

**APPLICATION FOR REGISTRATION
BY A
NON PROFIT ORGANISATION**

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APPLICATION FOR
REGISTRATION BY A
NON PROFIT ORGANISATION



READ THIS FIRST

WHAT IS THE PURPOSE OF THIS FORM

This form is an application by a non profit organisation for registration. Registration is voluntary. If the nonprofit organisation complies with the requirements for registration then the Director for Nonprofit Organisations will enter its name in a register and send it a certificate of registration.

WHICH ORGANISATION MAY APPLY FOR REGISTRATION?

Organisations such as trusts, companies or other associations established for a public purpose whose income and property are non distributable to its members or office-bearers except as reasonable compensation for services rendered.

WHO FILLS THIS FORM?

The office-bearer responsible for managing the nonprofit organisation

WHERE DOES THIS FORM GO?

To: Directorate for NonProfit Organisations
Private Bag X901
PRETORIA
0001

OR

Human Science Research Council
Fifth Floor (South)
134 Pretorious Street
PRETORIA
0001

OTHER REQUIREMENTS?

Two copies of the nonprofit organisation's constitution must accompany this form.

1. ORGANISATION DETAILS

Name of Organisation

.....

Physical Address:

.....

.....

.....

.....

Postal Address

.....

.....

.....

.....

Tel: ().....

Fax:().....

Email:.....

Date of Financial Year End: each year

2. PARTICULARS OF OFFICE BEARERS (if you have more office bearers than is provided for on this page, please include the particulars of these office-bearers on a separate page and attach to this form

Name(s) Name(s)
 Surname: Surname:
 Address Address
 Business: Business:

Residential: Residential:

ID Number: ID Number:
 Contact Details Contact Details
 (W): Fax() Fax()
 (H): Email: Email:

Capacity in Organisation: Capacity in Organisation:

Name(s) Name(s)
 Surname: Surname:
 Address Address
 Business: Business:

Residential: Residential:

ID Number: ID Number:
 Contact Details Contact Details
 (W): Fax() Fax()
 (H): Email: Email:

Capacity in Organisation: Capacity in Organisation:

Name(s) Name(s)
 Surname: Surname:
 Address Address
 Business: Business:

Residential: Residential:

ID Number: ID Number:
 Contact Details Contact Details
 (W): Fax() Fax()
 (H): Email: Email:

Capacity in Organisation: Capacity in Organisation:

3. REQUIREMENTS FOR REGISTRATION OF ORGANISATION'S CONSTITUTION

(1) Compulsory requirements for registration in terms of section 12 (2):

- (a) Each requirement from (a) – (o) must be reflected on the constitution. If the requirements are not satisfied the director will not register the non-profit organisation..
- (b) Indicate in columns 2 where in your organisation's constitution the requirements listed in column 1 are provide for.

Column 1	Column 2
REQUIREMENTS FOR REGISTRATION	APPLICABLE REFERENCE IN CONSTITUTION
(a) Organisations' name(s)	
(b) Organisation's main and ancillary objectives	
(c) Organisation's income and property are not distributive to its members or office bearers, except as reasonable compensation for services rendered.	
(d) Provision for the organisation to be a body corporate and have an identity and existence distinct from its members of office.	
(e) Provision for the organisation's continued existence notwithstanding changes in the composition of its membership or office-bearers.	
(f) Members or office-bearers have no rights in the property or other assets of the organisation solely by virtue of their being members or office-bearers.	
(g) Powers of the organisation.	
(h) Organisational structures and mechanism for its governance.	
(i) Rules for convening and conducting meetings, including quorums required for and the minutes to be kept of those meetings.	
(j) Manner in which decisions are to be made.	
(k) Provision made for the organisation's financial transactions to be conducted be means of banking account.	
(l) Date for the end of organisation's financial year.	
(m) Procedure for changing the constitution.	
(n) Procedure by which the organisation may be wound up or dissolved; and	
(o) Provision that, when the organisation is wound up or dissolved, any assets remaining after all its liabilities have been met, must be transferred to another non-profit organisation having similar objectives.	

(2) Optional provisions in terms of section 12 (3):

- (a) These provisions are optional (i.e) not compulsory) but desirable, as they strengthen the governance procedure in the constitution.
- (b) Indicate in column 2 where in your organisation's constitution the provisions listed in column 1 are located.

Column 1	Column 2
OPTIONAL PROVISIONS FOR REGISTRATION	APPLICABLE REFERENCE IN CONSTITUTION
(a) Qualifications for and admission to membership of the organisation.	
(b) Circumstances in which a member will no longer be entitled to the benefits of membership.	
(c) Provisions for termination of membership.	
(d) Provision for appeals against loss of the benefits of membership or against termination of membership. The procedure for such appeals and the body to which such appeals may be made.	
(e) Provisional for membership fees and matters determining fees and other payments by members.	
(f) Provision that members or office-bearers do not become liable for any obligation and liabilities of the organisation solely by virtue of their status as members or office-bearers of the organisation.	
(g) Provision for the appointment of office-bearers and tabulating of their respective functions.	
(h) Procedure for nominating, electing or appointing office-bearers.	

Column 1	Column 2
OPTIONAL PROVISIONS FOR REGISTRATION	APPLICABLE REFERENCE IN CONSTITUTION
(i) Circumstances and manner in which office-bearers may be removed from office, provision for appeals against such removal, procedures for such appeals the body to which such appeals are to be made.	
(j) Provision that office-bearers are not personally liable for any loss suffered by any person as a result of an act or omission, which occurs in good faith while the office-bearer, is performing functions for or on behalf of the organisation.	
(k) Provision for making investments.	
(l) Purpose for which the funds of the organisation may be used.	
(m) Provision for acquiring and controlling assets.	

4. ADDITIONAL INFORMATION REQUIRED

The completion of this part of the application form is not compulsory. The Directorate for Nonprofits Organisations seeks this information for the administrative, background and research purpose. Your application will not be prejudiced if this part of the application form is not completed.

Date when organisation was established:.....

Organisation's area of operation:

Geographical:.....

Sector:.....

Is the organisation affiliated to any other body or structure? (if yes, please specify the name and contact details of this body or structure)

.....

.....

.....

5. DECLARATION BY PERSON SUBMITTING THIS APPLICATION

I, the undersigned, declare that I am dully authorised by my organisation to complete and submit this application and that the information contained in this form is t the best of my knowledge correct.

Name(s).....

Signatures:.....

Capacity:.....

Date:.....

6. DUTIES OF REGISTERED NON-PROFIT ORGANISATIONS

Once your organisation has been registered it must-

- (a) reflect its registered status or registration number on all its documents – section 16 (3)
- (b) keep accounting records – section 17 (1) (a);
- (c) draw up financial statements – section 17 (1) (b)
- (d) arrange for an accounting officer to prepare a written report – section 17 (2).
- (e) Preserve its books of account, supporting vouchers, membership records and financial documents – section 17 (3)
- (f) Submit the Director of Non-profit Organisation.
 - (i) a narrative report – section 18 (1) (a);
 - (ii) details of any changes of its office-bearer – section 18 (1) (b)
 - (iii) details of any changes of its address at which it will receive documents – section 18 (1) (c)
 - (iv) details of any changes in its constitution or its name – section 19.

Non Profit Organisations (NPOs)

All You need to Know About the Registration of an Non-Profit Organisation (NPO)

The Nonprofit Organisations Act 71 of 1997

The NPO Directorate within the Department of Social Development registers organisations under the Nonprofit Organisations Act No.71 of 1997. The Primary Purpose of this Act is to encourage and support organisations in a wide range of work they do by:

- creating an enabling environment for NPOs to flourish.
- setting and maintaining adequate standards of governance, accountability and transparency.

The Act provides a voluntary registration facility for NPOs.

What is an NPO?

A Nonprofit Organisation is defined as: a trust, company or other association of persons:- (a) established for a public purpose, and (b) the income and property of which are not distributable to its members or office bearers except as reasonable compensation for services rendered.

Which Organisations Can Apply for NPO Status?

Any organisation that is not for profit and is not part of government can apply for registration.; that is:

- Non- Governmental Organisations (NGO)
- Community Based Organisations (CBO) {Crèches, Private Schools, Youth Clubs etc}
- Faith Based Organisations (FBO) {Churches, Ministries etc. }
- Organisations that have registered as Section 21 Companies under the Company Act 61 of 1973.
- Trusts that have registered with Master of the Supreme Court under the Trust Property Control Act 57 of 1988.
- Any other Voluntary Association that is not-for-profit. The Directorate can only register an organisation that has a constitution or any other founding document.

How Long does the Registration Process Take?

It would take about 30 to 90 DAYS to process the entire registration. Immediate on receipt of application, an acknowledgement letter is send to the organisation, thereafter, a registration certificate follows if application meets the requirement of the NPO Act.

How Much does it Cost?

To register a Nonprofit Organisation is free of charge.

How do Organisations Register?

By submitting to the NPO Directorate:

- A Complete Application Form (ATTACHED); and
- Two copies of the organisation's founding document i.e. a constitution or a deed of Trust or Memorandum and Articles of Association.

What are the Benefits for Registration

There are many benefits to be gained from a system of registering nonprofit organisations. It: Improve the credibility of the sector because NPOs can account to a public office.

- Brings organisations into a formal system.
- Help the sector to get organized.
- Help in finding ways of getting benefits like tax incentives and funding opportunities