

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

**REGISTRATION FORM FOR 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 registration 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 registration will be submitted to the Head-District Social Welfare Officer;
3. The following documents must be attached to the registration form before submission: -
 - i) Cover letter requesting for registration
 - ii) Each official must complete the Form
 - iii) A banker's draft indicating the registration fees payable through the existing Department of Social Welfare procedure as specified by the Non-Profit Organisation Secretariat;
 - iv) A copy of any National ID for Ghanaian nationals and a Passport for other nationals;
 - v) Two recent colour passport-size photographs on a white background (2x2 Inches) of the proposed three top Officials.
 - vi) A copy of meeting of the proposed organisation authorizing the filing of the application;
4. No organisation will be allowed to operate as a CBO in Ghana without a registration at the District Assembly;
5. 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.

**PART II (To be completed by the applicant)
(PROPOSED ORGANISATION DETAILS)**

1. **Name of proposed organisation**.....
2. **Area of Coverage (not more than one District)**
 - a) Current Postal Address of proposed 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. Main objective of the proposed organization as provided for in the constitution

.....

4. Key programmes and services provided by your organisation

.....

5. What sector does the organisation work in?.....

6. Is the Organisation a member or affiliated to other bodies, in the District, Regional, National or International? Yes No

If Yes, list them.

7. Official Meetings

Meeting Venue.....

Meeting Day(s).....Time.....

8. Committee Members

Portfolio	Full name	Contact details		Gender		Signature
		Tel. no.	Email	M	F	
Chairperson						
Vice chairperson						
Secretary						

CBO-1

Treasurer						
Member						
Member						
Member						

Attached a separate list of all members

9. How does the CBO intend to fund its activities?

Members Contributions Loans Donations Grants Others.....

10. Do you currently receive donor funding? Yes No

If yes, provide details of your current donor(s) including names, contact and website

- a)
- b)
- c)
- d)

List the categories of donors: Foreign Local Both

11. How many bank account (s) does your organization have?

List Banker(s) contact details

- i)
- ii)
- iii).....

12. Particulars of collaborators of the organisation (NB. Where there are multiple collaborators please attach separate sheet)

Name	Residential Address	Community	District	Tel. No.

13. Particulars of Beneficiary of Owners of the organisation (NB. Where there are multiple beneficiaries please attach separate sheet)

Name	Residential Address	Community	District	Tel. No.

Any additional Information?

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Chairperson..... Date.....
 signature..... Te. No.

CBO-1

Secretary..... Date:.....

signature..... Te. No.