

Faith based organisations registration requirements

Organisation (Church, Denomination, Mosques...)

1. Application letter addressed to the Chief Executive Officer of RGB
2. A letter issued by the District authorities agreeing collaboration with the organization and also certifying that the church construction meets standards of that area.
3. The names of the Legal Representative and his or her Deputy legal representative, their responsibilities, full address and their CVs
4. Notarized statutes
5. The criminal records certificate of the Legal Representative and of his or her Deputy legal representative.
6. A statement certifying that the Legal Representative and the Deputy legal representative were appointed in accordance with the organisation's statutes (Declaration).
7. The Legal Representative should possess a Bachelor's Degree in religious studies or any Bachelor's Degree with a valid certificate in religious studies issued by a recognized institution.
8. A brief notarized document explaining the doctrine of the organization
9. Notarized decision of the competent organ that established the organization, approved its statutes and appointed members of the organs.
10. An annual action plan of the organization with its source of budget
11. A document of partnership issued by one of the umbrellas of own choice
12. Proof of payment of a non-refundable fees of 300.000 frw at Irembo Pay

MINISTRY

1. Application letter addressed to the Chief Executive Officer of RGB
2. A letter of collaboration issued by the District authorities where the Ministry intends to operate its activities
3. Notarized statutes

4. A letter of recommendation issued by an organisation/church to which a ministry is affiliated .
This does not concern inter-denominational ministries
5. The names of the Legal Representative, his or her Deputy, their responsibilities, full address and biographical information
6. The criminal records certificate of the Legal Representative and of his or her Deputy legal representative
7. A notarised declaration of consent of legal representatives accepting responsibilities assigned to them by the Ministry
8. A notarised copy of the decision of the competent organ indicating the establishment of the Ministry, approval of the statutes and appointment of the members of organs
9. An annual action plan and its source of the budget
10. An office that meet construction requirements
11. The degrees of the legal representative and the deputy legal representative
12. The Legal Representative should have not been convicted of the crime of genocide, genocide ideology, discrimination or sectarianism
13. Proof of payment of a non-refundable fees of 300.000 frw at Irembo Pay

UMBRELLA

1. Application letter addressed to the Chief Executive Officer of RGB requesting for registration of the umbrella
2. Notarized statutes
3. Copies of legal personality certificates establishing the umbrella
4. Notarised statements of legal representatives of the umbrella accepting responsibilities assigned to them by the umbrella
5. A brief notarised document that explains the doctrine of the umbrella.
6. Notarised copy of the decision of the competent organ that approved the statutes of the umbrella, with the names of members of the umbrella organs
7. The annual of action plan of the umbrella intending to execute based on its mission, timeframe of execution and the source of funds

8. An office that meet construction requirements
9. Proof of payment of a non-refundable fees of 300.000 frw at Irembo Pay

Forum of umbrella

1. The application letter addressed to the CEO requesting for registration of the forum of umbrellas
2. Be composed of at least three (3) umbrellas with legal personality
3. Notarised statutes.
4. A document indicating the names of the Legal Representative of the forum and his or her Deputy, their CVs n and criminal record certificates
5. Notarised statement of legal representatives of the forum of umbrellas accepting the responsibilities assigned to them by the forum of umbrellas
6. Notarised copy of the decision of the competent organthat approved the statutes of the forum of umbrellas, with the names of members of the forum of umbrellas organs
7. A notarised declaration of consent of legal representatives accepting responsibilities assigned to them by the Ambrella
8. An annual action plan that the forum intends to execute that is based on its mission, time- frame of execution and the source of funds
9. A building for its activities that meets construction requirements
10. Copies of legal personality of umbrellas that constitute it
11. Proof of payment of a non-refundable fees of 300.000 frw at Irembo Pay

CHANGING THE NAME OF THE ORGANISATION

1. Application Letter addressed to the CEO (RGB) explaining the reason(s) of changing the FBO name.
2. Notarized By-laws or statute bearing amended articles showing the new name acquired
3. A document indicating the names of the Legal Representative of the forum and his or her Deputy, their CVs n and criminal record certificates
4. A valid copy of registration certificate issued by the competent Authority