

National non-governmental registration requirements

Operational certificate

Application letter addressed to the Chief Executive Officer of RGB

Notarized statutes

District Recommendation letter issued by the Mayor where the organization's activities will be conducted

Notarized decision of competent organ meeting which among other things: approved the statutes, action plan as well as election of organisation's leaders

NB: List of competent organ participants showing their names, IDs, phone numbers and signatures must be attached

The CV's of Legal Representative and the Vice Legal Representative

The criminal records certificate of the Legal Representative and of his or her Deputy legal representative

A statement certifying that the Legal Representative and the Deputy legal representative were appointed in accordance with the organisation's statutes (Declaration)

Annual Action plan indicating detailed activities with beneficiaries, budget and source of funds;

Proof of payment of a non-refundable fees of 100.000 frw at [Irembo Pay](#)

UMBRELLA

An application letter addressed to the CEO-RGB requesting for registration

Notarised statutes governing the umbrella in conformity with this Law.

District Recommendation letter issued by the Mayor where that organization's activities will be conducted