

PART III

REGISTRATION APPEALS AND INSPECTION

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1ST SCHEDULE

2ND SCHEDULE

THE NON-GOVERNMENTAL ORGANIZATIONS ACT, 2002

(No. 24 of 2002)

REGULATIONS

(Made under section 38(1) and 2)

THE NON-GOVERNMENTAL ORGANIZATIONS REGULATIONS, 2004

PART I

PRELIMINARY PROVISIONS

1. These Regulations may be cited as the Non-Governmental Organization Regulations, 2004.

Short title

2. In these Regulations unless the context otherwise requires—

Interpretation

“Act” means the Non-Governmental Organizations Act, 2002;

“Board” means the Non-Governmental Organizations Coordination Board;

“Public Officer” means a public officer appointed under the Act; and

“Registrar” means the Director for Non-Governmental Organizations Coordination

7.-(1) A person or group of persons, being founder member or members, who wish to apply for registration of Non-Governmental Organization in the Region or District, shall make an application in the prescribed form to the Public officer within the District or Region.

Proce-
dure for
registra-
tion by a
Public
Officer

(2) The Public Officer shall within twenty one days after receiving an application for registration -

- (a) grant application; or
- (b) refuse to grant the application.

(3) Where a Public Officer has granted registration as per sub-regulation (2) of this regulation shall make a report to that effect and submit it to the Director.

(4) Where a Public Officer has refused the application for registration, he shall within fourteen days inform the applicant of his refusal and grounds thereof and shall make a report to that effect and submit it to the Director.

8.-(1) Where the Applicant is aggrieved by the decision of a Public Officer may appeal to the Director.

Appeals

(2) The Director within thirty days after receiving the report pursuant to sub-regulation (3) and (4) of this regulation shall have powers to vary or uphold or seek further particulars from either the Public Officer or the applicant.

(3) Where the applicant is aggrieved by the decision of the Director, he may appeal to the Board accordingly.

(4) Where the Applicant is aggrieved by the decision of the Board he may appeal to the Minister.

(5) Every application for Review or Appeal shall be presented by a memorandum.

9.-(1) Where a member of the public wishes to exercise his right of access to an inspect any documents of any Non-Governmental Organization at the Office of the Director, he shall make the application in writing, specifying the documents he so wishes to access or inspect and the reasons thereof to the Director.

Inspection of
NGO's
docu-
ments
under the
custodian
of the
Registrar

(2) The Director, after receiving the application, and find out that there is sufficient cause for the Applicant to access or inspect any documents may allow the access and inspection.

PART II

VARIOUS PRESCRIBED FORMS

Forms

3. The Forms in the First Schedule hereto shall be used in all matters to which they refer, or are capable of being applied or adopted with such alterations and additions, if any, as are necessary or desired for the better carrying out of the provisions of the Non-Governmental Act.

Documents for which no form is prescribed

4. The documents for which no forms is provided or to which the prescribed forms cannot conveniently be adopted shall be in such form as the Director shall direct.

Document to be in Kiswahili or English

5.-(1) All applications, returns and notifications shall be clearly and legibly written, printed or typed in English or Kiswahili language.

(2) Where any document required to be annexed to the application for incorporation is in any language other than English or Kiswahili, there shall be furnished therewith a verified translation of the same in English or Kiswahili

(3) Any document or translated document as per sub-regulations (2) of this regulations, shall be verified by consular, experts, or authorized persons acquainted or conversant with the language to be translated and shall be certified as true copy of the original by an advocate or notary public or any other person so authorized as the case may be, and approved by the Director certifying the same to be a true copy or translation of the original.

PART III

REGISTRATION APPEALS AND INSPECTION

Signatory to the documents

6.-(1) Every application for incorporation or compliance shall be signed by the person or group of persons who wish to apply for registration or compliance of a Non-Governmental Organization as the case may be.

(2) Any other application, returns or notification, shall be signed by one or more persons, as the case may be

(3) Any member of Public who wishes to access or inspect any document shall access and inspect upon payment of the fees as prescribed in the second schedule of these Regulations.

Fees

10. The fees set out in the Second Schedule hereto shall be charged for the several matters set out in that schedule.

NGOA — Form No. 1

FIRST SCHEDULE

Made under section 12(1) of Act No. 24 of 2002

APPLICATION FOR REGISTRATION AS NON-GOVERNMENTAL ORGANIZATION

To the Registrar of Non-Governmental Organization:

I/We

of P.O. Box

Hereby make an application to be registered as a Non-Governmental Organizations pursuant to section 11 of the Act. I/We apply to be registered by the name of

and shall operate within the area of

The Mission of the Organization is

Attached herewith is a copy of:

- (a) certificate of incorporation;
- (b) founder members;
- (c) constitution/memorandum;
- (d) personal particulars of office bearers; and
- (e) others specify (if any).

I/We humbly so submit

Name:

Signature:

Name:

Signature:

Made under section 12(2) of Act No 24 of 2002

APPLICATION FOR A CERTIFICATE OF COMPLIANCE

To the Registrar of Non-Governmental Organizations

We

of P.O. Box

Hereby make an application for a certificate of compliance pursuant to section 11 of the Act. The name of our Organization is Having been registered on day of, year under (law)

The Organization operates in

The Mission of the Organization is

Attached herewith is copy of:

- (a) Certificate of Incorporation;
- (b) Constitution/Memorandum; and
- (c) Others (specify if any).

I/We humbly so submit:

I/We humbly so submit

Name: Signature:

Name: Signature:

Name: Signature:

Made under section 11(1) of Act No. 24 of 2002

THE UNITED REPUBLIC OF TANZANIA

THE NON-GOVERNMENTAL ORGANIZATION ACT, 2002

CERTIFICATE OF REGISTRATION

I HEREBY CERTIFY that

has this

day of been duly registered
under Non-Governmental Organizations Act, 2002. This certificate is subjected to
following condition/directions

issued this day of , 200

REGISTRAR

Made under section 11(3) of Act No. 24 of 2002

THE UNITED REPUBLIC OF TANZANIA

THE NON-GOVERNMENTAL ORGANIZATION ACT, 2002

CERTIFICATE OF COMPLIANCE

I HEREBY CERTIFY that
..... has this
day of 200 .. been duly complied
with the terms and conditions of NGOs under Non-Governmental Organization
Act, 2002. This certificate is subjected to following condition/directions:

Issued this day of, 200

REGISTRAR

Non-Governmental Organizations Regulations

G.N. No. 152 (contd.)

NGO A - Form No. 5

Made under section 20(2) of Act No. 24 of 2002

NOTIFICATION OF REFUSAL OF REGISTRATION

TO: _____

This is to inform you that in exercise of the powers conferred by section 14 of the Non-Governmental Organization Act, 2002, the board has refused to register you on the following grounds:

Date: _____

Signed: _____

REGISTRAR

1702

Made under section 20(1) of Act No. 24 of 2002

NOTIFICATION OF CANCELLATION

I, _____
Chairman of the Non-Governmental Organization Board, notify that in accordance with
section 20(1) of the Non-Governmental Organization's Act, 2002 the Board has cancelled
your registration under the said Act on the grounds that:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Date: _____

Signed: _____

CHAIRMAN OF THE BOARD

1703

Made under section 21(1) of Act No. 24 of 2002

DEFAULT NOTICE

TO

This is to inform you that you have defaulted on the terms, and conditions, of registration as hereunder:

1

2

3

4

TAKE NOTICE that you have to give sufficient reasons in writing to the office of the registrar before this day of

Dated this day of

REGISTRAR

NGO A - Form No 8

Made under section 21(1) of Act No 24 of 2002

SUMMONS TO DEFEND

TO

Whereas it appears to this board that you have been alleged into have been in contravention of the provision(s) of the Non-Governmental Organizations Act, 2002 as per enclosed complaint. In view of the foregoing you are hereby required to appear to this board on the day of at

in the noon for purposes of being heard

If you fail to comply with this order without justifiable reason(s), you will be subject to the consequences of non-attendance which is determining your fate in absent

This summons has been issued on the application of (state name and address of the complainant).

Given under my hand and the seal of the Board this day of

REGISTRAR

1705

Under Section 33

NOTICE OF CHANGE OF PARTICULARS OF REGISTERED
NON-GOVERNMENTAL ORGANIZATIONS

TO The Registrar of Non-Governmental Organizations,
Vice-President's Office,
P.O. Box 5380,
Dar es Salaam.

WHEREAS I/We the undersigned was/were duly registered pursuant to the provision
of the Registration of Non-Governmental Organizations Act No. 24 of 2002 on
the day of under the Number,

AND WHEREAS a change/change have/have occurred/been made in respect of the
particulars registered as hereunder mentioned.

Now I/We the undersigned both hereby give you notice that on the day of
....., 200..... The following change/(s) occurred was/were made
in particulars registered:

.....
.....
.....
.....
.....

Signature:

SECOND SCHEDULE

Made under Regulation (10)

1. Fees and expenses for registration of Non-Governmental Organizations in terms of regulation 10 shall be as follows:

- (1) (a) Filing fees Shillings 15,000/=
- (b) Registration fees Shillings 25,000/=
- (c) Stamp duty Shillings 1,500/=
- (2) The fees shall be payable by a person or group of persons who wish to apply for registration of a Non-Governmental Organization as the case may be

2. The fees payable on lodging any document shall be payable at the time when the document is lodged to the Registrar or Authorised officer.

3. Any member of public wishes to inspect the Non-Governmental Organizations documents in the office of the Registrar shall pay perusal fee not less than 5,000/= per each perusal.

Dar es Salaam,
8th April, 2004

EDGAR D. MAOKOLA MAJOGO (MP),
*Minister of State,
Vice-President's Office*