# **General Registration process for an INGO with NGO Affairs Bureau**

**General Process**

In Bangladesh, the process is multi-tier for setting up an office for INGO. An NGO willing to receive foreign donation first must obtain a general registration under FD-1 application. This is a generic registration, indicating ability to receive foreign donation.

However, under this generic FD-01 approval, each time for a particular project the NGO having the FD-01 approval must obtain FD-06 approval for that particular project and the money sanction under FD-02 approval. In particular, the recipient NGOs must seek prior approval for each project and activities from the NGO Affairs Bureau before accepting any foreign donation. In line with the original FD-06 approval and the master budget, a registered NGO needs to obtain separate prior permission every time it receives any foreign donations/grants irrespective of the fact it is receiving the foreign donations for the same project which has been earlier approved by the NGO Affairs Bureau (Bureau).

After receiving the FD-01 approval, the process runs as follows:

1. The concerned NGO makes an application for approval of a project by submitting a prescribed form FD-6 to the Director General of Bureau. The Bureau shall scrutinize the project proposal and shall obtain opinion from the concerned Ministry related with the Project. It may return the project proposal to the NGO for alternation or correction, as the case may be, based on the recommendation or objection made by the concerned Ministry.
2. If the Project proposal is approved, the NGO shall make an application for release of the foreign fund by submitting in the prescribed form FD-2 along with other supporting documents, which must be in line and in compliance with the master budget submitted with FD-06 application.
3. For the disbursement of the foreign donations/grants under the approved project, Declaration related to Receipt and Manner of Utilization must be submitted under FD-3.
4. Any revision of the said project must also be submitted through Form FD-6 and approved from the Bureau.
5. Besides, local NGOs can also make application for receiving one-time foreign donations/grants by submitting FC-1, and the foreign donor/contributor must submit FC-2 form declaration. FC in contrast with FD is used for one time donation and not a running project over multiple years.
6. There are few overriding obligation on the NGO to receive all foreign donations in foreign exchange through a specific bank account (mother account) maintained with any scheduled Bank, and banks shall only release the funds upon receipt of the Approval certificate.

**Process Timeline (Indicative only):**

If the NGO has no prior FD-01 registration, due to multiple security clearance required, it generally takes 2-3 months (78 days per Citizen Charter) to have the registration with proper (and at times intense) follow up. As per the citizen charter of the Bureau, it takes 26 working days to get approval of a Project (FD-6) and approval for release of foreign donations (FD-2), if applied together. On the other hand, for approval to release foreign donations (FD-2), it takes 9 working days (provided that the applicant NGO has an approved project). For application to receiving one time donation, it takes 7 working days.

Kindly note that these timelines have been provided on the basis of the citizen charter of the Bureau, however, from our experience, the timeline may vary depending on whether the application has been duly made and unfortunately bureaucratic process often slows down the process.

Any revision or amendment/extension/renewal made to the original approved Project must be submitted in Form FD-6 and be approved from the Bureau for which it may take 30 working days as per the citizen charter. Also, for the disbursement, FD-02 sanction will also be required.

**Some Key Legal Concepts:**

“**NGO**” means any organization registered by the Bureau to conduct voluntary activities inside Bangladesh and any organisaiton or NGO registered under prevalent law of any foreign country which is also registered under this Act;

“**Foreign Donation**” means funds, goods, or any other grants or assistance given in any other form by any foreign government, organization or any expatriate Bangladeshi citizen, in favour of any organization, NGO or individual to conduct voluntary or Charitable activities inside Bangladesh;

“**Voluntary Activities**” shall mean and include non-profit social, religious, cultural, economic, educational activities, healthcare, pure drinking water and sewerage system, relief and rehabilitation, agriculture and agricultural development infrastructure, public awareness, poverty alleviation, women’s empowerment, democracy and good governance, huma rights, secularism, Activities related to the empowerment of marginal and under-privileged masses and upholding their rights, children and the adolescents, Activities related to the participation, environment conservation and development, climate change, natural resources, efficiency enhancement, science and information technology, vocational activities, social welfare, Research Activities, Activities related to the development and protection of various ethnic groups, upholding rights to land and development activities, and other activities which may be specified by the Government from time to time, shall also be included in it.