

**NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION REGULATIONS,
1992 (KENYA)**

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THE NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION ACT, 1990

(No. 19 of 1990)

IN EXERCISE of powers conferred by section 32 of the Non-Governmental Organizations Co-ordination Act, 1990, the Minister of State responsible for matters relating to Non-Governmental Organizations makes the following Regulations –

NON-GOVERNMENTAL ORGANIZATIONS CO-ORDINATION REGULATIONS, 1992

PART I – PRELIMINARY

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

2. 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 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. (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. (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. 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. 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 shall make the member, officer or employee or any person acting by his directions personally liable to any claim or demand whatsoever.

PART III – REGISTRATION AND EXEMPTION FROM REGISTRATION

8. (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 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 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 application 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 date of notification 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.

9. (1) Every application for Registration under section 10 (2) of the Act shall be –

(a) in Form 2 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, 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 further or better information on the proposed organization as he may require.

10. (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 organizations 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 date of registration in Kenya.

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

12. 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. (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 condition under paragraph (1) shall be in writing, addressed and signed by chief officer of the organization.

(14) 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 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 proposed organization;

(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 location of the registered office and postal address in Form 4 set out in the First Schedule, signed by the chief officer of the proposed 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, requests the applicant to supply such further or better information on the proposed organization as he may require.

15. (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 from exemption is not granted by the Minister may apply for registration under this Act in accordance with regulation 9.

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

17. (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.

(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 shall 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 day shall run from the date of determination of such appeal.

18. (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 shall apply for registration in accordance with these Regulations within ninety days from date of notification of such rescission.

19. 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. (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 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)
- (d) Any registered organization or exempted organization which contravenes any of the provisions of paragraph (4) shall be guilty of an offence.

21. (1) No Non-Governmental Organization shall –

- (a) amend its name on 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 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 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.

22. (1) Where there is any change of officers or of the title of any officer 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. (1) Where the Board has consented to an application under Regulation 20(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 or 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.

24. 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.

25. (1) For the avoidance of doubt, it is hereby provided that all Organizations presently registered under written law in Kenya or operating on the basis of agreements with 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 Section; 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. (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 the 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 such 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. (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 Minister

(2) The Minister's decision on any appeal lodged in accordance with paragraph (1) shall be communicated in writing to the appellant organization.

28. 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 Principal Immigration Officer through the Board for the issuance of the required permits.

29. (1) Any organization importing equipment 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 the imported equipment; or
- (d) the cost of the imported equipment does not exceed thirty-five per centum of the total annual budget of the organization; or
- (e) the price of similar goods in the local market exceeds the price of the imported equipment by least thirty per centum, 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 the 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. (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.

31. 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 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. 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 both.

33. The following fees shall be payable to the Board for the purpose of the Act or these Regulations –

(a) on application for Registration where the proposed organization is –

	Sh
(i) international	5,000
(ii) national	3,000
(iii) indigenous and operating in only one district ...	2,000
(iv) indigenous and operating in only one district ...	2,000
(c) on application for approval of name	100
(d) for inspection of the register and any document lodged with the Board relating to any organization	100
(e) on a registered organization applying for permission to do any of the things for which permission is required under these regulations	200
(f) application for change of name of a registered or exempted organization	200

FIRST SCHEDULE

Forms

Form 1

(r.4)

**THE NON-GOVERNMENTAL ORGANIZATION ACT, 1990
(Section 7(b))**

REGISTER OF NON-GOVERNMENTAL ORGANIZATIONS (Section 7(b))

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

Form 2

(r.8)

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*

Fee: K sh

Form 3

APPLICATION FOR REGISTRATION OF A NON-GOVERNMENTAL ORGANIZATION IN KENYA

(Notes to be read before completing the forms)

1. This form is to be completed by any organization seeking registration under the Non-Governmental Organizations Co-ordination Act, 1990
2. Five copies of the application shall be submitted to the Non-Governmental Organizations Co-ordination Board, P. O. Box 30510, Nairobi, Kenya.
3. The application forms must be accompanied by the following:
 - (a) Personal particulars of the Non-Governmental organization's three officers (see Part IV – Each officer to complete separately.
 - (b) Five copies of a letter from the sponsor, i.e. the person or body providing primary financial and material support towards the projects.
 - (c) Two copies of the organization's constitution.
 - (d) Two current passport-size photographs of the applicant duly endorsed by sponsor or referee.
 - (e) Certificate of registration outside Kenya/incorporation in Kenya (where applicable)
 - (f) A copy of the minutes of the meeting of the proposed organization authorizing the filing of the application.

(g) A notification of the location of the office and postal address of the proposed organization in Form 4, signed by the chief officer of the proposed organization.

(h) The application fee as specified in regulation (33).

(To be completed by the applicant)

We, the undersigned officers hereby apply for registration under the Non-Governmental Organizations Co-ordination Act 1990.

The following are the particulars of the organizations

1. (a) Name of the Organization

(b) Name of the Chief Officer

2. Date and place of first registration (where applicable)

.....

3. (a) Nature of proposed organization

Welfare Health Relief

Informal sector Education Water

Population Environment Agriculture

Any other (specify)

(b) Objective(s)

.....

.....

4. Personal requirements:

(a) Local

(b) Foreign

5. (a) Source(s) of funds

.....

(b) Total amount involved in K sh

(Please attach a detailed budget)

6. Other countries of operation (where applicable)

.....

.....
7. Name of other organization(s) affiliated or concerned to:
.....
.....

8. Location and address of proposed headquarters:
.....
.....

9. District(s) of operation
.....

10. List of type of equipment to be brought into Kenya:
.....
.....
.....

11. Nature of Government support expected, if any:
.....
.....
.....

12. 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

FOR OFFICIAL USE ONLY

PART III

1. Comments of the Bureau:
.....
.....

.....

Signed by

Date

2. Approved/Not Approved

Date

.....
*Chairman, Non-Governmental Organizations
Co-ordination Board*

PART IV

1. Personal Particulars of Three Officers above. (Each officer to complete this part separately)

(a) Name

Postal and residential address in Kenya

.....

Permanent address

.....

(b) Previous name (if any)

(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 husband's full name (if applicable)

.....

2. Qualifications

(a) Educational

Name of Schools and Colleges Attended	Certificate Attained	Date	
		From	To

(b) Professional/Technical Qualifications
(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 particulars of your employment since leaving school or college (including service with armed forces and police)

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

Previous service in Kenya (if any)

.....

.....

<i>Name of Employer</i>	<i>Year</i>	<i>Reason for Termination of Service</i>

5. Employment or assignments in other countries other than home country:

<i>Name of Employer</i>	<i>Year</i>	<i>Reason for Termination of Service</i>

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 hereby given that...
(Name of Organization)

- *will have its registered office at ...
- has changed its registered office from ...
 ... to ...
- *will have its postal address at ...
- has changed its postal address from ...
 ... to ...

Dated ...

Signed ...
Chief Officer

* Delete whichever is not applicable

FORM 5

(r.11)

CERTIFICATE OF REGISTRATION

I, ..., Chairman of the Non-Governmental Organization Board certify that the ...

.....

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

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

Dated:

Signed
Chairman 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
Chairman of the Board

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.

Signed
Minister

FORM 9

(r. 16(1))

NOTIFICATION OF INTENDED CANCELLATION OF REGISTRATION

To
... ..
... ..
... ..

I,, Chairman 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 your registration should not be cancelled.

Dated

Signed
Chairman of the Board

FORM 10

(r. 16(2))

NOTICE OF CANCELLATION OF REGISTRATION

I,, Chairman of the Non-Governmental Organizations Co-ordination Board, notify that in accordance with section 14 of the Non-Governmental Organizations Co-ordination Act, 1990, the Board has cancelled your registration under the said Act on the grounds that:

- 1
- 2
- 3
- 4
- 5

Dated

Signed
Chairman of the Board

FORM 11

(r. 17(11))

NOTIFICATION OF RESCISSION OF EXEMPTION FROM REGISTRATION

To

.....

.....

.....

I,, Chairman of the Non-Governmental Organizations Co-ordination Board notify you that with the approval of the Minister, the Board has this day rescinded your exemption from registration under the Non-Governmental Organizations Act, 1990, on the grounds that:

.....

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

Dated :

Signed

Chairman of the Board

FORM 12 **(r.19)**

NOTICE UNDER SECTION 18(3) OF THE NON-GOVERNMENTAL ORGANIZATIONS 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 days of the date of this notice, to supply proof of your continued existence as an organization in accordance with the Act.

Dated :

Signed

Chairman of the Board

FORM 13 **(r.22(1))**

NOTIFICATION OF CHANGE OF OFFICERS OR TITLE OF OFFICERS

To the Executive Director,
NGOs Co-ordination Board,
P. O. Box 30501,
Nairobi

The ... organization hereby gives you notice in accordance with the provisions of paragraph (1) of regulation 22 of the Non-Governmental Co-ordination Regulations that the following changes were made on ... 19 .., of the Officers/Titles of Officer* of the Organization:

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

Signed:

Name

Designation

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

Date:

**Delete whichever is not applicable*

FORM 15

(r. 29(3))

PERMISSION TO DISPOSE OF EQUIPMENT EXEMPTED FROM DUTY

To
.....
.....

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

Name of Equipment

Particulars

- 1.
- 2.
- 3.

CONDITIONS

- 1.
- 2.
- 3.

Dated :

Signed
Chairman of Board

SECOND SCHEDULE

(rr.(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 Organization 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 legitimate reimbursement of expenses incurred in carrying out the objects of the Non-Governmental Organization;
 - (c) rules governing the awarding of contracts to members of 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, admission and suspension.
 - (b) Composition of committees and their terms of office and method of election, appointment, admission 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.

Made on the 22nd May, 1992.

N. W. KANYI
Minister of State