



# REQUIREMENTS FOR REGISTRATION OF NATIONAL NON-GOVERNMENTAL ORGANISATIONS

## NGO

### IBISABWA MU KWANDIKISHA IMIRYANGO NYARWANDA ITARI IYA LETA

## REQUIREMENTS FOR REGISTRATION OF NATIONAL NON-GOVERNMENTAL ORGANISATIONS



### OPERATIONAL CERTIFICATE

1. Application letter addressed to the CEO of RGB;
2. Notarized statutes;
3. Recommendation letter issued by the district Mayor where the organization intends to implement its activities;
4. Notarized minutes of general assembly that established the organisation, approved its statutes, action plan and appointed members of its organs;
5. List of general assembly participants with their names, IDs, phone numbers and signatures;
6. CVs of the legal representative and his/her deputy;
7. Criminal record certificates of the legal representative and of his/her deputy;
8. Notarized declaration of the legal representative and of his/her deputy confirming readiness to assume responsibilities;
9. Annual action plan detailing activities, number of beneficiaries, budget and source of funds;
10. Proof of payment of a 100.000 Frw non-refundable fee (payment is done online via <https://www.irembo.gov.rw/> or at <https://nonfiscal.rra.gov.rw>)

Application documents should be submitted by email at [ngotc@rgb.rw](mailto:ngotc@rgb.rw)

## IBISABWA MU KWANDIKISHA IMIRYANGO NYARWANDA ITARI IYA LETA



### ICYANGOMBWA CY'AGATEGANYO

1. Ibaruwa isaba yandikiwe Umukuru wa RGB;
2. Amategako shingiro awugenga ariho umukono wa Noteri;
3. Urwandiko rwemera imikoranire rutanzwe n'Umuyobozi w'akarere umuryango uzakoreramo;
4. Inyandikomvugo y'inama y'inteko rusange iriho umukono wa Noteri yemeje sitati, gahunda y'ibikorwa ndetse ikanatora abagize inzego z'ubuyobozi z'umuryango;
5. Urutonde rwasinyweho n'abanyamuryango bitabiriye inteko rusange ruriho amazina yabo, numero z'irangamuntu na telephone;
6. CVs z'uhagarariye umuryango imbere y'amategako n'umwungirije,
7. icyemezo cy'uko uhagarariye umuryango imbere y'amategako n'umwungirije batakatiwe n'inkiko;
8. Indahiro iriho umukono wa Noteri y'uhagarariye umuryango imbere y'amategako n'umwungirije igaragaza ko bemeye inshingano batorewe;
9. Gahunda y'ibikorwa y'umwaka igaragaza umubare w'abagenerwabikorwa, ingengo y'imari n'aho izaturuka;
10. Imyemezabwishyu y'amafaranga 100,000 Frw adasubizwa (kwishyura bikorwa unyuze kuri <https://www.irembo.gov.rw/> cyangwa <https://nonfiscal.rra.gov.rw>)

"Inyandiko zavuzwe haruguru zoherezwa kuri iyi email: [ngotc@rgb.rw](mailto:ngotc@rgb.rw)"

## REQUIREMENTS FOR REGISTRATION OF NATIONAL NON-GOVERNMENTAL ORGANISATIONS



### LEGAL PERSONALITY

1. Application letter addressed to the CEO of RGB;
2. Notarized statutes;
3. Annual report of activities for the previous year of operations;
4. Proof of payment of a 300,000 Frw non-refundable fee. (**Payment is done online** via <https://www.irembo.gov.rw/> or at <https://nonfiscal.rra.gov.rw>)

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## IBISABWA MU KWANDIKISHA IMIRYANGO NYARWANDA ITARI IYA LETA



### UBUZIMAGATOZI

1. Ibaruwa isaba yandikiwe Umukuru wa RGB;
2. Amategako shingiro awugenga ariho umukono wa Noteri;
3. Raporo y'ibikorwa byakozwe mu mwaka ubanziriza usabwamo ubuzimagatozi;
4. Imyemezabwishyu y'amafaranga 300,000 Frw adasubizwa (**Kwishyura bikorwa** unyuze kuri <https://www.irembo.gov.rw/> cyangwa <https://nonfiscal.rra.gov.rw>)

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## REQUIREMENTS FOR REGISTRATION OF NATIONAL NON-GOVERNMENTAL ORGANISATIONS



### FOUNDATION

1. Application letter addressed to the CEO requesting for registration of the foundation;
2. A written declaration of establishment which includes the purpose of the foundation, its main activities, and property of the foundation;
3. The Foundation Charter/Statutes;
4. The particulars of the members of the foundation council including CV, ID/Passport
5. The particulars of The founder including CV, ID/Passport;
6. The particulars of the Guardian including CV, ID/Passport;
7. The particulars of the Executive Secretary including CV, ID/Passport;
8. Annual action plan detailing activities, number of beneficiaries, budget and source of funds;
9. Proof of payment of a 300,000 Frw non-refundable fee. (**Payment is done online** via <https://www.irembo.gov.rw/> or at <https://nonfiscal.rra.gov.rw>)

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## IBISABWA MU KWANDIKISHA IMIRYANGO NYARWANDA ITARI IYA LETA



### FONDASIYO

1. Ibaruwa yandikiwe Umukuru wa RGB isaba kwandikisha fondasiyo;
2. Inyandiko y'ishingwa igaragaza intego ya fondasiyo, ibikorwa by'ingenzi n'umutungo wayo;
3. Amategeko shingiro ya fondasiyo;
4. Imyirindoro y'abagize fondasiyo ukubiyemo CV zabo ndetse n'indangamuntu cg urwandiko rw'inzira byabo;
5. Umwirondoro w'uwashinze fondasiyo ukubiyemo CV ndetse n'indangamuntu cg urwandiko bye;
6. Umwirondoro w'umurinzi wa fondasiyo ukubiyemo CV ndetse n'indangamuntu cg urwandiko bye;
7. Umwirondoro w'umunyamabanga nshingwabikorwa wa fondasiyo ukubiyemo CV ndetse n'indangamuntu cg urwandiko bye;
8. Gahunda y'ibikorwa y'umwaka igaragaza umubare w'abagenerwabikorwa, ingengo y'imari n'aho izaturuka;
9. Imyemezabwishyu y'amafaranga 300,000 Frw adasubizwa (**Kwishyura bikorwa** unyuze kuri <https://www.irembo.gov.rw/> cyangwa <https://nonfiscal.rra.gov.rw>)

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