**REQUIREMENTS FOR CERTIFICATION OR CONFIRMATION**

A person may, upon payment of the prescribed fees, apply in writing to the NGO Bureau for a copy of, or extract from a document or particulars of a document in the register.

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| **SN** | **REQUIREMENTS** |
| 1 | A cover letter addressed to the Executive Director, NGO Bureau requesting for certification. |
| 2 | Photocopies of the documents to be certified (for Certificate of Registration or a valid NGO Permit) or to be confirmed. |
| 3 | Proof of payment of the [prescribed fees](https://www.mia.go.ug/content/ngo-fees) |
| 4 | Original documents (Certificate of Registration, Permit Of Operation) |

**NOTE:**

1. 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. These requirements may be varied from time to time by the NGO Bureau at its discretion. Stakeholders shall be notified of any changes.

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Okello Stephen

**Executive Director**