

Requirements for Registering an NGO in Uganda

A non-governmental organization (hereinafter referred to as an “NGO”) is prohibited from operating in Uganda unless it has a valid permit issued by the National Bureau for Non-Governmental Organisations in Uganda, commonly called the NGO Bureau.

The requirements for registration of an NGO in Uganda are quite numerous and vary depending on the type of NGO to be registered. There are different categories of NGOs in Uganda. These include Indigenous, Regional, Continental, Foreign and International NGOs.

The category the NGO will be registered in, dictates the list of requirements and fees to be paid. Under the regulations – the Non-Governmental Organizations Regulations (2017) (“NGO Registration Regulations”) – the registration application for a local NGO requires a fee of 100,000 Ugandan Shillings (approximately \$28), while the application of a foreign company requires a fee of 520,000 Ugandan shillings (approximately \$144) (NGO Registration Regulations (2017) Section 2).



Largely for a local NGO, you are required to incorporate a Company Limited by Guarantee and thereafter submit the Certificate of Registration together with other documents.

Many of the registration requirements listed below are common to all the types of NGOs;

- All NGOs are required to fill Form A (for organizations incorporated in Uganda) and Form D. Form N is filled if the Organization is incorporated outside Uganda. These forms shall be signed by at least two founder members.
- The NGO is required to write a Formal letter requesting for registration and a Permit to operate addressed to the Executive Director, NGO Bureau indicating; objectives, area of operation and the number of years applied for not exceeding 5 (five). Upon expiry, an NGO is required to first renew its Permit of operation before proceeding with its operations.
- The NGO is supposed to present an annual work plan and budget for the number of years applied for the permit.



- A copy of the registered Memorandum and Articles of Association, organization's constitution or governing documents in which the dissolution clause should inter alia specify the quorum to pass a resolution for winding up and how organization assets shall be handled upon winding up.
- A chart showing the governance structure of the organization
- A statement indicating the source of funding of the activities of the organization
- Copies of valid identification documents (National ID or Passport) and passport size photographs of at least two founder members.
- iA copy of Minutes, Signed Attendance List and resolution registered with Uganda Registration Services Bureau authorizing the organization to register with the NGO Bureau
- A statement complying with Section 45 of the NGO Act, 2016 (About staffing of the organization)
- A recommendation from the District Non-Governmental Organizations Monitoring Committee (DNMC) where the Organization's headquarter is located.





A new NGO is required to obtain both a Certificate of Registration and a Permit of operation at the first instance of registration before it commences operations. Upon approval of the application to form an NGO, a Certificate of Registration is issued to the NGO. This is issued once upon approval.

A Permit of Operation is also issued to the organization and it is for a period between one (1) to five (5) years as requested by the NGO. Further note that certain types of NGOs may be required to undertake supplementary registration.

For instance, NGOs that primarily provide legal aid must register with the Law Council (Advocates (Legal Aid to Indigent Persons) Regulations (2007) Section 4). Section 6 of the Regulations requires NPOs that provide legal aid to register as legal aid service providers with the Law Council.

Upon compilation of the documents, one may then submit the application to the NGO Bureau.

Submission of the application should be made to the NGO Bureau in hardcopy in a well labelled spring file. For ease of crosschecking and verification, documents in the spring file should be arranged according to the order in the table of requirements. All submissions are required to be accompanied by a photocopy of national identification of the person submitting.

The NGO Bureau has power to decline an application for registration of an NGO in Uganda. This may be for various reasons however some include; where the objectives of the organization as specified in its constitution contravene the law, where the application does not comply with the registration requirements and where the applicant has given false or misleading information in the application.



It is important to note that new NGOs are given one month from the date they pick their permits of operation to submit a copy of the certificate from the Data Protection Office.

The NGOs can then begin operations after approval of their applications. It is important to note that there are continuous obligations placed on NGOs after registration. Failure to observe these may result in penalties and cancellation of the NGO license by the NGO Bureau.

Contact us:

+ (256) 772 484003

info@cramanya.com

Plot 49, Salim Bay Road, Ntinda, Kampala

