

UNITED REPUBLIC OF TANZANIA



MINISTRY OF COMMUNITY DEVELOPMENT, GENDER AND CHILDREN

PROCEDURES FOR REGISTRATION OF A NON-GOVERNMENT ORGANIZATIONS UNDER THE NON-GOVERNMENTAL ORGANIZATIONS ACT, NO. 24, 2002

1.0 REGISTRATION PROCEDURES

Registration of a Non-Governmental Organization in Tanzania which is governed by the Non-Governmental Organizations Act, No.24, 2002 (as amended) is categorized into four levels namely

- 1.1 District Level
- 1.2 Regional Level
- 1.3 National Level
- 1.4 International Level

Section 22(1) of the Non-Governmental Organizations Act, No. 24, 2002 (as amended) empowers the Registrar to appoint public officers within the Region or District for the purpose of facilitating registration in such levels. In the current practice the Public Officers as referred in the Act are Community Development Officers of the Region or District.

Subject to the provision of Section 12(1) of the Act, every application shall be made in a prescribed form by a group of persons to the Registrar. The term ~~group~~ group of persons ~~include~~ include group of Non-Governmental Organizations. However, Regulation 3 of the Non-Governmental Organizations (Amendments) Regulations, GN No. 8, 2015 refers ~~group~~ group of persons ~~to~~ to be not less than five (5) members.

Pursuant to the provisions of Section 12(2) of the Act, every application shall be accompanied by the following documents;

- a) Copy of Constitution of the Non-Governmental Organization (3 bound Copies).
- b) Minutes containing full names and signatures of founder members.

- c) Personal particulars of office bearers (Chairperson, Secretary and Treasurer with 2 photographs).

NOTE: For International NGOs 2 CVs must be of citizens of Tanzania

- d) A filled NGO A Form No.1 attached with 3 Stamp Duty worth 1500 Tanzania shillings for Local NGO and Stamp Duty worth 2 USD for International NGO.
- e) Recommendation letter from District/Regional Assistant Registrars.
- f) Any other particulars as may be required by the Registrar.

2.0 APPLICABLE FEES

Registration at District Level shall be **Tshs 80,000/=**

Registration at Regional Level shall be **Tshs 100,000/=**

Registration at National Level shall be **Tshs 115,000/=**

Registration at International Level shall be **350 USD**

Application shall be sent to:

Registrar of NGOs,
Ministry of Community Development, Gender and Children,
8 Kivukoni Front
P.O. Box 3448
11486 DAR ES SALAAM.

Tel. +255 22 213526/2137679/2123146

<http://www.tnnc.go.tz>