

NGO REGISTRATION REQUIREMENTS

REQUIREMENTS FOR REGISTRATIONS

1. Reserve a name by filling in form 2 upon payment of KES.1,000.
2. Duly filled Form 3 in duplicate
3. Duly filled Form 1 stating the organization's contact person.
4. Please note that Form 1 and Form 3 are issued upon payment of KES 400 (All downloaded forms 1 & 3 shall only be accepted upon payment of KES 400)
5. Two (2) recent colored passport size photographs on a white background (2 by 2 inches) of the proposed Three officials and two (2) other board members with their names and organization written at the back.
6. Copy of ID card/passport and KRA PIN certificates for the 5 proposed officials and board members.
7. At least One third (1/3) of all the board members MUST be Kenyan for all foreign based NGOs.
8. Submit a copy of a valid police clearance certificate (certificate of good conduct including the finger prints and receipts) for Kenyans and an equivalent notarized clearance certificate for foreigners from their country of origin (MUST not be more than Six (6) months old).
9. Constitution of the proposed NGO/INGO it must be signed by both the proposed 3 officials and the (2) board members (2 copies to be submitted).
10. Please note that all the 2 constitutions MUST be signed by all the proposed board members on the execution page and by at least one of the proposed officials on each and every page.
11. Minutes authorizing the filing of the application with a specific agenda and resolution to register THE ORGANISATION AS AN NGO WITH THE NGOS COORDINATION BOARD. Election of interim officials MUST form part of the agenda.
12. A processing fee of KSE.16,000 shall be levied on all National NGOs while International NGOs will attract a processing fee of KSE. 30,000
13. Proposed one-year budget of the applicant organization
14. All applications MUST be accompanied by a forwarding letter.
15. All applications MUST contain ORIGINAL signatures of the officials and members as applicable
16. All applications should either be typed or filled in block letters

Important Notes

- a) Applications can obtain the prototype constitution by downloading the same from www.ngobureau.or.ke
- b) If the applicant organization has a previous registration/incorporation, an applicant is required to produce a notarized copy of the relevant registration certificate. In addition, this should be accompanied by a letter of Authorization from the Board of such an organization
- c) For organizations with previous registration under any other written law in Kenya, a certificate of dissolution from the registering Authority MUST be tendered and/or filed with the NGOs Board for the application to be accepted.
- d) Applicants are encouraged to use the prototype constitution available on the NGOs Coordination Board website. Please note that constitutions that do not follow the prototype may take longer to review.