

# **International non- governmental organisation registration requirements**

## **FIRST REGISTRATION**

To present a power of attorney from the Head Office assigning a representative of new INGO applying for registration in Rwanda. However, this is not applied to the founder/ CEO of the INGO

Application letter addressed to the CEO (RGB) requesting to register the organization

Annual action plan and budget ( clearly indicate administrative/office expenditures and activities budget)

Notarized Statute in accordance with laws, issued by competent Authority from the country where that organization Head Office is located

Signed proof of funding or a commitment letter from the donor or INGO Head Office

Valid Memorandum of Understanding from the partnering line Ministry

The organizational structure of the office in Rwanda

Proof of payment of a non-refundable fees of 300.000 frw [Irembo Pay](#)

## **RENEWAL OF REGISTRATION**

Application Letter addressed to the CEO (RGB)

Annual activity report

Annual Action plan and budget for the fiscal year ( clearly indicate administrative/office expenditures and activities budget)

Signed proof of funding or a commitment letter from the donor or INGO head office

A Valid Memorandum of Understanding from the partnering line Ministry where necessary