

NON-PROFIT ORGANISATION SECRETARIAT (NPOS)

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION



REPUBLIC OF GHANA

APPLICATION FOR RENEWAL OF LICENSING OF NON-PROFIT 'ORGANISATIONS 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 its licensing under the Non-Profit Organisation Policy (2020) and Directives for the Management of the Non-Profit Organisations Operations in Ghana (2020). Applicants are therefore advised to obtain and familiarize themselves with 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 licensing will be submitted to the Head, Non-Profit Organisation Secretariat (NPOS), P.O. Box MBO 186 Ministries-Accra; **Digital Address: GA-110-4673**
3. The following documents must be attached to the Licensing Form before submission: -
 - i) Application letter requesting for renewal of Licensing
 - ii) A banker's draft indicating the renewal of licensing fees payable through the existing Department of Social Welfare procedure as specified in the Fees and Charges Act.
 - iii) Fill change of key management personnel form (where applicable)
 - iv) A criminal background report (Police Report) from the Ghana Police Criminal Investigation Department (CID) (where applicable) (*Pick an application for request of Police Clearance from the NPOS upon submission of your renewal of licensing documents*)
 - v) A letter of consent authorizing the Non-Profit Organisation Secretariat or its designated agent to conduct criminal background checks;(where applicable)
 - vi) A copy of any National ID for Ghanaian nationals and a Bio Page of International Passport for other nationals;(where applicable)
 - vii) Two recent colour passport-size photographs on a white background (2x2 inches) of the proposed three top Officials; (where applicable)
 - viii) A change of the office, digital address and postal address of the proposed organisation (CoA-4) signed by the three top officials of the proposed organisation; (where applicable)
 - ix) Submit an annual audited financial statement, and an operational report
 - x) a record of any changes in its mandate (where applicable)
 - xi) a tax clearance certificate
4. The renewal forms shall be submitted at least one month before the expiration of the licence.

Form: RLF-3

- 5. Failure to renew a license within three months of expiry will amount to suspension of license;
- 6. This form is for the purpose of renewal of license only (*other issues e.g. application for work permit, tax and duty exemptions will be handled separately*) but processed through the NPOS.
- 7. 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 license.

Nb. Bring along the current certificate when renewing

PART II

(To be completed by the applicant)

(ORGANISATION DETAILS)

- 1. a) Name of organisation.....
.....
b) Current Postal Address of organisation
.....
c) 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:
.....
 - d) Telephone: e) Cellphone No.....
 - f) E-mail:
 - g) Fax
 - h) District:
 - i) Region.....
- 2. Previous Registration Certification Number.....
 - 3. Who are the beneficiaries? Kindly give the contact details of five primary/secondary beneficiaries.
 - a. Primary:
.....
.....
 - b. Secondary:
.....
.....
 - 4. List programmes/ projects that has been implemented by your organisation?
 - a.

Form: RLF-3

- b.
- c.
- d.
- e.
- f.

5. a) Total Number of current Staff:
 Permanent (s): Consultant(s): Volunteer(s): Intern(s):

b) Indicate number of Ghanaian and foreign national working with the organisation

a) Number of Permanent Staff

- i. Ghanaians: Male..... Female.....
- ii. Non-Ghanaian: Male..... Female.....

b) Number of Volunteers

- i. Ghanaians: Male..... Female.....
- ii. Non-Ghanaian: Male..... Female.....

c) Number of Consultants:

- i. Ghanaians: Male..... Female.....
- ii. Non-Ghanaian: Male..... Female.....

d) Number of Interns

- i. Ghanaians: Male..... Female.....
- ii. Non-Ghanaian: Male..... Female.....

e) Total Number

- i. Ghanaians: Male..... Female.....
- ii. Non-Ghanaian: Male..... Female.....

Organisational Affiliations

5. Name some of your organisation's partners (other than donors)?

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-
-
-
-
-

6. Is the organisation part of any network, coalition or affiliated to any other group or organisation?
 Yes No - Kindly list, if any

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-

Organisational Financing

 3

Form: RLF-3

7. List all Sources of Funding: Foreign Local Both

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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10. Kindly name current auditors of the organisation and/or describe the financial oversight structure of your organisation.

a.

b.

11. Has your organisation complied with all of its tax obligations? Yes No

Any additional Information?

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Information certified by me:

Title/designation:

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

FOR OFFICE USE ONLY

Remarks:.....
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Recommendation for Renewal of License:

Approved: Declined: To be reviewed:

Signature:Date:.....