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Ministry of Public Security

VSSO/NGO/  
REG/Circular/  
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Your No.

Date  
04.2024

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National Secretariat for Non-governmental Organizations - 14<sup>th</sup> Floor, Suhurupaya, Battaramulla.  
E-mail: ngosecretariat.gov@gmail.com

To -All District and Divisional Secretaries,

Registration of Voluntary Social Service Organizations/ Non-governmental Organizations and Community Based Organizations

As you aware, the District Secretary and Divisional Secretary are already acting as Deputy Registrar and Assistant Registrar respectively in terms of sub-sections (03) and (04) of Section 02 of the Voluntary Social Service Organizations (Registration and Supervision) Act No. 31 of 1980.

02) Please follow the instructions below while registering a new organization.

i. Member Welfare Organizations;

Organizations those main objective is welfare of members (not receiving foreign funding) should be registered in the Divisional Secretariat where the organization is established, even if the members are scattered all over the island.

ii. Registration of New Organization;

A newly formed organization does not need to consider one year of operations and obtain financial reports at the time of registration.

iii. Membership and office bearers

Membership and office bearers should not be limited to one family. Not more than two members of the same family should be appointed as principal officers. (This includes spouses, children, parents, and siblings as members of the same family.)

03) District Secretaries and Divisional Secretaries should not hold positions in NGOs/VOSSOs/CBOs because you work as Deputy Registrars and Assistant Registrars, respectively. If you have been officially appointed to positions by the constitution of NGOs/VOSSOs/CBOs, it is advisable to amend the constitutions of the NGOs/VOSSOs/CBOs and resign from those positions in order to exercise the powers assigned to you.

04) Please be informed that, these instructions are in addition to the circulars previously issued by this Secretariat.

Sanjeewa Wimalagunarathna  
Director General /Registrar

Cc: All District Coordinators of Non-governmental Organizations