



MINISTRY OF INTERNAL AFFAIRS

NATIONAL BUREAU FOR NGOS

**THE NON-GOVERNMENTAL
ORGANIZATIONS GUIDELINES 2019**

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PREAMBLE

The 1995 Constitution of the Republic of Uganda under Articles 29 (d) and (e) provides for the Freedoms of Expression, Assembly and Association which include the freedom to form and join Associations or Unions, including Trade Unions and political and other civic organisations. As part of the operationalization of Article 29 with regard to formation and regulation of civil organisations, the Non-Governmental Organisations Act, 2016 was assented to by H.E the President of Uganda on the 30th day of January, 2016 after Parliament had passed the Bill on the 26th day of November, 2015. The Act commenced on the 14th day of March, 2016. The commencement of the Act was followed by the development of two Regulations namely the Non-Governmental Organisations Regulations 2017 S.I No. 22 of 2017 which revoked the Non-Governmental Organisations Registration Regulations 2009 and the Non-Governmental Organisations (Fees) Regulations, 2017.

Though the Non-Governmental Organisations Act, 2016 had the effect of repealing the Non-Governmental Organisations Act Cap 113, Section 59 of the Act saved all the organisations which were in existence before the commencement of the Act and they were to continue to operate and the same applied to the employees of the Board under section 58 of the Act.

The NGO Act, 2016 has several provisions which give the NGO Bureau, District Non-Governmental Organisations Monitoring Committees (DNMCs) and Subcounty Non-Governmental Organisations Monitoring Committees (SNMCs) the power to take decisions that could affect the operation of organisations. The decisions relate to considering applications for registration and renewal of Permits under Sections 6, 20 (3) and 21 of the Act.

It is of paramount importance that the members of the DNMCs, SNMCs, members and employees of organisations and staff of the NGO Bureau appreciate the provisions of the Act and these guidelines have been developed to achieve that objective.



Hon. Oleny Charles Ojok

Chairperson, Board of Directors



Mr. Okello Stephen

Interim Executive Director

THE NON-GOVERNMENTAL ORGANISATIONS GUIDELINES, 2019

*(Under Section 6 (b) and (d) of the Non-Governmental
Organisations Act, 2016)*

IN EXERCISE of the powers conferred upon the NGO Bureau by Section 6 (b) and (d) of the Non – Governmental Organisations Act, 2016 to formulate, develop and issue policy guidelines for DNMCs and SNMCs for the effective and efficient monitoring of the operations of the organisations; and to formulate and develop policy guidelines for DNMCs, SNMCs, and CBOs; these Guidelines are made this 10th day of April, 2019.

PART I- OPERATIONS OF THE DISTRICT AND SUBCOUNTY NON-GOVERNMENTAL ORGANISATIONS MONITORING COMMITTEES

1.0 Decision making powers and functions of the NGO Bureau, DNMCs and SNMCs

The Act has several provisions which give the NGO Bureau, District Non-Governmental Organisations Monitoring Committees (DNMCs) and Subcounty Non-Governmental Organisations Monitoring Committees (SNMCs) the power to take decisions that could affect the operation of organisations. The decisions relate to

consideration of applications for registration and renewal of permits under Sections 6, 20(3) and 21 of the Act.

This is in addition to powers of the Bureau to discipline, blacklist or revoke Permits of Organisations under Section 7(1); monitoring of activities of organisations by DNMCs and SNMCs under Sections 20(4) and 21(3); and powers of inspection under Section 41 of the Act.

The NGO Bureau, DNMCs and SNMCs should follow principles of fairness, adherence to due process, respect for dignity and rights, promotion of activities of NGOs, developing and promoting civil society in Uganda, creating an enabling environment for organisations and respect for the Constitution of Uganda.

This is consistent with Objective (d) of the Act in Section 4, which provides that one of the Objectives of the Act is to provide for the development of strong organisations and to facilitate the formation and effective functioning of organisations for public benefit purposes. This is in addition to Objective (g) which is to provide an enabling environment for the organisations sector as well as Objective (i) which is to promote and develop a charity culture that is voluntary, non-partisan and relevant to the needs and aspirations of the people of Uganda.

1.1 The District Non-Governmental Organisations Monitoring Committee (DNMC)

Section 20 (1) and (2) provide for the establishment and composition of the DNMC in each district, the DNMC are established under the basis of the system of Local Governments which are based on the district as a unit under Section 3 (1) of the Local Governments Act, Cap 243.

Thus, all lower Local Governments in the district including the Municipality and Divisions shall fall under the DNMC of the district in which it is situated.

However, under Section 20 (3) the DNMC may co-opt technical officers to deal with specific issues thus the DNMC should be encouraged to usually co-opt technical officers whenever dealing with matters or cases originating from a Municipality or Division.

The Act omits the establishment of the Capital City Non-Governmental Organisations Monitoring Committee, however under Section 4 of the Local Government Act, 243 read together with Section 78 of the Kampala Capital City Act, 2011 the provisions of the Local Government Act may apply and in limited circumstances a city may be equivalent to a district. Thus, the Kampala Capital City Authority may exercise the functions of the District Non-

Governmental Organisations Monitoring Committee within Kampala.

1.1.1 Functions of the District Non-Governmental Organisations Monitoring Committee

The functions of the DNMC provided for under Section 20 (4) of the Act include;

- a) To consider applications for registration by CBOs;
- b) To keep and update the register of CBOs;
- c) To monitor and supervise SNMCs;
- d) To recommend organisations to the Bureau for registration;
- e) To advise the District Councils on matters of registration and monitoring of organisations;
- f) To monitor and provide information to the Bureau regarding activities and performance of organisations in the district;
- g) To guide and monitor CBOs in the provision of their services; and
- h) To implement policy guidelines for CBOs.

1.2 Subcounty Non-Governmental Organisations Monitoring Committee

Section 21 provides for the establishment and composition of the SNMC established at every Subcounty in Uganda.

The functions of the SNMC provided for under Section 21 (3) of the Act include;

- a) To recommend CBOs to the DNMC for registration;
- b) To advise the DNMC on matters of organisations and CBOs in the Subcounty;
- c) To provide the CBOs in the Subcounty with guidelines to enable them effectively participate in the implementation, monitoring and evaluation of programmes;
- d) To monitor and provide information on activities of the organisations in the Subcounty to the DNMC;
- e) To report to the DNMC on matters of the organisations in the subcounty; and
- f) To perform any other function that the Bureau shall deem necessary for purposes of giving effect to the NGO Act, 2016.

1.3 Consultations

The DNMC shall in exercise of their functions if faced with any challenge consult the Bureau on any technical matter for guidance and all the consultations with the Bureau shall be in writing and addressed to the Executive Director of the Bureau.

PART II – REGISTRATION OF NON –GOVERNMENTAL ORGANISATIONS

2.0 Requirements for registration and an NGO Permit to operate for an Indigenous NGO

Indigenous NGO refers to an NGO that is wholly controlled by Ugandan citizens.

SN	REQUIREMENTS
1.	Filled Form A and Form D The application for registration of an organization shall be signed by at least two Founder members
2.	A letter requesting for registration and a Permit to operate addressed to the Executive Director, NGO Bureau indicating; objectives, area of operation, number of years applied for not exceeding 5)
3.	A certified or notarized copy of the Certificate of Incorporation from Uganda Registration Services Bureau (URSB).
4.	Annual Work Plan and budget for the number of years applied for the Permit
5.	A copy of the registered Memorandum and Articles of Association, organization's constitution or governing documents in which the dissolution clause should inter alia specify; i). Quorum to pass a resolution for winding up ii). How organization assets shall be handled upon winding up

6.	A chart showing the governance structure of the organization
7.	Proof of payment of the prescribed fees for the Certificate of Registration and the Permit of Operation
8.	A statement indicating the source of funding of the activities of the organization
9.	Copies of valid identification documents (National ID or Passport) and passport size photographs of at least two Founder members.
10.	A copy of Minutes, Signed Attendance List and resolution registered with Uganda Registration Services Bureau authorizing the organization to register with the NGO Bureau
11.	A statement complying with Section 45 of the NGO Act, 2016 (About staffing of the organization)
12.	A recommendation from the District Non-Governmental Organizations Monitoring Committee (DNMC) where the Organization's headquarter is located.
13.	A recommendation from the responsible Ministry or Ministries, or a Government Department or Agency.

FEES:

1. Certificate of Registration – UGX 100,000
2. NGO Permit – UGX 60,000 Per Year

NOTE: (The notes below apply to all types of NGOs)

1. An NGO can apply for the number of years it desires as long as it does not exceed 5(five) years.

2. Submission of the application should be made to the NGO Bureau in hardcopy in a well labeled spring file. For ease of crosschecking and verification, documents in the spring file should be arranged according to the order in this table of requirements.

2.1 Requirements for registration and an NGO Permit to operate for a Regional NGO.

Regional Organisation means an organisation incorporated in one or more of the partner States of the East African Community, and which is partially or wholly controlled by citizens of one or more of the partner States of the East African Community, and which is operating in Uganda under the authority of a Permit issued by the NGO Bureau.

SN	REQUIREMENTS
1	Filled Form A (for Organizations incorporated in Uganda) or Form N (for Organizations incorporated outside Uganda but within the East African Community Partner States) and Form D. The application for registration of an organization shall be signed by at least two Founder members
2	A letter requesting for registration and a Permit to operate addressed to the Executive Director, NGO Bureau indicating; objectives, area of operation, number of years applied for not exceeding 5)
3	A certified or notarized copy of the Certificate of Incorporation from Uganda Registration Services Bureau (URSB) or equivalent from the country of Incorporation.

4	Annual Work Plan and Budget for the number of years applied for the Permit
5	A copy of the registered Memorandum and Articles of Association, organization's constitution or governing documents in which the dissolution clause should inter alia specify; i). Quorum to pass a resolution for winding up ii). How organization assets shall be handled upon winding up
6	A chart showing the governance structure of the organization
7	Proof of payment of the prescribed fees for the Certificate of Registration and the Permit of Operation
8	A statement indicating the source of funding of the activities of the organization
9	Copies of valid identification documents (National ID or Passport) and passport size photographs of at least two founder members.
10	A copy of Minutes, Signed Attendance List and resolution registered with Uganda Registration Services Bureau authorizing the organization to register with the NGO Bureau
11	A statement complying with Section 45 of the NGO Act, 2016 (About staffing of the organization)
12	A recommendation from the District Non-Governmental Organizations Monitoring Committee (DNMC) where the Organization's headquarter is located.
13	A recommendation from the responsible Ministry or Ministries, or a Government Department or Agency.

FEES:

1. Certificate of Registration – UGX 100,000.
2. NGO Permit – UGX 60,000 Per Year

2.2 Requirements for registration and an NGO Permit to operate for a Continental NGO.

A Continental NGO means an organization that has its original incorporation in any African country outside the East African Community, and is partially or wholly controlled by citizens of one or more African countries other than the partner States of the East African Community.

SN	REQUIREMENTS
1	Filled Form A (for Organizations incorporated in Uganda) or Form N (for Organizations incorporated outside the East African Community Partner States but within Africa) and Form D. The application for registration of an organization shall be signed by at least two Founder members
2	A letter requesting for registration and a Permit to operate addressed to the Executive Director, NGO Bureau indicating; objectives, area of operation, number of years applied for not exceeding 5)
3	A certified or notarized copy of the Certificate of Incorporation from Uganda Registration Services Bureau (URSB) or equivalent from the Country of Incorporation.

4	Annual Work Plan and Budget for the number of years applied for the Permit
5	A certificate of good conduct of each of the signatories to the resolution or at least two Board members of the organization.
6	Curriculum Vitae of at least two Board members of the organization.
7	A certified copy of the organization's Constitution, or Charter, or Memorandum and Articles of Association or any other documents governing the organisation in which the dissolution clause should inter alia specify; i) Quorum to pass a resolution for winding up and ii) How organization assets shall be handled upon winding up
8	A chart showing the governance structure of the organization
9	Proof of payment of the prescribed fees for Certificate of Registration and Permit of Operation
10	A statement indicating the source of funding of the activities of the organization
11	Copies of valid identification documents (National ID or Passport) and passport size photographs of at least two Founder members.
12	A copy of Minutes, Signed Attendance List and resolution registered with Uganda Registration Services Bureau authorizing the organization to register with the NGO Bureau
13	A statement complying with Section 45 of the NGO Act, 2016 (About staffing of the organization)
14	A recommendation from the District Non-Governmental Organizations Monitoring

	Committee (DNMC) where the Organization's headquarter is located.
15	A recommendation from the line Ministry or Ministries or Government department or Agency
16	A recommendation from Ministry of Foreign Affairs of Uganda
17	A recommendation from the Government or Mission accredited to Uganda

FEES:

1. Certificate of Registration – UGX 260,000
2. NGO Permit – UGX 400,000 Per Year

2.3 Requirements for registration and an NGO Permit to operate for a Foreign NGO

A Foreign NGO means an organization that does not have original incorporation in any country, and is partially or wholly controlled by citizens of other countries, other than the citizens of the Partner States of the East African Community, and is operating in Uganda under the authority of a Permit issued by the NGO Bureau.

SN	REQUIREMENTS
1	Filled Form A and Form D The application for registration of an organization shall be signed by at least two Founder members
2	A letter requesting for registration and a Permit to operate addressed to the Executive Director, NGO

	Bureau indicating; objectives, area of operation, number of years applied for not exceeding 5)
3	A certified or notarized copy of the Certificate of Incorporation from Uganda Registration Services Bureau (URSB).
4	Annual Work Plan and Budget for the number of years applied for the Permit
5	A copy of the registered Memorandum and Articles of Association, organization's constitution or governing documents in which the dissolution clause should inter alia specify; i) Quorum to pass a resolution for winding up ii) How organization assets shall be handled upon winding up
6	A chart showing the governance structure of the organization
7	Proof of payment of the prescribed fees for the Certificate of Registration and the Permit of Operation
8	A statement indicating the source of funding of the activities of the organization
9	Copies of valid identification documents (National ID or Passport) and passport size photographs of at least two Founder members.
10	A copy of Minutes, Signed Attendance List and resolution registered with Uganda Registration Services Bureau authorizing the organization to register with the NGO Bureau
11	A statement complying with Section 45 of the NGO Act, 2016 (About staffing of the organization)
12	A recommendation from the District Non-Governmental Organizations Monitoring

	Committee (DNMC) where the Organization's headquarter is located.
13	A recommendation from the responsible Ministry or Ministries, or a Government Department or Agency.

FEES:

1. Certificate of Registration – UGX 520,000
2. NGO Permit – UGX 400,000 Per Year

2.4 Requirements for registration and an NGO Permit to operate for an International NGO

International Organisation means an organisation that has its original incorporation in a country, other than a partner State of the East African Community and is partially or wholly controlled by citizens of one or more countries, other than the citizens of the partner States of the East African Community, and is operating in Uganda under the authority of a Permit issued by the NGO Bureau.

SN	REQUIREMENTS
1	Filled Form A (for Organizations incorporated in Uganda) or Form N (for Organizations incorporated outside Africa) and Form D. The application for registration of an organization shall be signed by at least two Founder members
2	A letter requesting for registration and a Permit to operate addressed to the Executive Director, NGO Bureau indicating; objectives, area of operation, number of years applied for not exceeding 5)

3	A certified or notarized copy of the Certificate of Incorporation from Uganda Registration Services Bureau (URSB) or equivalent from the Country of Incorporation.
4	Annual Work Plan and Budget for the number of years applied for the Permit
5	A certificate of good conduct of each of the signatories to the resolution or at least two Board members of the organization.
6	Curriculum Vitae of at least two Board members of the organization.
7	A certified copy of the organization's Constitution, or Charter, or Memorandum and Articles of Association or any other documents governing the organisation in which the dissolution clause should inter alia specify; i) Quorum to pass a resolution for winding up ii) How organization assets shall be handled upon winding up
8	A chart showing the governance structure of the organization
9	Proof of payment of the prescribed fees for Certificate of Registration and Permit of Operation
10	A statement indicating the source of funding of the activities of the organization
11	Copies of valid identification documents (National ID or Passport) and passport size photographs of at least two Founder members.
12	A copy of Minutes, Signed Attendance List and resolution registered with Uganda Registration Services Bureau authorizing the organization to register with the NGO Bureau

13	A statement complying with Section 45 of the NGO Act, 2016 (About staffing of the organization)
14	A recommendation from the District Non-Governmental Organizations Monitoring Committee (DNMC) where the Organization's headquarter is located.
15	A recommendation from the line Ministry or Ministries or Government department or Agency
16	A recommendation from Ministry of Foreign Affairs of Uganda
17	A recommendation from the Government or Mission accredited to Uganda

FEES:

1. Certificate of Registration – UGX 800,000
2. NGO Permit – UGX 400,000 Per Year

2.5 Refusal to register Non-Governmental Organization

Section 30 of the Act provides that;

- (1) An organisation shall not be registered under the Act;
 - (a) Where the objectives of the organisation as specified in its constitution are in contravention of the laws of Uganda;
 - (b) Where the application for registration does not comply with the requirements of this Act;
 - (c) Where the applicant has given false or misleading information in any material particular.

- (2) Where the Bureau refuses to register an organisation under Subsection (1), the Bureau shall inform the applicant in writing of the reasons for the refusal within thirty days.

One of the grounds provided for in the Act for refusal to register an organisation is if the objectives of such organisation, as specified in its Constitution, are in contravention of the laws of Uganda (Section 30(1) (a)). This provision, can only be invoked if the objectives of the organisation intending to register expressly are contrary to the provisions of an Act of Parliament having force of law in Uganda.

Subsection (2) of Section 30 of the Act requires the Bureau to give reasons for refusal to register an organisation. Should the Bureau rely on Section 30(1) (a) of the Act to refuse to register an organisation then the Bureau should expressly cite the law which the objectives of the organisation violate. Where practicable the opinion of the Bureau on the legality of the objectives of the organisation may be backed by legal advice of the Attorney General in accordance with article 119 of the Constitution.

2.6 Registration requirements of a Community Based Organisation

Sections 20(d) of the Act, Regulations 15 of the Non-Governmental Organisations Regulations, 2017 provide

for the requirements for registration of a Community Based Organisation to include the following;

- (a) A copy of the constitution of the Community Based Organisation to be registered;
- (b) A recommendation from the Subcounty Non-Governmental Organisations Monitoring Committee;
- (c) A work Plan and Budget or Strategic Plan of the Community Based Organisation and
- (d) Proof of payment of the prescribed fees.
- (e) Filled out Form K.

The District Non-Governmental Organisations Monitoring Committee shall consider the application and issue a Certificate of Registration and a Permit to the Community Based Organisation. Subcounty Non-Governmental Organisations Monitoring Committees have no power to register a Community Based Organisation, it only recommends a CBO by an ordinary letter for registration.

All Certificates of Registration and Permits to Community Based Organisations shall be printed by the NGO Bureau and forwarded back to DNMC for signature and Certificates of Registration do not expire and shall be issued once.

However, all organisations must possess a valid Permit issued by the NGO Bureau or the DNMC for the Community Based Organisation.

Organisations are required not to operate without a valid Permit.

2.7 Refusal to register a Community Based Organisation

The District Non-Governmental Organisation Monitoring Committee may refuse to register a Community Based Organisation where;

- (a) The objectives of the Community Based Organisation as specified in its constitution are in contravention of the laws of Uganda;
- (b) The application for registration does not comply with the requirements of the Act;
- (c) The applicant has given false or misleading information in any material particular;
- (d) The proposed name of the Community Based Organisation is similar to that of an existing organisation or any entity operating within the district; or
- (e) The proposed name of Community Based Organisation is confusing or undesirable.

2.8 Self-regulatory bodies

Two or more organisations may form a self-regulating body which is a body set up by registered organisations that have come together and agreed that the body exercises some degree of regulatory authority over them upon consenting or resolving that they would abide by a set code of conduct, rules and procedures.

The self-regulatory body must be registered by the NGO Bureau and issued with Certificate of Registration.

2.9 Fees payable at registration

All applications must be supported with proof of payment of the required fees and payments shall be made in the Bank on the account of Uganda Revenue Authority

FEES SCHEDULE

		Fee (UGX)
1.	The application fees for registration of an Indigenous organisation.	100,000
2.	The application fees for registration of a Foreign organisation.	520,000
3.	The application fees for registration of a Continental organisation.	260,000
4.	The application fees for registration of a Regional organisation.	100,000
5.	The application fees for registration of an International Organisation.	800,000
6.	Fees for issuance and renewal of a Permit of Indigenous Organisation or Community Based Organisation or Regional organisation every year.	60,000
7.	Fees for issuance and renewal of a Permit of Continental Organisation or Foreign organisation or International organisation every year.	400,000
8.	Fees for registration of Community Based Organisation	40,000

PART III- STATUTORY AND LEGAL REQUIREMENTS FOR COMPLIANCE

3.0 Filing of Annual Returns of Organisations

An organisation other than a Community Based Organisation is required to submit to the Bureau Annual Returns at least once in every twelve months. These Annual Returns are to be filed in Form R upon payment of UGX 50,000/=.

The Annual Returns of an organisation other than Community Based Organisation submitted to the Bureau are accompanied by;

- (a) Proof of payment of the prescribed fees;
- (b) A copy of audited books of accounts;
- (c) A copy of an annual report; and
- (d) Minutes of the General Assembly or Governing body.

For Community Based Organisations Annual Returns are submitted to the Subcounty Non-Governmental Organisations Monitoring Committee at least once in every twelve months, filled in form S after paying a filing fee of UGX 40,000/=

The Annual Returns of a Community Based Organisation submitted to the Subcounty Non-Governmental

Organisations Monitoring Committee are accompanied by;

- (a) Financial report;
- (b) A copy for annual report; and
- (c) Minutes of the General Assembly or governing body.

The Subcounty Non-Governmental Organisations Monitoring Committee shall forward all the Annual Returns filed to the District Non- Governmental Organisations Monitoring Committee with the original receipts of payment.

3.1 Furnishing of information

Every organisation shall at least once in every twelve months, declare and submit to the Bureau the;

- (a) Source of funds;
- (b) Funds received; and
- (c) Estimates of income and expenditure.

Then an organisation operating in a district is required to at least once in every calendar year declare and submit to the District Technical Planning Committee their Annual Budgets and Work Plans.

3.2 Approval to operate in a District

Every organisation before operating its activities in a district shall seek approval to operate in a district from the

District Non-Governmental Organisations Monitoring Committee and Local Government of that district.

3.3 Memorandum of understanding with Local Government

Every organisation operating within the Local Government shall sign a Memorandum of Understanding with the organisation to carry out its activities in the district. The Memorandum of Understanding required under the Act and the Regulations may not require the approval of the Attorney General as envisaged under Article 119 of the Constitution.

The Constitution (Exemption of Particular Contracts from Attorney General's Legal Advice) (Amendment) Instrument, 2014 provides that ***“An agreement or contract involving an amount of two hundred million shillings or less is exempted from the application of article 119(5) of the Constitution.”*** Most of these Memoranda of Understanding do not impose any financial obligations on Districts but they are merely operational.

3.4 Valid Permit

For an organisation to operate in Uganda, It must have a valid Permit issued by the Bureau and in the case of a Community Based Organisation the Permit is issued by the DNMC.

3.5 Special Obligations

Every organisation shall;

- (a) Not carry out activities in any part of the country, unless it has received the approval of the DNMC and Local Government of that area and has signed a Memorandum of Understanding with the Local Government to that effect;
- (b) Not extend its operations to any new area beyond the area it is permitted to operate unless it has received approval from the Bureau through the DNMC of that area;
- (c) Co-operate with Local Councils in the area of its operation and relevant DNMC and SNMC;
- (d) Not engage in any act which is prejudicial to the security and laws of Uganda;
- (e) restrict its operations to the area of Uganda in respect of which it is permitted to operate;
- (f) Not engage in any act, which is prejudicial to the interests of Uganda and the dignity of the people of Uganda;
- (g) Be non-partisan and shall not engage in fundraising or campaigning to support or oppose any political party or candidate for an appointive office or elective political office, nor may it propose or register a candidate for elective political

office; and have a Memorandum of Understanding with its donors, sponsors, affiliates, local and foreigner partners, if any, specifying the terms and conditions of ownership, employment, resources mobilised for the organisation and any other relevant matter.

Section 44(d) and (f) provide that an organisation shall:

- i). *Not engage in any act which is prejudicial to the security and laws of Uganda;*
- ii). *Not engage in any act, which is prejudicial to the interests of Uganda and the dignity of the people of Uganda*

The words “*prejudicial to the security and laws of Uganda*” or “*prejudicial to the interests of Uganda and the dignity of the people of Uganda*” are not foreign to our legal and drafting systems. The Bureau should interpret the said phrases in consonance with articles 24 and 43 of the Constitution. The phrase “*interests of Uganda*” should be ascribed the same meaning as accorded to “*the public interest*” in Article 43 of the Constitution.

Where the Bureau is in doubt as to the interpretation of Section 44(d) and (f) depending on the facts of the case, Regulation 44 of the Non-Governmental Organisations 2017 requires the Bureau in the performance of its functions, to cooperate with other Ministries, Departments

or Agencies of Government. Thus, Government Departments responsible for security or the Attorney General may be consulted for technical advice to the Bureau.

3.6 Cooperation and furnishing of information to the Bureau

Every organisation is obliged to cooperate and provide the relevant information to the Bureau if requested for in writing for purposes of ensuring compliance with the Act and the Regulations.

3.7 Staffing of Organizations

An organisation shall comply with the following in respect to staffing;

- a) At the time of applying for registration, submit to the Bureau a chart showing its organisational structure as stipulated in its constitution accompanied by a statement;
 - i). Specifying its foreign staff requirements where necessary;
 - ii). Indicating its requirements of Ugandan counterparts of the foreign employees; and
 - iii). Indicating the period for the replacement of its foreign employees with qualified Ugandans;

- b) Comply with any written law in Uganda relating to labour and employment services;
- c) Shall not employ a person who is not a citizen of Uganda unless that person has, before proceeding to Uganda for the purposes of the employment by the organisation, submitted to the Ugandan diplomatic mission in his or her country of origin for transmission to the Government of Uganda for consideration, for his or her suitability for the employment;
 - i). Certified details of his or her certificates, credentials and recommendations of his or her academic and professional qualifications and proven work experience; and
 - ii). A certificate of clearance of no criminal record from his or her country of origin;
- d) Ensure that any remuneration including salaries, allowances, fringe benefits and other terms and conditions of service of the Ugandan employees of the organisation are reasonably comparable to those for the time being prevailing in the employment market in Uganda or reasonably comparable to those of their foreign counterparts.



National Bureau for NGOs

Ministry of Internal Affairs

Plot 31A-35A, 37A-39A, Nile Avenue, Kingdom Kampala

P.O. Box 24216, Kampala - Uganda, Tel: +256 313 287 300 /8

Web: www.ngobureau.go.ug, Email: info@ngobureau.go.ug

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