**REQUIREMENTS FOR RECOMMENDATION TO OTHER INSTITUTIONS**

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| **SN** | **REQUIREMENTS** |
|  | A cover letter addressed to the Executive Director, NGO Bureau |
|  | A certified original copy of the Board Resolutions |
|  | A photocopy of a certified board Resolutions |
|  | Minutes and signed attendance list in regards to the recommendation |
|  | A Photocopy of the permit and certificate of registration |
|  | A photocopy of the TIN Certificate of the Organization |

**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**