

THE NON-GOVERNMENTAL ORGANIZATIONS
(CAP. 56)

REGULATIONS

(Made under section 38)

THE NON-GOVERNMENTAL ORGANIZATIONS
(AMENDMENTS) REGULATIONS, 2014

Citation
GN No 152
of 2014

1. These Regulations may be cited as the Non-Governmental Organizations (Amendments) Regulations, 2014 and shall be read as one with the Non-Governmental Organizations Regulations, 2004 hereinafter referred to as the "principal Regulations."

Interpretation:

2. The principal Regulations are amended by inserting the following definition at its appropriate alphabetical order as follows-
"NGOs" means Non-Governmental Organizations.

Amendment
of regulation 7

3. The principal Regulations are amended in regulation 7(1) by inserting after the words "prescribed form" the words "by a group of not less than five persons or Non-Governmental Organizations."

Amendment
of section 11

4. The principal Regulations are amended by inserting immediately after regulation 10 the following new Regulation-

"Assets of an
NGO upon
winding up

11.-(1) Any Non-Governmental Organization whose operation has ended, wound up or dissolved shall transfer its assets to another Non-Governmental Organization having similar objectives.

(2) The registrar shall oversee the whole process of assets disposal and winding up of the organization by-

(a) requiring members of the dissolved organization to hold the meeting that will determine and prepare

payment plan that shall be submitted to the Registrar within ten days:

- (b) overseeing the organization discharge all liabilities within thirty days and submit the report to the Registrar; and
- (c) requiring members to submit a report on the list and value of all assets of the organization and its transfer plan of the assets within forty five days."

Amendment to the Schedules

5. The principal Regulations are amended in the First Schedule-

- (a) by substituting for NGO A Form 2 and NGO A Form 3 with the following new NGOA form 2, NGO A Form 3 and NGO A Form 9 setout in the First Schedule to there Regulations; and
- (b) adding the Third Schedule to the Regulations which shall be the Kiswahili version of the NGO's Forms; and
- (c) by substituting for the following address appearing under NGO A Form 9- "The Registrar of Non - Governmental Organizations Vice President's Office, P.O. Box 5380, **DAR ES SALAAM.**" with the following address "The Registrar of Non - Governmental Organizations Ministry of Community Development Gender and Children, 8 Kivukoni Front, P.O. Box 3448, 11486 Dar es Salaam."

Amendment of the Second Schedule

6. The principal Regulations are amended in the Second Schedule by inserting after paragraph 3 the following new paragraph 4-

"4. The following fees shall be payable to the Registrar in relations to several matters pertaining to Non-Governmental Organizations-

1.1. For Registration of USD 350 International NGOs

GN 8 No

1.2	For Registration of Local NGOs:	
(i)	District Level	Tshs. 80,000/=
(ii)	Regional Level	Tshs. 100,000/=
(iii)	National Level	Tshs. 115,000/=
1.3.	For annual subscriptions:	
(i)	International NGO	USD. 100
(ii)	Local NGO	Tshs. 50,000
1.4.	For obtaining a written search report per file	Tshs. 15,000
1.5.	For late filing of annual activity and audited reports and payment of annual subscriptions-	
(i)	International NGO	USD 300 for each year
(ii)	Local NGO	Tshs. 100,000/= for each year
6.	For change of name level of operation or certificate:	
(i)	International NGO	USD 350
(ii)	Local NGO	
(a)	District level	Tshs. 80,000/=
(b)	Regional level	Tshs. 100,000/=
(c)	National level	Tshs. 115,000/=

FIRST SCHEDULE

THE UNITED REPUBLIC OF TANZANIA

NO. 1 Form No. 2



THE NON-GOVERNMENTAL ORGANIZATION ACT, 2002
(Made under section 11(3))

CERTIFICATE OF REGISTRATION

I HEREBY CERTIFY that
..... has this day of
20 been duly registered under the Non-Governmental Organizations Act, 2002
with Registration No This Certificate is subject to the following
conditions/directions:

Issued this day of 20

REGISTRAR

THE UNITED REPUBLIC OF TANZANIA

NGO Form No 10



FORM OF ANNUAL REPORT OF NGOS

(Under section 2)

Annual Return / Report of NGO
which was registered on Day of year and was
issued a certificate No The said annual report was
made up on the Day of year being the
..... day after the date of annual general meeting or extra ordinary meeting held
on day of year The report covers the period that ended
31st December, year

The physical and postal address of the registered Office of the NGO is as follows:

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

Telephone number (s)

Email address

The Non-Government Organizations (Amendment)

GN 8 No

Members of the Organization are as follows. List all Legal Members. Use extra pieces of paper if needed.

SN	First and family Name	Position	Sex	Age	Nationality	Year of Admission
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

SUMMARY OF ACTIVITIES, ACHIEVEMENTS AND CHALLENGES

Priority Sector or thematic area

Targets (include in your description type of planned interventions, number, gender and/or geographical location etc.)

Target No. 1

Target No. 2

Target No. 3

Target No. 4

(In case you have more than four targets, please attach an extra page to describe them in similar format)

Achievements (Describe achievements made for each target showing beneficiaries in terms of number, gender and geographical location etc.)

Achievement No. 1

Achievement No. 2

Achievement No. 3

Achievement No. 4

Challenges (explain challenges faced by the organization if any, their effect to the organization and how the NGO has overcome).

(Please use this form on the end, extra page if space provided is not enough)

Good Practices and Lessons Learned if Any (Describe the best practice from your interventions and achievements such as improvement of women's livelihood. You can also refer to the guidelines for filling and filing this form.)

Last Annual General Meeting was held on:

OFFICE BEARERS AND EMPLOYMENT PARTICULARS

Particulars of office bearers

SN	First and surname	Gender/sex	Age	Nationality	Title (also state whether is an employee or volunteer in brackets)	Year assumed office	Address (mail and telephone)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: List all Office Bearers in your Organization and in case the space is not enough please use extra paper

Employment Particulars

Gender/Sex	Local Employees	Foreign Employees	Local Volunteers	Foreign Volunteers
Male				
Female				
Total				

SUMMARY OF AUDITED FINANCIAL STATEMENTS

Revenues / Income of Non-Governmental Organizations for the Period ended

Sources of Revenues/ Income	Amount in TZS
Amount carried forward from previous financial year	
Tax Relief	
Subsidies from Government	
Members' fees and Contributions	
Economic investment (Income Generating Activities)	
User fees	
Community and Public Support	
Local Granting Organizations (Local Foundations)	
Corporate Social Responsibility (Private Sector support)	
Grant from Foreign Development Partners	
Any other (Specify)	
Total	

Expenditure of Non-Governmental Organizations for Period Ended

(Please refer to the guidelines for filling and filing this form on the definition of direct program costs and administrative costs)

Type of Expenditure	Amount in TZS
Direct Program Costs	
Administrative Costs	
Total Expenditure	
Balance	

Signature:.....
 Name:.....

The Non-Government Organizations (Amendments)

GN 8 No

NGO A Form No 10

Fill (State whether Secretary, Director, Chairperson or other)
Place and Date

ATTACHMENTS TO NGO A FORM NO.10

Daily filled NGO A Form No 10 shall be submitted to the Registrar of Non-Governmental Organizations with the following attachments

Attachment No 1: A copy of Audited Financial Statement of NGO

Where the Organization is NGO within the meaning of section 2 of the NGOs Act No 24 of 2002 (As amended) this Return must include a written copy Certified by chairperson or Secretary or Director to be true copy of Audited Financial Statements (including every document required by the law to be annexed thereto). if Financial Statement is in foreign language other English, there must also be annexed to a translation in English or Swahili certified in prescribed manner to be correct translation

Signature
Name:
Title (State whether Director, Secretary, Chairperson or other).....
Date:

Attachment No 2: A copy of detailed Activity Report

It should be in Swahili language or English and if it is in other language than English and Swahili there must also be annexed to a translation in English or Swahili certified in prescribed manner to be correct translation

Signature
Name.....
Title (State Whether Director, Secretary, Chairperson or other).....
Date.....

Attachment No. 3: A copy of resolution by Annual General Assembly Approving the Report and Financial Statement

It should be in Swahili or English language and if it is in other language than English or Swahili there must also be annexed to a translation in English or Swahili certified in prescribed manner to be correct translation

Signature:
Name:.....
Title (State whether Director, Secretary , Chairperson or other).....
Date.....

Attachment No. 4: A copy of Registration or Compliance Certificate

Signature:
Name:.....
Title (State whether Director, Secretary , Chairperson or other).....
Date.....

SECOND SCHEDULE

(Made under section 38(2) (b))

1. The following fees shall be payable to the Registrar in relations to several matters pertaining to Non-Governmental Organizations:
 - 1.1 For Registration of International NGOs USD 350
 - 1.2 For Registration of Local NGOs:
 - (i) District Level 80,000/=
 - (ii) Regional Level 100,000/=
 - (iii) National Level 115,000/=
 - 1.3 For annual subscriptions:
 - (i) International NGO USD 100
 - (ii) Local NGO 50,000/=
 - 1.4 For obtaining a written search report per file 15,000/=
 - 1.5 For late filing of annual activity and audited reports and payment of annual subscriptions:
 - (i) International NGO USD 300 for each year
 - (ii) Local NGO 100,000/= for each year
 - 1.7 For change of name, level of operation or certificate:
 - (i) International NGO USD 350
 - (ii) Local NGO:
 - (a) District Level 80,000/=
 - (b) Regional Level 100,000/=
 - (c) National Level 115,000/=