

THE UNITED REPUBLIC OF TANZANIA



VICE PRESIDENT'S OFFICE

PROCEDURES FOR REGISTRATION OF NON GOVERNMENTAL ORGANIZATIONS UNDER THE NON GOVERNMENTAL ORGANIZATIONS ACT, NO. 24/2002.

**1.0 REGISTRATION PROCEDURES**

The registration of Non Governmental Organizations in Tanzania is divided into different levels so as to facilitate registration in District, Regional, National and International levels respectively. The Law provides for appointment of Public Officers to facilitate registration in the District and Regional levels, where the District Administrative Secretaries (DAS) shall facilitate at the level of District and the Regional Planning Officers shall facilitate registration at the Regional level. Reference is made to Sections 22(1) and 23 (1) (2) (3) of Non Governmental Organizations Act, No. 24 of 2002. The procedures for registration are as follows:

- (i) The application for Registration of a Non Governmental Organization shall be accompanied by the following; as per Section 12(2) of the Non Governmental Organizations Act.
  - a) Copy of Constitution of the Non Governmental Organization.
  - b) Minutes containing full names and signatures of founder members.
  - c) Personal particulars of office bearers (Chairman, Secretary and Treasurer with 2 photographs).
  - d) Address and Physical location of the head office of Non Governmental Organization.
  - e) Application fee.
  - f) Any other particulars as may be required by the Registrar.
- (ii) The application for Certificate of Compliance shall be accompanied by the following;
  - a) Copy of Constitution of the Non Governmental Organization
  - b) Certificate of incorporation
  - c) Minutes containing full names and signatures of founder members
  - d) Personal particulars of office bearers (Chairman, Secretary and Treasurer with 2 photographs).
  - e) Address and Physical location of the head office of Non Governmental Organization
  - f) Any other particulars as may be required by the Registrar.

Application for registration of Non Governmental Organization shall be in the prescribed form **NGO A form No.1** and the application for Certificate of Compliance shall be in a prescribed form **NGO A form No. 3**.

**2.0 APPLICABLE FEES**

The fees applicable for Registration under District level shall be **Shs 41,500/=** as follows

- Filing fees shillings 15,000/=
- Registration fees shillings 25,000/=
- Stamp duty Shillings 1,500/= (Attach stamp duty on the application form)

The fees applicable for registration under Regional level shall be **Shs 56,500/=** as follows

- Filing fees shillings 15,000/=
- Registration fees shillings 40,000/=
- Stamp duty shillings 1,500/= (Attach stamp duty on the application form)

The fees applicable for registration under National level shall be **Shs 66,500/=** as follows

- Filing fees shillings 15,000/=
- Registration fees shillings 50,000/=
- Stamp duty shillings 1,500/= (Attach stamp duty on the application form)

The fees applicable for registration under International level shall be **USD 267** as follows

- Filing fees shillings USD 15
- Registration fees shillings USD 250
- Stamp duty shillings USD 2 (Attach stamp duty on the application form)

Each Registered NGO shall pay an annual fees of shillings **50,000/=** or **USD 60** for International Non-Governmental Organizations.

NGOs obtained Certificate of Compliance shall also be required to pay annual fees after completion of one year since issuance of such Certificate of Compliance under this Law.

Each registered NGO shall submit Annual Activity Report and Annual Financial Audited Reports at the end of each calendar year, using the prescribed form known as **Form NGO A Form No. 10**.

The National and International Non-Governmental Organizations shall be registered directly by the Registrar.

#### **4.0 PROCEDURES FOR PAYMENT OF APPLICATION / ANNUAL FEES**

All payments of applications/annual fees shall be as follows:

- NGOs registered at District and Regional levels shall deposit their fees in the **Account Number 16:29 Miscellaneous Deposit** (This is the Sub-Treasury Account located in every Region) in the National Microfinance Bank (NMB) Branches.
- NGOs registered at National and International levels shall make their payments in the **Account Number 16:140 Miscellaneous Deposit** or shall pay directly to the Accounts Department in the Vice President's Office and official receipts issued for the related payments.

Registrar of NGOs,  
Vice President's Office,  
P.O. Box 5380,  
**DAR ES SALAAM**

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