

NON-PROFIT ORGANISATION SECRETARIAT (NPOS)**(MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION)**

**APPLICATION FOR RENEWAL OF CERTIFICATE OF COMMUNITY BASED ORGANISATION (CBO) IN
GHANA**

Date Submitted	Time Submitted	Reference No.

PART I

{Kindly go through the notes before you proceed to fill the Form}

1. This form is to be completed by any organisation seeking to renew their certificate as Community Based Organisation under the Non-Profit Organisation Policy (2020) and Directives for the Management of the Non-Profit Organisations Operations in Ghana (2020).
2. Application for renewal of certificate will be submitted to the Head- Community Development and Social Welfare Officer;
3. The following documents must be attached to the renewal form before submission: -
 - i) Application letter requesting for renewal of certificate
 - ii) A banker's draft indicating the renewal of certificate fees payable through the existing Department of Social Welfare procedure as specified by the Non-Profit Organisation Secretariat;
 - iii) Submit an annual financial statement, and an operational report
 - iv) a record of any changes in its mandate (where applicable)
 - v) a record of any changes in Management (where applicable)
4. The renewal forms shall be submitted at least one month before the expiration of the certificate.
5. Failure to renew a certificate within three months of expiry will amount to suspension of certificate;
6. By filing these forms the officials confirm and certify that they have read and understood the conditions and further confirm that the information they have given is true to the best of their knowledge. That untrue information would be subjected to suspension or revocation of certificate.

Nb. Bring along a copy of the current certificate when renewing

PART II

**(To be completed by the applicant)
(ORGANISATION DETAILS)**

1. **Name of organisation**.....
2. **Area of Coverage (not more than one District)**
 - a) Current Postal Address of organisation
 - b) Current location (physical address) of organisation’s operational/Office
 - i. Town/City:
 - ii. Street Address:
 - iii. Digital Address:
 - iv. Indicate any other landmarks or sign posts leading to your organisation’s Office:
.....
 - v. c) Telephone: d) Cellphone No.....
 - vi. e) E-mail:f) Fax
 - vii. g) District:h) Region:.....
3. **Previous Registration Certification Number**.....
4. **Who are the beneficiaries? Kindly give the contact details of primary/secondary beneficiaries.**
 - a. **Primary:**
 - b. **Secondary:**
5. **Who are the collaborators of the organisation? Kindly give the contact details**
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6. **List programmes/projects that has been implemented by your organisation?**
 - a.....
 - b.....
 - c.....
7. **Is the Organisation a member or affiliated to other bodies, in the District, Regional, National or International? Yes No**
If Yes, list them.....
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8. **Tick your Sources of Funding**
Members Contributions Loans Donations Grants Others.....
8. **Does your organisation currently have an income generating activity? Yes No**
If yes, please list all.
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9. List Banks used by the organisation and the corresponding addresses.

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Any additional Information?

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Information certified by me:

Title/designation:

Signature:.....Date:.....

FOR OFFICE USE ONLY

Remarks:.....

Recommendation for Renewal of Certificate:

Approved: Declined: To be reviewed:

Signature:Date:.....