



THE REPUBLIC OF KENYA

LAWS OF KENYA

THE NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION REGULATIONS

NO. 152 OF 1992

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Non-Governmental Organizations Co-ordination Act

The Non-Governmental Organizations Co-ordination Regulations Legal Notice 152 of 1992

Legislation as at 9 November 2012

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The Non-Governmental Organizations Co-ordination Regulations (Legal Notice 152 of 1992)
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**NON-GOVERNMENTAL
ORGANIZATIONS CO-ORDINATION ACT**
**THE NON-GOVERNMENTAL ORGANIZATIONS
CO-ORDINATION REGULATIONS**
LEGAL NOTICE 152 OF 1992

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[Amended by [Non-Governmental Organizations Co-ordination Regulations, 1992 Corrigenda \(Corrigendum 55 of 1992\)](#) on 26 June 1992]
[Amended by [Non-Governmental Organizations Co-ordination \(Amendment\) Regulations, 1992 \(Legal Notice 205 of 1992\)](#) on 17 July 1992]
[Amended by [Non-Governmental Organizations Co-ordination \(Amendment\) Regulations, 2004 \(Legal Notice 84 of 2004\)](#) on 6 August 2004]
[Amended by [Non-Governmental Organisations Co-ordination \(Amendment\) Regulations, 2010 \(Legal Notice 61 of 2010\)](#) on 7 May 2010]
[Amended by [Non-Governmental Organizations \(Amendment\) Regulations, 2012 \(Legal Notice 125 of 2012\)](#) on 9 November 2012]

Part I – PRELIMINARY

1. Citation

These Regulations may be cited as the Non-Governmental Organizations Co-ordination Regulations, 1992.

2. Interpretation

In these Regulations unless the context otherwise requires—

"**Director**" means the executive director appointed under section 5(1) of the Act;

"**Organization**" means a Non-Governmental Organization as defined in section 2 of the Act.

Part II – THE BOARD

3. The Bureau

The Board shall, in consultation with the Minister, set up the Bureau and shall appoint such officers as may be necessary for the effective administration of its functions.

4. The register of organization

- (1) The Board shall, in accordance with section 7(b) of the Act, maintain a register of the national and international Organizations operating in Kenya and the register shall be in Form 1 set out in the First Schedule.
- (2) The Board shall cause the register to be published periodically.

5. Special meetings

- (1) An application for a special meeting of the Board under section 6(3) of the Act shall be in writing addressed to the chairman of the Board and signed by six members.
- (2) The chairman shall, on receipt of an application under paragraph (1), convene a special meeting of the Board within fourteen days from the date of delivery of the application.

6. Delegation by the Board

The Board may, by resolution either generally or in any particular case delegate to any committee of the Board or to any member, officer, or employee or agent of the Board the exercise of any of the powers or the performance of any of the functions or duties which the Board is authorized to do by the Act and these Regulations.

7. Protection from personal liability

No matter or thing done by the Board or any officer or employee of the Board shall if the matter or thing is done *bona fide* for executing the functions, powers and duties of the Board make the member, officer or employee or any person acting by his directions personally liable to any claim or demand whatsoever.

[Corr. No. 55/1992.]

Part III – REGISTRATION AND EXEMPTION FROM REGISTRATION

8. Approval of names

- (1) An applicant for the registration of any proposed organization shall prior to such application seek from the Director approval of the name in which the organization is to be registered.
- (2) The application for approval under Paragraph (1) shall be in Form 2 set out in the Schedule and accompanied by the fee specified in regulation 33.
- (3) The Director shall, on receipt of an application and payment of the fee specified in regulation 33, cause a search to be made in the index of the registered Organizations kept at the documentation centre and shall notify the applicant either that—
 - (a) such name is approved as desirable; or
 - (b) such name is not approved on the grounds that—
 - (i) it is identical to or substantially similar to or is so formulated as to bring confusion with the name of a registered body or Organization existing under any law; or
 - (ii) such name is in the opinion of the Director repugnant to or inconsistent with any law or is otherwise undesirable.
- (4) A name which has been approved under paragraph (3)(a) shall be entered in the register of reserved names on behalf of the applicant for a period of thirty days or such longer period, not exceeding sixty days, as the Director may allow and such period shall commence from the date of notification of such approval to the applicant.

[Corr. No. 55/1992.]

9. Application for registration

- (1) Every application for registration under section 10(2) of the Act shall be—
 - (a) in Form 3 set out in the First Schedule;

- (b) typewritten;
 - (c) signed by the chief officer of the proposed Organization
 - (d) sent to the Director together with the fee specified in regulation 33;
 - (e) accompanied by—
 - (i) a copy of the minutes of the meeting of the proposed Organization authorizing the filing of the application;
 - (ii) a copy of the constitution of the proposed Organization duly certified by the chief officer and the secretary of the proposed Organization, specifying the matters set out in the Second Schedule;
 - (iii) a notification of the situation of the registered office and postal address of the proposed Organization in Form 4 set out in the First Schedule signed by the chief officer of the proposed Organization.
- (2) Any proposed Organization legally domiciled in Kenya with branches in countries other than Kenya shall, in addition to the copy of its constitution referred to in paragraph (1) (e), submit copies of the constitutions, deeds or statutes of such branches.
- (3) The Director may upon receipt of an application under this Regulation request such further or better information on the proposed Organization as he may require.

[Corr. No. 55/1992.]

10. Registration of Organizations

- (1) Where the application for registration under regulation 9 is granted by the Board, the Director shall register the proposed Organization by entering in the register of Organization kept for that purpose the particulars specified in paragraph (2) and the date of entry.
- (2) The particulars to be included in the register shall be the name of the Organization, postal address, physical address, classification by sector and the date of registration in Kenya.

11. Certificate of registration

The Board shall issue a certificate of registration in Form 5 set out in the First Schedule.

11A. Replacement of lost or destroyed certificates

The Board may issue a certificate of registration to replace a lost or destroyed certificate, upon application by the registered Organization and payment of the prescribed fee.

[L.N. 84/2004, r. 2.]

12. Refusal of registration

Where the Board refuses registration of a proposed Organization under section 14 of the Act, it shall, within fourteen days from the date of such decision notify the applicant of the refusal in Form 6 set out in the First Schedule.

13. Review of conditions

- (1) The Board may, on its own motion or on application by any registered Organization, review any conditions attached to a certificate under section 12(4) of the Act.

- (2) An application for review of any conditions under paragraph (1) shall be in writing, addressed to the board and signed by the chief officer of the Organization.

[Corr. No. 55/1992, L.N. 205/1992, r. 2(a).]

14. Application for exemption

- (1) Every application for exemption from registration under section 10(4) of the Act shall be—
- (a) in Form 7 set out in the First Schedule;
 - (b) typewritten;
 - (c) signed by the chief officer of the Organization;
 - (d) sent to the Director together with the fee specified in regulation 33;
 - (e) accompanied by—
 - (i) a copy of the minutes of the Organization authorizing the filing of the application;
 - (ii) a copy of the constitution of the Organization duly certified by the chief officer and the secretary of the Organization specifying the matters set out in the Second Schedule;
 - (iii) a notification of the location of the registered office and postal address in Form 4 set out in the First Schedule, signed by the chief officer of the Organization; and
 - (iv) a recommendation by the Board in Form 7 set out in the First Schedule.
- (2) The Director may, upon receipt of an application under this regulation, request the applicant to supply such further or better information on the Organization as he may require.

[Corr. No. 55/1992.]

15. Certificate of exemption

- (1) Where the application for exemption under regulation 14 is granted by the Minister, the Board shall, with the approval of the Minister, issue a certificate of exemption in Form 8 set out in the First Schedule.
- (2) The Board shall keep a record of all Organizations exempted from registration under the Act.
- (3) Any Organization whose application for exemption is not granted by the Minister may apply for registration under the Act in accordance with regulation 9.

16. Translation of constitutions

Where the constitution of any existing or proposed Organization is made in a language other than English there shall be attached to the application for registration or exemption from registration of the constitution into the English language in addition to the copy of the constitution in the language in which it is made.

[L.N. 205/1992, r. 2(b).]

17. Cancellation of registration

- (1) Where under section 16(1) of the Act the Board is of the opinion that the registration of any Organization should be cancelled, it shall send to the Organization a notification of intended cancellation in Form 9 set out in the First Schedule taking every reasonable precaution to ensure fairness in the exercise of its discretion.

- (1A) Paragraph (1) does not apply with respect to a cancellation by the Board under section 16 of the Act for a failure by the registered Organization to comply with regulation 24.
- (2) Where the Board cancels the registration of an Organization, it shall send to the Organization a notification of cancellation in Form 10 set out in the Schedule.
- (3) The Board shall at the same time cancel the registration of any branches of the Organization.
- (4) The Board shall, unless an appeal is pending, notify the cancellation in the *Gazette* within twenty-one days thereof.
- (5) Where an Organization whose registration is cancelled under this regulation appeals under section 19 of the Act, the Organization may continue with its operations until the determination of the appeal.
- (6) An Organization whose registration is cancelled shall tender its assets or operations to other Organizations with similar objectives within sixty days from the date of notification of such cancellation, provided that where there is an appeal the period of sixty days shall run from the date of determination of such appeal.
- (7) The Board may reinstate the registration of an Organization whose registration has been cancelled for a failure to comply with regulation 24, upon application by the Organization and payment of the prescribed fee.

[Corr. No. 55/1992, L.N. 84/2004, r. 3(a), (b).]

18. Rescission of exemption

- (1) The Board may, with the approval of the Minister rescind the exemption of any Organization from registration.
- (2) Where under paragraph (1) the exemption of an Organization is rescinded, the Board shall send a notification in Form 11 set out in the First Schedule.
- (3) An Organization whose exemption from registration is rescinded under this regulation may apply for registration in accordance with these Regulations within ninety days from the date of notification of such rescission.

[Corr. No. 55/1992.]

19. Proof of continued existence

The notice to be published by the Board calling a registered Organization to supply proof of its continued existence under section 18(1) of the Act shall be in Form 12 set out in the First Schedule.

Part IV – CONDUCT AND ADMINISTRATION OF ORGANIZATIONS

20. Office and postal address

- (1) Every registered Organization and every exempted Organization shall have an office and a postal address and notice of the situation of the office and the postal address shall be given to the Director on application for registration or exemption in accordance with these Regulations.
- (2) All communications and notices required to be sent under the Act and these Regulations may be sent by post addressed to the postal address, of the Organization.
- (3) Where any Organization registered or exempted from registration changes the situation of its registered office or postal address, it shall give notice of such change to the Board in Form 4 set out in the First Schedule.

- (4) No registered Organization or exempted Organization may—
 - (a) operate without having an office or without a postal address or without having given notice of the situation of its office or of its postal address as required by paragraph (1); or
 - (b) operate at any place to which its office may have been moved without having given notice of the change in the situation thereof to the Board as required by paragraph (3); or
 - (c) fail to give notice of any change of its postal address as required by paragraph (3).
- (5) Any registered Organization or exempted Organization which contravenes any of the provisions of paragraph (4) shall be guilty of an offence.

21. Change of names, constitution, etc.

- (1) No registered Organization shall—
 - (a) amend its name or its constitution; or
 - (b) become a branch of or affiliated to or connected with any Organization or group of a political nature established outside Kenya; or
 - (c) dissolve itself,except with the prior consent in writing of Board obtained upon written application addressed to the Director and signed by three of the officers of the Organization.
- (2) An application under paragraph (1) shall be accompanied by a certified copy of the minutes of the meeting at which the resolution to take the proposed action was passed and shall be delivered to the Director within fourteen days after the day on which the resolution was passed.
- (3) Every exempted Organization which—
 - (a) amends its name or objects; or
 - (b) becomes a branch or affiliated to or connected with any Organization or group of a political nature established outside Kenya; or
 - (c) dissolve itself, shall, within fourteen days from the date of effecting such amendment or other matter as aforesaid, give to the Board notice thereof in writing signed by three of the officers of the Organization.
- (4) Any registered or any exempted Organization which contravenes any of the provisions of this regulation shall be guilty of an offence.

[L.N. 205/1992, r 2(c).]

22. Change of officers or title of officers

- (1) Where there is any change of officers or of the title of any office of a registered Organization, notice in Form 13 set out in the First Schedule shall be given to the Board within fourteen days of the change and the notice shall be signed by three of the officers of the Organization.
- (2) Any registered Organization which fails to give notice as required by paragraph (1) of any change of officers or of the title of any office of the Organization shall be guilty of an offence.

23. Amendment of register

- (1) Where the Board has consented to an application under regulation 21(1) by a registered Organization or where the Board has received a notification of change of registered office or postal address of any registered Organization, it shall amend the register accordingly.

- (2) Where the name of a registered or exempted Organization has changed, the Board shall issue a fresh certificate of registration or exemption, as the case may be, upon the original being surrendered and upon payment of the prescribed fee.
- (3) The Board shall also make such other amendments to the particulars concerning a registered Organization as may be necessitated by any information supplied to it.

[Corr. No. 55/1992.]

24. Annual reports

- (1) Every registered Organization shall furnish to the Board on or before the 31st May in every year, annual reports in Form 14 set out in the First Schedule.
- (2) Any registered Non-Governmental Organization which fails to submit its annual returns within the prescribed period shall be liable to a fine of Kenya Shillings Twenty Five Thousand.
- (2) The registered Organization shall pay the prescribed fee when an annual report is furnished.
- (3) It is a condition of a certificate of registration that the registered Organization comply with this regulation.

[L.N. 84/2004, L.N. 61/2010.]

25. Transitional provisions

- (1) For the avoidance of doubt, it is hereby provided that all Organizations presently registered under any written law in Kenya or operating on the basis of agreements within the Government, as the case may be, shall within the period specified in section 25 of the Act—
 - (a) formulate and adopt constitutions specifying the matters set out in the Second Schedule; and
 - (b) apply for and obtain registration under the Act in accordance with these Regulations.
- (2) Upon registration under the Act, the Organization referred to shall cease to operate under any other written law in Kenya or on the basis of any agreements with the Government as the case may be.

Part V – MISCELLANEOUS PROVISIONS

26. The interim Council

- (1) The interim Council constituted in accordance with section 26 of the Act shall within ninety days of its formation, prepare and submit to the Board an instrument specifying its structure, rules and procedures:

Provided that where no instrument is submitted within the period specified in this regulation, the Minister shall, in consultation with the Board, formulate and introduce an interim structure, rules and procedures for the effective administration activities of the Council.

- (2) The interim Council shall within six months of its formation, formulate and submit to the Board a draft of the code of conduct for approval:

Provided that where no draft is submitted within the period specified in this regulation, the Board shall refer the matter to the Minister who may take measures as he may deem appropriate.

- (3) The interim Council shall, within thirty days of its formation, forward to the Minister the names of suitable persons for appointment to the Board under section 4(1) of the Act together with its recommendations thereon:

Provided that where no names are forwarded within the period specified in this regulation, the Minister may appoint such persons as he may deem suitable to represent the Council in the interim period.

27. Appeals

- (1) An appeal to the Minister under section 19 of the Act shall—
 - (a) be in writing signed by the chief officer of the Organization;
 - (b) set out the grounds on which the appeal is based; and
 - (c) be lodged with the Minister.
- (2) The Minister's decision on any appeal lodged in accordance with paragraph (1) shall be communicated in writing to the appellants Organization.

28. Entry permits

Any registered Organization wishing to obtain entry permits in respect of prospective employees shall, where—

- (a) the services of such employees are necessary for the proper function of the Organization; or
- (b) no persons with comparable skills are available locally; or
- (c) such employees will contribute towards the training of Kenyans to obtain scientific, technical and managerial skills, apply in writing to the Principle Immigration Officer through the Board for the issuance of the required permits.

29. Exemption from duty

- (1) Any Organization importing equipment or goods required for its activities in Kenya may, where there is sufficient proof that—
 - (a) the foreign exchange for such goods is not raised in Kenya; or
 - (b) the importation of such equipment will generate foreign currency for the country; or
 - (c) the importing Organization has earned through income generating activities foreign exchange equivalent to the price of imported equipment; or
 - (d) the cost of the imported equipment does not exceed thirty-five percentum of the total annual budget of the Organization; or
 - (e) the price of similar goods in the local market exceeds the price of imported equipment by at least thirty percentum, apply through the Board in writing to the Minister for the time being responsible for finance for exemption of such goods from duty.
- (2) The Board shall, on receipt of any application under this regulation, forward it to the Minister for the time being responsible for finance together with its recommendations thereon.
- (3) Where an application lodged under this regulation is granted, the Organization shall not dispose of any equipment in respect of which duty is exempted save with the permission of the Board in the manner set out in Form 15 in the First Schedule.

30. Application for exemption from tax

- (1) Any Organization seeking exemption from tax may, where the exemption sought is in respect of—
 - (a) value added tax on goods and services required to meet the Organization's objectives or
 - (b) value added tax on income generating activities; or

- (c) income tax for expatriate employees, apply through the Board to the Minister for the time being responsible for finance for the grant of the exemption.
- (2) The Board shall, on receipt of any application under this regulation, forward it to the Minister for the time being responsible for finance together with its recommendations thereon.

[Corr. No. 55/1992.]

31. Inspection of documents by the public

Any person may, during working hours, and upon payment of the fee specified in regulation 33 inspect at the documentation centre, the register and any documents relating to any registered Organization or any other documents relating to any registered Organization lodged with the Board under the Act and these Regulations, and may obtain from the Director a copy or extract of such register or documents.

32. Offences and penalties

Any registered or exempted Organization or any officer thereof guilty of an offence under these Regulations shall be liable to a fine not exceeding six thousand shillings, or in the case of an officer, to imprisonment for a term not exceeding six months or to both.

33. Fees

The fees set out in the Third Schedule shall be payable to the Board for the purposes of the Act and the regulations.

[Corr. No. 55/1992, L.N. 205/1992, r. 2(d), L.N. 84/2004, r. 5.]

FIRST SCHEDULE

FORMS

[L.N. 205/1992, L.N 61/2010.]

FORM 1

(r. 4)

NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION ACT

[Section 7(b).]

REGISTER OF NON-GOVERNMENTAL ORGANIZATIONS

1. Name of Organization
2. Postal Address
3. Physical Address
4. Classification (by Sector)
5. Date of Registration in Kenya

FORM 2

(r. 8(2))

APPLICATION FOR APPROVAL OF NAME OF ORGANIZATION

To the Executive Director,

NGOs Co-ordination Board,
P. O. Box 30510
Nairobi

I,

(FULL NAMES)

of

(ADDRESS)

request your approval to register a Non-Governmental Organization in any of the following names

1.
2.
3.

Signature of applicant

Dated

FOR OFFICIAL USE ONLY

Approved/Rejected

Ground

.....
.....
.....
.....

Signed

Executive Director/Non-Governmental Organizations Co-ordination Board

Fees Ksh

FORM 3

((3(a)(b))

NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION BOARD

APPLICATION FOR REGISTRATION OF NON-GOVERNMENTAL ORGANIZATION IN KENYA

PART I

(Important notes to be read before completing Form)

1. This form is to be completed by any organization seeking registration under the Non-Governmental Organizations Co-ordination Act, (Cap. 134) Applicants are therefore advised to obtain and familiarization themselves with the Non-Governmental Coordination Act, 1990 and Non-Governmental Organizations Regulations, 1992.

2. Application for registration will be submitted to the Executive Director, NGOs Co-ordination Board, P. O. Box, 44617-00100, Nairobi, Kenya.
3. Three original application forms must be accompanied by the following:
 - (a) Personal particulars for the three top officials in the prescribed form see (Part III 1-3). Each official must complete as directed in the Form.
 - (b) Three copies of the proposed organization's constitution signed by the three top officials.
 - (c) Two current colour passport size photographs of the applicants.
 - (d) A copy of ID for Kenyan official and Passport for foreigners.
 - (e) A notarized certificate of registration outside Kenya/incorporation in Kenya (if applicable).
 - (f) A copy of minutes of the proposed organization authorizing the filling of the application.
 - (g) A notification of location of the office and the postal address of the proposed organization.
 - (h) Form 1 signed by the three top officials of the proposed organization.
 - (i) The application fee payable to the Executive Director, NGOs Co-ordination Board, as specified in Regulation 33.
4. No organization will be allowed to operate as an NGO in Kenya without a certificate of registration issued by the NGOs Co-ordination Board.
5. A registered organization will be subject to all the Laws of Kenya.
6. While filing these forms, the officials confirm and certify that they have read and understood the conditions and further confirm that the information they have given is true to the best of their knowledge. That false information would be subject to cancellation of the registration certificate.
7. This form is for the purpose of registration only (other issues i.e. application for work permit, tax and duty exemptions will be handled separately) but processed through the NGOs Co-ordination Board.

PART II

(To be completed by the applicant)

1. (a) Name of the proposed organization
-
- (b) Postal address of proposed organization
- (c) Physical address of the proposed organization (if known)
- (d) Tel: No.
- (e) Mobile No.
- (f) E-mail address
2. Date and place of first registration (if applicable)
3. (a) Nature of proposed organization (tick appropriately)
 - # Legal Aid
 - # Agriculture
 - # Children
 - # Culture

- # Disability
- # Energy
- # Education
- # Environment
- # Gender
- # Governance
- # Health
- # Housing and Settlement
- # Human Rights
- # HIV/AIDS
- # Information
- # Informal sector
- # Microfinance
- # Old Age
- # Peace Building
- # Population & Reproductive Health
- # Refugees
- # Relief
- # Sports
- # Water & Sanitation
- # Welfare
- # Youth

Any other (specify)

(b) Main objective of the proposed organization

.....
.....

4. (a) Possible source(s) of funds

(b) Total amount of projected budgetary requirements in KSh

(Please attach an estimated budget. If an Organization was previously registered as a charity please indicate the total income of the previous year)

(c) Financial Year of the proposed organization

5. Other countries of operation (where applicable)

6. Current and planned districts of operation (*specify at most five districts*)

.....

7. We certify that we have read and understood the conditions given in part I. We undertake to abide by them as required and hereby confirm that the information given by us in Parts H and HI is correct to the best of our knowledge.

(a) Chairman Name

Signature Date

(b) Secretary Name

Signature Date

(c) Treasurer Name

Signature Date

PART III (1)

1. Personal particulars of the First (I) Top Official in Kenya

(a) Name

Postal Address

Permanent Secretary

Residential Address

(b) Previous Name: if any

(c) District.....

(d) Location.....

(e) Sub Location.....

(f) Telephone.....

(g) Email.....

(h) Date and place of Birth.....

(i) Current Nationality.....

(j) Previous Nationality.....

(k) Nationality at Birth.....

(l) Passport/ID Number.....

(m) Place of issue of ID/Passport.....

2. Qualifications

(a) Educational Background

<i>Names of Schools and Colleges Attended</i>	<i>Certificate Attained</i>	<i>Date</i>	
		<i>From</i>	<i>To</i>

<i>Names of Schools and Colleges Attended</i>	<i>Certificate Attained</i>	<i>Date</i>	

- (b) Profession
- (c) Please indicate place and date of attainment
- (d) Current Employment

PART III (2)

1. Personal particulars of the Second (2) Top Official in Kenya

- (a) Name
- Postal Address
- Permanent Secretary
- Residential Address
- (b) Previous Name: if any
- (c) District
- (d) Location.....
- (e) Sub-location
- (f) Telephone
- (g) Email
- (h) Date and place of Birth.....
- (i) Current Nationality.....
- (j) Previous Nationality.....
- (k) Nationality at Birth.....
- (l) Passport/ID Number.....
- (m) Place of issue of ID/Passport.....

2. Qualifications

- (a) Educational Background

<i>Name of Schools and Colleges Attended</i>	<i>Certificate Attained</i>		<i>Date</i>
		<i>From</i>	<i>To</i>

- (b) Profession.....
- (c) Please indicate place and date of attainment.....
- (d) Current Employment.....

PART III - (3)

1. Personal particulars of the Third (3) Top Official in Kenya

- (a) Name
- Postal Address.....
- Permanent Secretary.....
- Residential Address.....
- (b) Previous Name: if any.....
- (c) District.....
- (d) Location.....
- (e) Sub-location.....
- (f) Telephone.....
- (g) Email.....
- (h) Date and place of Birth.....
- (i) Current Nationality.....
- (j) Previous Nationality.....
- (k) Nationality at Birth.....
- (l) Passport/ID Number.....
 - (i) Place of issue of ID/Passport

2. Qualifications

- (a) Educational Background

Name of Schools and Colleges Attended	Certificate Attained	Date	
		From	To

- (b) Profession
- (c) Please indicate place and date of attainment

(d) Current Employment

has this day been registered under section 10 of the Non-Governmental Organizations Co-ordination Act subject to the following conditions:

1.
2.
3.
4.
5.
6.

Dated

Signed

Executive Director of the Board

FORM 4

((r. 10(1), 15(1), 21(21))

NOTIFICATION OF REGISTERED OFFICE OR POSTAL ADDRESS OF AN ORGANIZATION

To the Executive Director,
NGOs Co-ordination Board,
P. O. Box 30510
Nairobi

NOTICE is here given that

(Name of Organization)

1. *will have its registered office at
2. has changed its registered office from
..... to
3. *will have its postal address at
4. has changed its postal address from

Dated

Signed

Chief officers

*Deleted whichever is not applicable

FORM 5

(r. 11)

CERTIFICATE OF REGISTRATION

I,, Executive Director of the Non-Governmental Organizations Board certify that the

has this day been registered under section 10 of the Non-Governmental Organizations Co-ordination Act subject to the following conditions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Dated

Signed

Executive Director of the Board



FORM 6

(r. 12)

NOTIFICATION OF REFUSAL OF REGISTRATION

To
.....
.....

This is to inform you that in exercise of the powers conferred by section 14 of the Non-Governmental Organizations Co-ordination Act, 1990, the Board has refused to register you under section 10 of the Act on the following grounds:

-
-
-
-
-
-

Dated

Signed

Executive Director



FORM 7

(r. 14)

[L.N. 205/1992, r. 2(e), Section 10(4).]

APPLICATION FOR EXEMPTION FROM REGISTRATION OF AN ORGANIZATION

PART I

(Notes to be read before completing the form)

1. This form is to be completed by any Organization seeking exemption from registration under the Act.
2. The application must be submitted to the Non-Governmental Organization Co-ordination Board, P. O. Box 30510, Nairobi, Kenya.
3. Five copies of the application form must be accompanied by the following:
 - (a) Personal particulars of the Non-Governmental Organization's top three officials in the prescribed form (see Part IV - Each Official to complete separately).
 - (b) Five copies of a letter from sponsor, i.e. the person or body providing primary financial and material support towards the project.
 - (c) Two copies of the Organization's constitution.
 - (d) Two current passport-size photographs of the Chief Officer of the Organization endorsed by sponsors or referee.
 - (e) Certificate of registration outside Kenya/incorporation in Kenya (where applicable)
4. The application fee as specified in regulation 33.

PART II

We, the undersigned officers hereby apply for exemption from registration under the Non-Governmental Organizations Co-ordination Act, 1990 (Cap. 134).

The following are the particulars of the Organization:

1. (a) Name of Organization
- (b) Name of Chief Officer
2. Date and place of first registration (where applicable)
.....
3. (a) Nature of Organization (Tick one)

Welfare	Health	Relief
Water	Information Sector	Education
Population	Environment	Agriculture
Any other (Specify)		

Objective(s)

4. Personal Requirements:

- (a) Local
- (b) Foreign

5. (a) Source(s) of funds

- (b) Total amount involved in KSh.

(Please attach a detailed budget)

6. Other countries of operation (where applicable)

.....
.....

7. Name of other Organization(s) affiliated or connected to :

.....
.....

8. Location and address of Headquarters:

.....
.....

9. District(s) of operation

.....

10. Expected duration of programme

.....

11. Type of equipment to be imported to Kenya (where applicable)

.....
.....

12. Nature of Government support expected, if any

.....

13. We certify that we have read and understood the conditions given in Part I We undertake to abide by them as required and hereby confirm that the information given by us in Parts II and IV is correct to the best of our knowledge.

- (a) Name Title

Signature

- (b) Name Title

Signature

(c) Name Title
 Signature
 Chief Officer

PART IV

1. PERSONAL PARTICULARS OF THE OFFICERS ABOVE (Each officer to complete this part separately).

(a) Name
 Postal and Residential Address in Kenya

 Permanent Address

 (b) Previous Name (where applicable)
 (c) Date and Place of Birth
 (d) Current Nationality
 (e) Previous Nationality
 (f) Nationality at Birth
 (g) Passport Number and Place of Issue
 (h) Wife's

2. QUALIFICATIONS

(a) Educational:

Name of Schools and Colleges Attended	Certificate Attained	Date	
		From	To

(b) Professional:

(Please indicate place and date of attainment)

.....

(c) Language Proficiency:

(Please indicate whether spoken and/or written)

(i)

(ii)

(iii)

(iv)

3. EMPLOYMENT RECORD

Present Employment

Give full particulars of your employment since leaving school or college (including service with the armed forces and police):

Name and Full Address of Employment Department Regiment or Corps	Position Held	Date	
		From	To

4. PREVIOUS SERVICE IN KENYA (if any)

.....

Name of Employer	Year	Reasons for Termination of Service

5. EMPLOYMENT OR ASSIGNMENT IN OTHER COUNTRIES OTHER THAN HOME COUNTRY:

Name of Employer	Year	Reasons for Termination of Service

FORM 8

((r. 15(1))

CERTIFICATE OF EXEMPTION FROM REGISTRATION

This is to certify that I have this day exempted from registration under section 10 of the Non-Governmental Organizations Co-ordination Act, 1990 (Cap. 134).

Signed

Minister

FORM 9

(r. 16(1))

NOTIFICATION OF INTENDED CANCELLATION OF REGISTRATION

To

.....

.....

I,, Executive Director of the Non-Governmental Organizations Co-ordination Board give you notice that in accordance with section 16(1) of the Act, 1990, the Board intends to cancel your registration under the said Act on the grounds that:

- 1.
- 2.
- 3.
- 4.
- 5.

You are hereby required, within days of the date of this notice, to show cause why your registration should be cancelled.

Dated

Signed

Executive Director

FORM 10

(r. 16(2))

NOTICE OF CANCELLATION OF REGISTRATION

I,, Executive Director of the Non-Governmental Organizations Co-ordination Board notify that in accordance with section 14 of the Non-Governmental Organizations Co-ordination Act, 1990 (Cap. 134), the Board has cancelled your registration under the said Act on the grounds that:

- 1.

- 2.
- 3.
- 4.
- 5.

Dated

Signed

Executive Director of the Board

FORM 11

(r. 17(1))

NOTIFICATION OF RECISSION OF EXEMPTION FROM REGISTRATION

To
.....
.....

I,, Executive Director of the Non-Governmental Organizations Co-ordination Board notify you that you that with approval of the Minister, the Board has this day rescinded your exemption from registration under the Non-Governmental Organizations Co-ordination Act, 1990 (Cap. 134) on the ground that:

.....
.....
.....
.....

Dated

Signed

Executive Director of the Board

FORM 12

(r. 19))

NOTICE UNDER SECTION 18(3) OF THE NON-GOVERNMENTAL ORGANIZATION CO-ORDINATION ACT

To
.....
.....

TAKE NOTICE that the Non-Governmental Organizations Co-ordination Board intends to strike you off the register of Non-Governmental Organizations on the grounds that you have ceased to exist as an Organization.

You are required, within thirty day of the date of this notice, to supply proof of your continued existence as an Organization in accordance with the Act.

Dated

Signed

Executive Director of the Board



FORM 13

(r. 22(1))

NOTIFICATION OF CHANGE OF OFFICERS OR TITLE OR OFFICERS

To the Executive Director,
 NGOs Co-ordination Board.
 P. O. Box 30510
 Nairobi

The Organization hereby gives you notice in accordance with provisions of paragraph (1) of regulation 22 of the Non-Governmental Organizations Co-ordination Regulations, that the following changes were made on, 20, of the Officers/Title of Officers* of the Organization:

.....

Signed

Name	Designation
.....
.....
.....
.....
.....
.....
Dated	

* Delete whichever is not applicable.



FORM 14

(R. 24)



NON-GOVERNMENTAL ORGANIZATIONS BOARD

ANNUAL REPORT

Please read these notes before filling this form

If either your total income/funding or expenditure exceeds the sum of Kenya Shillings One Million (Kshs. 1,000,000), you must send, together with this form, an Audited Report from recognised auditors within ICPAK

You must send this form duly filled not later than 90 days from the date of completion of your financial year. We recommend that you send all the required documents to the NGOs Board, at least two weeks before the due date to ensure that they are received and processed on time.

Please enter all financial amounts in Kenya Shillings (KShs.)

To the Executive Director
NGOs Co-ordination Board
P. O. Box 44617
Nairobi

Financial year Starting on _____ Ending on _____

SECTION A - GENERAL INFORMATION

A1) Name and Address of NGO Name

Postal Address

Physical Address.....

Telephone.....

Cell Phone.....

Fax.....

Email.....

Website.....

Where any organization registered or exempted from registration changes the situation of its registered office or postal address, it shall give notice of such change to the Board in Form 4 set out in the First schedule (Section 20 (3) NGO Regulations, 1992)

(A2) Name and Address of Contact Person

Name

Position

Telephone Cell Phone

Email

Nationality

(A3) Registration Number _____

(A4) Date of Registration _____

(A5) Scope of NGO (Tick where appropriate)

National # International #

(A6) Districts of operation

SECTION B - FINANCE

(B1) List of NGO's Assets, in regard to the following *(Those stationed in Kenya only)*

Item	Number	Estimated Value
Land	_____	_____
Building	_____	_____
Machinery	_____	_____
Motor Vehicles	_____	_____
Furniture and Fittings	_____	_____
Computers	_____	_____
Printers	_____	_____
Scanners	_____	_____
Photocopiers	_____	_____
Fax Machines	_____	_____

Other (Specify)	_____	_____
_____	_____	_____

(B2) Receipts

** (i) Surplus/Deficit) carried forward from previous year #

(ii) income

NOTE For every donor given below, indicate their type based on the categories given below

i) Religious Institution	vii) Foreign Government Agency
ii) Research/Academic Institution	viii) Non Governmental Organization
iii) Agency of Kenya Government	ix) Headquarter of this NGO
iv) Embassy/High Commission	x) Directors' Contribution
v) Foundation/Trust	xi) Membership Subscription
vi) United Nation Agency	xii) Other (Specify)

//*Name of Donor//	//Type of Donor//	<i>Country</i>	<i>Amount</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

iii) Income sub-total			
iv) Receipts total (B2(i) + B2(iii))			

(B3) Payments

	Kenya	Other Countries	Total
(i) Purchase of non-financial assets			
(ii) Projects cost			
(iii) Administrative costs			
(iv) Personnel emoluments and benefits			
(a) Local staff			
(b) International Staff			
(iv) Other Running Costs			
(v) Payments total			

(B4) Surplus/(Deficit)(B2(iv) – B3(vi))

(B5) Accounts audited in the last Financial Year Yes #

(Tick where appropriate) No #

(B6) For the amount spent on Projects in B3(ii) above, break it down to sector in which it was spent in Kenya and other countries

Sector	**//_In Kenya _//**	**//_In other countries _//**
Agriculture		

Children		
Disability		
Education		
Environment		
Gender		
Governance		
Health		
HIV/AIDS		
Informal Sector		
Information		
Micro-finance		
Old Age Care		
Peace Building		
Population and Reproductive Health		
Refugees		
Relief		
Water		
Welfare		
Youth		
Other (Specify)		

(B7) Name(s) of Bank(s) and Branch(es) for this NGO**

- (i)
- (ii)
- (iii)

NGOs are required to obtain authorization letters from NGOs Co-ordination Board before opening bank

SECTION C – FINANCE

(C1) State the number of Employees and Volunteers both local and International

(i) Stationed in Kenya

	Local Staff	International Staff	Total
Previous Year			-
Current Year			-
Staff who came in this year			-
Staff who left this year			-

(ii) Stationed in other countries (Specify)

	Local Staff	International Staff	Total
Previous Year			-
Current Year			-

(iii) Volunteers/Interns

	Local Staff	International Staff	Total

Previous Year			-
Current Year			-

(C2) Privileges accorded to Volunteers/Interns

	Local		International	
	Volunteers	Interns	Volunteers	Interns
Allowances/ Stipends	#	#	#	#
Housing	#	#	#	#
Insurance	#	#	#	#
Medical	#	#	#	#
Training	#	#	#	#
Others (Specify)	#	#	#	#
	#	#	#	#

C3) Number of staff members training during the reporting period

	Local Staff	International Staff	Total
In-house Training	_____	_____	_____
Professional Training	_____	_____	_____

Other Training (specify)			
_____	_____	_____	_____
_____	_____	_____	_____
Total	_____	_____	_____

SECTION D – PROJECTS

D1) Projects carried out	i) Projects carried out this year, that were brought forward from previous year		ii) Projects carried out this year, that were started during the year		iii) Projects carried out this year, that were completed during the year	
	Kenya	Other	Kenya	Other	Kenya	Other
Agriculture	#	#	#	#	#	#
Children	#	#	#	#	#	#
Disability	#	#	#	#	#	#
Education	#	#	#	#	#	#
Environment	#	#	#	#	#	#
Gender	#	#	#	#	#	#
Governance	#	#	#	#	#	#
Health	#	#	#	#	#	#
HIV/AIDS	#	#	#	#	#	#
Informal Sector	#	#	#	#	#	#
Information	#	#	#	#	#	#

Micro-finance	#	#	#	#	#	#
Old Age Care	#	#	#	#	#	#
Peace Building	#	#	#	#	#	#
Population and Reproductive Health	#	#	#	#	#	#
Refugees	#	#	#	#	#	#
Relief	#	#	#	#	#	#
Water	#	#	#	#	#	#
Welfare	#	#	#	#	#	#
Youth	#	#	#	#	#	#
Other (Specify)	#	#	#	#	#	#
_____	#	#	#	#	#	#
_____	#	#	#	#	#	#
_____	#	#	#	#	#	#

(D2) Contribution(s) from Local Community and Government (Projects carried out in Kenya only)

(i) From Local Community (Tick where appropriate)

Estimated amount

Material	#	_____
Labour	#	_____

Financial	#	_____
Other (Specify) _____	#	_____

ii) From Government (Tick where appropriate)

Tax waiver and VAT Exemption #

Other (Specify) _____ #

Items/Goods granted Tax Waiver/VAT Exemption	Amount granted
_____	_____
_____	_____
_____	_____

(D3) Type of Organization collaborated with and Nature of Collaboration

(Projects carried out in Kenya only)(Tick where appropriate)

	Information Exchange	Technical to Partner	Technical to Partner	Funding to Partner	Funding to Partner	Equipment to Partner	Equipment from Partner
NGOs	#	#	#	#	#	#	#
CBOs	#	#	#	#	#	#	#
FBOs	#	#	#	#	#	#	#
Research Institutions	#	#	#	#	#	#	#
Academic Institutions	#	#	#	#	#	#	#

Health Institutions	#	#	#	#	#	#	#
Government of Kenya Agencies	#	#	#	#	#	#	#
Donor Agencies	#	#	#	#	#	#	#
Other (Specify)	#	#	#	#	#	#	#

SECTION E – GOVERNANCE

(E1) Number of Board meetings per year, by NGO’s Constitution _____

(E2) Meetings held previous year _____

(E3) Meetings held in current year _____

(E4) Date of Last Annual General Meeting (AGM) _____

(E5) Frequency of Elections as per Constitution (Tick where appropriate)

Annually	#
Every 2 years	#
Every 3 years	#
Every 4 years	#
Every 5 years	#
Others (Specify)	#

(E6) Date of last Election _____

(E7) Number of Directors/Officials _____

(E8) During the financial year, have any assets of this NGO stolen or otherwise misappropriated by a person who was, at the time, associated with this NGO (whether the assets or their value have been recovered or not)?

Yes # No #

(E8) Names of three current Officials

Name	Postal Address	Telephone
i) _____	_____	_____
ii) _____	_____	_____
iii) _____	_____	_____

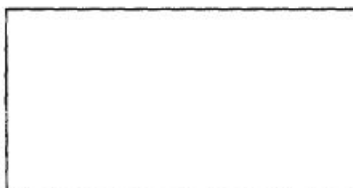
Where there is any change of officers or of the title of any office of a registered Organization, notice in Form 13 set out in the First Schedule shall be given to the Board within fourteen days of the change and the notice shall be signed by three of the officers of the Organization (NGOs Regulations 22(1)). Note that the changes only become effective after a letter of confirmation is issued by the NGOs Coordination Board

SECTION F – DECLARATION

I declare that the information given in this form is true and correct to the best of my knowledge, and that it reflects the actual state and activities of this Organization.

Signed by Chief Officer: Name _____ Sign _____ Date _____

Organization official stamp



FORM 15

(r. 29(3))

PERMISSION TO DISPOSE OFF EQUIPMENT EXEMPTED FROM DUTY

To

.....

.....

The Non-Governmental Co-ordination Board has agreed to grant its permission to you to dispose off the following equipment by sale/donation/other subject to the conditions listed thereunder:

Name of Equipment Particulars

1.
2.
3.

CONDITIONS

1.

2.

3.

Dated *Signed*

Chairman of the Board

SECOND SCHEDULE[r. 10(1)(e)& 16(1)(e)]

**MATTERS TO BE PROVIDED IN THE CONSTITUTION
OF EVERY NON-GOVERNMENTAL ORGANIZATION**

1. Name of Non-Governmental Organization.
2. The whole of the object for which the Non-Governmental is established and administrative units.
3. The custody, use and investment of the funds and property of the Non-Governmental Organization and the designation of the persons responsible thereof.
4. The purpose for which the funds may be used, and in particular—
 - (a) the prohibition of the distribution of funds and assets among members;
 - (b) prohibition of clauses in the constitution that may constitute loopholes for the distribution of funds and assets to members of officials except for legitimate reimbursement of expenses in carrying out the objects of the Non- Governmental Organization;
 - (c) rules governing the awarding of contracts to members or officials.
5. Persons or entities (if necessary) for whom membership is open.
6. Structure and management of the Organization—
 - (a) titles of officers, trustees, auditors and their terms of office and methods of election, appointment, dismissal and suspension;
 - (b) composition of committees and their terms of office and methods of election, appointment, dismissal and suspension.
7. Quorums for and dates of general meetings.
8. Financial year and periodicity of audit of accounts.
9. Inspection of books and list of members.
10. The formation of branches.
11. The manner of amending the name, constitution or rules of the Non-Governmental Organization.
12. The manner of dissolution of the Non-Governmental Organization and disposal of its property on dissolution.

THIRD SCHEDULE

FEES

[L.N. 84/2004, Reg. 6, L.N. 61/2010, Reg. 4, Reg. 33, L.N. 125/2012, r. 2.]

<i>Service</i>	<i>KSh.</i>
Work Permit	20,000
Registration Fee (National)	16,000
Registration Fee (International)	30,000
Late Returns Penalty	25,000
Bank Letter	4,000
Filing Fee	2,000
Name Search	1,000
Special Pass	16,000
Change of Official	4,000
Change of Name (International)	27,200
Application Forms	400
File Search	4,000
Certified Copy of Constitution	3,000
Certified Copy of Certificate	3,000
Change of Name (National)	12,500
Amendment of Constitution	4,000
Change of Status	-
Reinstatement	36,000
Lost or destroyed Certificate	10,000

Additional officials	2,000
Dissolution	2,000
Introduction Letter	4,000