



**NON-GOVERNMENTAL ORGANIZATIONS  
CO-ORDINATION BOARD**

**APPLICATION FOR REGISTRATION OF NON-GOVERNMENTAL  
ORGANIZATION IN KENYA.**

**PART I**

(Important notes to be read before completing the Form)

1. This form is to be completed by any organization seeking registration under the Non Governmental Organizations Act, 1990. Applicants are therefore advised to obtain and familiarize themselves with the Non Governmental Co ordination Act, 1990 and the 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 on the Form
  - b) Three copies of the proposed organization constitution signed by the three top officials
  - c) Two current colored passports 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 Form 1 signed by the three top officials of the proposed organization.
  - h) 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 untrue 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)
- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> Legal Aid   | <input type="checkbox"/> Health                 | <input type="checkbox"/> Population & Reproductive Health |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Housing and Settlement | <input type="checkbox"/> Refugee                          |
| <input type="checkbox"/> Children    | <input type="checkbox"/> Human Rights           | <input type="checkbox"/> Relief                           |
| <input type="checkbox"/> Culture     | <input type="checkbox"/> HIV/AIDS               | <input type="checkbox"/> Sports                           |
| <input type="checkbox"/> Disability  | <input type="checkbox"/> ICT                    | <input type="checkbox"/> Water & Sanitation               |
| <input type="checkbox"/> Energy      | <input type="checkbox"/> Disaster Management    | <input type="checkbox"/> Welfare                          |
| <input type="checkbox"/> Education   | <input type="checkbox"/> Microfinance           | <input type="checkbox"/> Youth                            |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Old Age                |   |
| <input type="checkbox"/> Gender      | <input type="checkbox"/> Peace Building         |   |
| <input type="checkbox"/> Governance  |   |   |

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 Kshs..... *(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 II and III 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 (I)**

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

(a) Name.....

Postal Address.....

Permanent Address.....

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.....
- (j) Place of issue of ID/Passport.....

**2. Qualifications**

(a) Educational Background

Name of Schools and Colleges Attended	Certificate Attained	Date	
		From	To

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

**PART III (2)**

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

- (a) Name.....
  - Postal Address.....
  - Permanent Address.....
  - 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.....
- (j) Place of issue of ID/Passport.....

**2. Qualifications**

(a) Educational Background

		Date	
		From	To

- (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 Address.....
  - Residential Address.....
- (b) Previous Name: if any.....
- (c) District.....
- (d) Location .....
- (e) Sub Location.....
- (f) Telephone.....
- (g) E-mail.....
- (h) Date and place of Birth.....
- (i) Current Nationality.....
- (j) Previous Nationality.....
- (k) Nationality at Birth.....
- (l) Passport/ID Number.....
- (j) 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.....
- (c) Current Employment .....

**PART IV**

List of Board members (*Attach separate sheet if necessary*).

- |          |          |
|----------|----------|
| 1. ....  | 11. .... |
| 2. ....  | 12. .... |
| 3. ....  | 13. .... |
| 4. ....  | 14. .... |
| 5. ....  | 15. .... |
| 6. ....  | 16. .... |
| 7. ....  | 17. .... |
| 8. ....  | 18. .... |
| 9. ....  | 19. .... |
| 10. .... | 20. .... |

