –Organizational Information

08. Type of Organization: INGO NGO: Funding Agency

09. Vision of the NGO:

10. Mission of the NGO:

11. Objectives of the NGO:

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

PART III – Project Details

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

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

13. 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 enterprises)	

14. Details of projects implemented within last five years:

(if applicable)

No	Main Project Title	Geographical areas where projects were implemented	Project Period	Name of the Donor/Donor Agency		Project Cost Rs.	No of Beneficiaries *
				Foreign	Local		
a							
b							
c							
d							
e							
F							

*Attach a list of beneficiaries including their Names, Address, Tel.No. NIC No. etc.

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

15. Project Information (Ongoing /Future):

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

*If you need more space, please use a separate sheet are attached with the application

PART IV – Funding Information

16. Estimated Annual Income for the Current Year Rs:
(Please provide details in the table below)

No	Funding Sources	Estimated Amount Rs.
a.	Member Fees	
b.	Self-Funding	
c.	Local Donors	
d.	Foreign Donors	
e.	Any other Donor Agencies (Please specify)	
	Total	

17. 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.	

Total Expenditure Rs.		
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18. Funding Agency /Agencies, if any: Please provide details in the table below:

Name of Funding Sources	Name of the Funding Agency/Agencies	Addresses	Tel. No	Email	FB/Blog/Twitter	Web site
Local	1.					
	2.					
	3.					
	4.					
Foreign	1.					
	2.					
	3.					
	4.					

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

PART V – Members and Staff Details

19. Membership
- (a) No of Life Members
- (b) No of Active Members
- (c) No of Associates Members
- (d) No of Total Members

20. Staff Details:

(a) Total No of Local Staff:

(Please enter details in the table below)

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

*If the space is not enough, please providing the details in separate sheets.

PART V- Assets and Banker’s Details

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

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

*Attach separate sheet if necessary

b) Particulars of Bankers in Sri Lanka:

S/No	Name of the Bank	Name of the Branch	Account No.	Balance as at 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 there under 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 other instructions and directions issued by the Registrar of the Voluntary Social Services Organization from time to time.

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

.....
Signature of Secretary
(Official Stamp)

Name with Initials :.....

Designation :.....

Place :.....

Date :.....

Third Schedule

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	i. Articles of association (If registered as a guaranteed company) ii. Company registration certificate and license (If registered as a guaranteed company) iii. Constitution of the NGO (Should be in the prescribed format)	i. Articles of association (If registered as a guaranteed company) ii. Company registration certificate and license (If registered as a guaranteed company) iii. Constitution of the NGO (Should be in the prescribed format)
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 functioning in that district/ division)	Status reports from District NGO coordinators will be called by the Secretariat
10	Annual Reports (Last 3 years)	Not Applicable
11	Audited Financial Reports (Last 3 years)	Not Applicable

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 document is not in English, English translated version should be submitted along with originals.

