**REQUIREMENTS FOR A RECOMMENDATION FOR A WORK PERMIT**

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| **SN** | **REQUIREMENTS** | | | |
|  | A Cover letter addressed to the Executive Director, NGO Bureau requesting for the Work Permit recommendation and stating number of months requested for. | | | |
|  | Photocopy of the Work Permit beneficiary’s employment or engagement Contract/agreement | | | |
|  | Appointment/Invitation Letter of beneficiary | | | |
|  | List of foreign and local staff working with the NGO, their job titles and duration of each staff’s contract | | | |
|  | A valid Certificate of good conduct of the beneficiary | | | |
|  | Curriculum Vitae (CV/Resume) of the beneficiary | | | |
|  | Rationale for recruitment of foreign employees/succession plan (except for Volunteers) | | | |
|  | Photocopy of the organization’s registered Constitution or Memorandum and Articles of Association, or any other documents governing the Organisation. Tick where applicable; | | | |
| First Time Application | | | Repeat Application |
|  | A chart showing the organizational structure as stipulated in its registered Constitution or Memorandum and Articles of Association, or any other documents governing the Organisation | | | |
| First Time Application | | Repeat Application | |
|  | A certified or notarized copy of the Certificate of Incorporation from;   1. Uganda Registration Services Bureau (URSB) or equivalent from the country of origin. 2. Ministry of Lands, Housing and Urban Development of Uganda or equivalent for Trusts. | | | |
| First Time Application | Repeat Application | | |
|  | Photocopy of the Permit of Operation (validity of the Permit should be at least 7 months from the date of application) | | | |
|  | Certified copy of academic documents of the beneficiary from the institution or a notarized copy | | | |
|  | Photocopy of Passport biodata page | | | |
|  | Photocopy of Immigration status (e.g. Visa page) | | | |
|  | 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.
3. Only NGOs that appear on the [Updated National NGO Register (UNNR)](https://www.mia.go.ug/resource/downloads) can apply for this service.

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Okello Stephen

**Executive Director**