



OP.218/051/23-252/13350

OFFICE OF THE PRESIDENT



MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

CERTIFICATE OF REGISTRATION

I, **MUTUMA NKANATA**, Executive Director of the Non-Governmental

Organizations Board, certify that

xxx LIFE TRARECEN - (LIFE TRANSFORMATION,

REHABILITATION AND RESTORATION CENTRE) xxx

..... has this day been registered under section 10 of the Non-Governmental Organizations Co-ordination Act as applied for.

Dated **26TH OCTOBER, 2023**

MUTUMA NKANATA, MBS

Executive Director of the Board



OFFICE OF THE PRESIDENT
MINISTRY OF INTERIOR & CO-ORDINATION OF NATIONAL GOVERNMENT
NGOs CO-ORDINATION BOARD

Ref. NGOB/218/051/23-252

Date: 14/11/23

LIFE Traxcen - (Life Transformation,
Rehabilitation and Restoration Centre)
P.O. Box 27743-00100
NAIROBI

Dear Sir/ Madam,

RE: NGOs CERTIFICATE OF REGISTRATION

Further to the Registration Certificate No. OP.218/051/23-252/13350 issued to you to operate as a Non-Governmental Organization in Kenya, I wish to bring to your attention certain issues that are pertinent to this status.

While all parts of the NGOs Act and its subsidiary legislation are important within the legal framework, there are some specific issues that you need to address yourself to as factors needing your constant attention as an individual Non-Governmental Organization.

These are:-

Scope: - ☒ National

☐ International

Location: - The Certificate in question allows you to operate in the following Counties as indicated in your application form:-

NAIROBI KIAMBURU MOMBASA NAKURU KISUMU

You will be required to notify this office of any changes in areas of operation, i.e. withdrawal from or move to any County in the Republic.

Conduct and Administration of your Organization is referred to in *Part 4* of the NGOs Regulations, especially those sections of this that require you to inform the NGOs Co-ordination Board of any proposed changes e.g. Change of Name, Constitution, Changes of Officers or Titles of Officers and submission of Annual Reports etc.

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For the submission of Annual Reports, you need to be aware that each NGO shall be required to submit a detailed account of its Projects carried out every year, including areas of Geographical and Project expansion or contraction. This should be done within three months after the end of their Financial Year. NGOs with incomes of KES 1 million and above shall be required to submit Audited Financial Statements alongside the Statutory Form 14.

Those NGOs which fail to submit their annual returns on time shall be penalised and struck off the Register of NGOs.

Annual Returns must be submitted in statutory Form 14 and must be stated in Kenya shillings. Form 14 for your annual reports may be collected from our offices at Co-operative Bank House, 15th Floor or downloaded from our website, www.ngobureau.or.ke.

You may also need to familiarise yourself with the provisions of the NGO Act, especially *Part 5* which refers to procedures applicable in applying for privileges such as entry permits, exemption from duty, various forms of taxes etc.

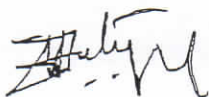
Dissolution: Please note that should you need to dissolve this organization, you will need to do so in accordance with section 21(1) (c) of the NGOs Regulations of June 1992.

Finally, may I take this opportunity to state that the Government recognises the NGOs input in our National Development. However, for this to be meaningful, the Government calls for co-operation between NGOs and other relevant Government Institutions at all levels of development, be it at grassroots, county or national levels.

By copy of this letter, the County Commissioner's Office is requested to familiarise itself with the NGOs physical locations and areas of operation.

Please consult us for any other clarifications.

Thank you



Mutuma Nkanata, MBS
EXECUTIVE DIRECTOR

CC: COUNTY COMMISSIONER; NAIROBI
KIAMBU
MOMBASA
NAKURU
KIUMU