**REQUIREMENTS FOR** **RENEWAL OF A PERMIT OF OPERATION**

1. An NGO shall apply for renewal of a Permit within six months before the expiry of the Permit.
2. An NGO whose Permit expires, but continues to operate without renewal of its Permit shall be fined **one hundred currency points (equivalent to two million Uganda Shillings)** for every month of operation in default of renewal of the Permit.

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| **SN** | **REQUIREMENTS** |
| 1 | A letter addressed to the Executive Director, NGO Bureau |
| 2 | Filled out [**Form H**](https://www.mia.go.ug/resource/downloads)1. Organisations that registered under the NGO Act Cap 113 as amended in 2006 and therefore do not possess the new Certificate of Registration according to the NGO Act, 2016 (landscape format) are required to fill [**Form A**](https://www.mia.go.ug/resource/downloads)(for organizations categorized as Local) and [**Form N**](https://www.mia.go.ug/resource/downloads) (for organizations categorized as Foreign).
2. Organisations incorporated in East Africa under Cap 113 should fill [**Form A**](https://www.mia.go.ug/resource/downloads)
3. The application for registration of an organization (Form A or N) as appropriate shall be signed by at least two Founder members.
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| 3 | A photocopy of the expiring Permit of Operation |
| 4 | A copy of the Audited financial statements of the previous year(s) from a Certified Auditor(s). |
| 5 | Minutes of the Annual General Assembly or the Governing body which resolved for renewal of the Permit and a signed attendance list. |
| 6 | Annual Work Plan and budget or Strategic Plan for the number of years applied for |
| 7 | Annual report(s) of the previous year(s) |
| 8 | Photocopies of identification documents (National ID or Passport) and passport size photographs of at least two Promoters/Founders. |
| 9 | A certified or notarized copy of the Certificate of Incorporation from;1. Uganda Registration Services Bureau (URSB) or its equivalent from the country of origin.
2. Ministry of Lands, Housing and Urban Development of Uganda or equivalent for Trusts.
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| 10 | Proof of payment of the [prescribed fees](https://www.mia.go.ug/content/ngo-fees) for Permit renewal. Organisations that do not possess the new Certificate of Registration under NGO Act, 2016 should also pay for it as per [prescribed fees](https://www.mia.go.ug/content/ngo-fees). |
| 11 | Recommendation from the District Non-Governmental Organizations Monitoring Committee (DNMC) of the district(s) of operation |
| 12 | Certified copy of Memorandum of Understanding (MOU) from the district(s) of operation. |
| 13 | Certified Copy of certificate of Registration from Financial Intelligence Authority (FIA). |
| 14 | A Copy of the Tax Identification Number (TIN) Certificate of the Organisation from URA. |

**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**