

S T A T U T O R Y I N S T R U M E N T S
2017 No. 22.

THE NON-GOVERNMENTAL ORGANISATIONS REGULATIONS, 2017.

ARRANGEMENT OF REGULATIONS

Regulation

PART I—PRELIMINARY

1. Title.
2. Interpretation.

PART II—REGISTRATION OF NON – GOVERNMENTAL ORGANISATION

3. Registration of organisation with the Bureau.
4. Requirements for registration of organisation.
5. Certificate of registration
6. Refusal to register an organisation
7. Application for a permit
8. Conditions for a permit
9. Review of permit
10. Replacement of certificate, permit or document
11. Changes within the organisation or governing document
12. Renewal of permit
13. Revocation of permit
14. Exemption of organisations
15. Registration of Community Based Organisations
16. Refusal to register a Community Based Organisation
17. Registration of organisations incorporated outside Uganda
18. Application for a permit of an organisation incorporated outside Uganda

PART III—REGISTER OF ORGANISATIONS

19. Register of organisations

Regulation

20. Contents of the register.
21. Search and inspection of the register
22. Inventory of organisations

PART IV—REGULATION OF A SELF-REGULATORY BODY

23. Registration of a self-regulatory body
24. Certificate of registration of a self-regulatory body
25. Refusal to register a self-regulatory body
26. A list of organisations subscribing to a self-regulatory body
27. Self-regulatory mechanism
28. Dissolution of a self-regulatory body
29. Complaint against self-regulatory body

PART V—ANNUAL RETURNS AND FURNISHING OF INFORMATION

30. Annual returns of organisations other than Community Based Organisations
31. Furnishing of information
32. Annual returns of Community Based Organisations

PART VI—INSPECTION AND COMPLAINTS

33. Inspector
34. Powers of the inspectors
35. Inspector's report
36. Proceedings on an inspector's report
37. Right to Complain
38. Jurisdiction to hear and determine cases
39. Procedure for handling a complaint
40. Decision of the Bureau

PART VII—MISCELLANEOUS

41. Operation of an organisation in a district
42. Temporary closure of operations
43. Memorandum of understanding with Local Government
44. Cooperation with other agencies.
45. Request for information.
46. Revocation of S.I. No. 19 of 2009

Schedule – Forms

S T A T U T O R Y I N S T R U M E N T S

2017 No. 22.

The Non-Governmental Organisations Regulations, 2017

(Under Section 55 of the Non-Governmental Organizations Act, 2016)

IN EXERCISE of the powers conferred upon the Minister responsible for internal affairs by section 55 of the Non – Governmental Organisations Act, 2016 and in consultation with the Bureau, these Regulations are made this 24th day of March, 2017.

PART I—PRELIMINARY

1. Title.

These Regulations may be cited as the Non-Governmental Organisations Regulations, 2017.

2. Interpretation.

In these Regulations, unless the context otherwise requires—

“Act” means the Non-Governmental Organisations Act, 2016;

“Bureau” means the National Bureau of Non-Governmental Organisations established under section 5 of the Act;

“governing documents” includes; constitution, articles of association, charter or any other document providing for the administrative structures of an organisation;

“local government” has a meaning assigned to under the Local Government Act, Cap 243;

“Minister” means the Minister responsible for internal affairs;

“Organisation” means a legally constituted non-governmental organisation under the Act, which may be a private voluntary grouping of individuals or associations established to provide voluntary services to the community or any part, but not for profit or commercial purposes;

“register” means a record of all organisations registered under the Act that is maintained by the Bureau in both electronic and hard copy.

PART II—REGISTRATION OF NON – GOVERNMENTAL ORGANISATION

3. Registration of organisation with the Bureau.

(1) Any person or group of persons incorporated as an organisation under the Companies Act or Trustees Incorporation Act and those that fall within the definition of an Organisation under the Act, shall register with the Bureau.

(2) The application for registration of organisation with the Bureau shall be in **Form A** as prescribed in the Schedule.

4. Requirements for registration of organisation.

(1) Subject to section 29(2) of the Act, an application for registration of an organisation under regulation 3, shall be accompanied by—

- (a) a certified copy of a certificate of incorporation;
- (b) a copy of the organisation’s constitution or governing documents;
- (c) a chart showing the governance structure of the organisation;
- (d) proof of payment of the prescribed fee;
- (e) source of funding of the activities of the organisation;
- (f) a copies of valid identification document for at least two founder members;
- (g) minutes and resolutions of the members authorizing the organisation to register with the Bureau;
- (h) a statement complying with section 45 of the Act;
- (i) a recommendation from—

- (i) District Non- Governmental Organisations Monitoring Committee where the headquarters are located; and
- (ii) the responsible ministry or ministries or a government department or agency.

(2) For avoidance of doubt this regulation and regulation 3, shall only apply to indigenous organisation and foreign organisation.

(3) The application for registration of an organisation shall be signed by at least two founder members.

5. Certificate of registration.

(1) where the organisation has complied with the Act and the conditions specified in regulation 4, the Bureau shall issue a certificate of registration to the organisation.

(2) The certificate of registration shall be in **Form B** prescribed in the Schedule and shall indicate the name, registration number and date of registration of the organisation.

6. Refusal to register an organisation.

(1) Where the Bureau refuses to register an organisation, the Bureau shall give reasons for the refusal and notify the organisation of its decision within thirty days from the date of the refusal.

(2) The notification under sub regulation (1), shall be in **Form C** as prescribed in the Schedule.

7. Application for a permit.

(1) An organisation shall upon registration apply to the Bureau for a permit.

(2) The application for a permit under sub regulation (1), shall be in **Form D** prescribed in the Schedule.

(3) The application for a permit shall specify—

- (a) the operations or objectives of the organisation;
- (b) staffing of the organisation;
- (c) geographical area of coverage of the organisation;
- (d) location of the organisation's headquarters;
- (e) evidence of payment of the prescribed fees; and
- (f) intended period of operation not exceeding five years.

(4) Subject to section 31 of the Act and this regulation, the Bureau shall issue an organisation with a permit to operate for the time specified in the permit not exceeding five years.

(5) The permit shall be in **Form E** as prescribed in the Schedule and shall indicate the name, the operations or objectives of the organisation, geographical area of operation and date of issue and expiry of the permit.

8. Conditions for a permit.

A permit issued under the Act and these Regulations shall comply with the following conditions—

- (a) the permit shall not be used for a purpose or objective other than that for which it is issued and an organisation shall not engage in any form of activity relating to sector other than the sector specified in the permit;
- (b) the permit shall not be transferable to any other organisation or person;
- (c) the permit shall be specific to the geographical area of operation specified in the permit;
- (d) the organisation shall, within fourteen days after making any change in the area of operation, headquarters of the organisation or activities, notify the Bureau of the change;
- (e) any other condition that may be specified in the permit by the Bureau.

9. Review of permit.

(1) An organisation that may wish to change any condition specified in the permit shall, apply to the Bureau in **Form F** as prescribed in the Schedule.

(2) The application under sub regulation (1), shall be accompanied by the proof of payment of the prescribed fees.

(3) The Bureau shall review the application and shall within forty-five days approve or refuse to approve the application to change the conditions in the permit.

(4) Where the Bureau refuses to approve the application to change the conditions specified in the permit, the Bureau shall communicate to the organisation the reasons for refusal.

10. Replacement of certificate, permit or document.

(1) Where an original certificate, permit or document issued by the Bureau is lost, destroyed or obliterated as to become illegible, the Bureau may issue a substitute of the original certificate, permit or document.

(2) An organisation whose document has been lost or destroyed or obliterated as to become illegible shall apply to the Bureau for a replacement.

(3) An application for a replacement under sub regulation (2), shall be in **Form G** as prescribed in the Schedule.

(4) The application shall be accompanied by the prescribed fees.

(5) A substitute certificate, permit or document issued under this regulation shall have the same effect as the original copy.

11. Changes within the organisation or governing document.

(1) An organisation that has made changes within its structure, address or in its governing document, shall notify the Bureau of the changes within thirty days from the date of change.

(2) The notification in sub regulation (1), shall be accompanied by a certified copy of the document or governing document containing the changes.

(3) Where the changes relate to any condition specified in the permit or these regulations, the organisation shall comply with regulation 9.

12. Renewal of permit.

(1) An organisation shall apply to the Bureau for renewal of a permit within six months before expiry of its permit.

(2) The application for renewal of permit, shall be in **Form H** as prescribed in the Schedule, and shall be accompanied by—

- (a) a copy of audited accounts;
- (b) a copy of the annual report;
- (c) minutes of the annual general assembly or the governing body;
- (d) a work plan and budget or strategic plan for the organisation;
and
- (e) evidence of payment of prescribed fees.

(3) Where the application for the renewal of a permit is approved, the Bureau shall issue a permit to take effect from the date of expiry of the previous permit.

(4) Where the Bureau refuses to approve the application for renewal shall communicate to the organisation the reasons for refusal.

13. Revocation of permit.

(1) Before the Bureau revokes a permit, it shall within thirty days from the date of notice in writing request the holder of the permit to show cause why the permit should not be revoked.

(2) A notice required from the Bureau under sub regulation (1), and section 33(2) of the Act, shall state—

- (a) the ground for revocation;
- (b) the brief facts of the case leading to revocation of the permit; and
- (c) any relevant evidence relating to grounds.

(3) Where the Bureau has revoked a permit of an organisation, the Bureau shall immediately notify the organisation of the revocation in **Form I** as prescribed in the Schedule.

(4) A person or an organisation aggrieved by the decision of the Bureau under this regulation may appeal to the adjudication committee.

14. Exemption of organisations.

(1) Where the Minister exempts an organisation from the requirements of registration and issue of a permit under section 35 of the Act, the Minister shall issue a provisional permit to the exempted organisation to operate for a period of not more than six months upon payment of the prescribed fees.

(2) The provisional permit shall be in **Form J** as prescribed in the Schedule.

(3) An exempted organisation shall before the expiry of provisional permit issued by the Minister apply for registration and issuance of a permit in accordance with the Act and these Regulations.

15. Registration of Community Based Organisations.

(1) A person or group of persons intending to form a Community Based Organisation shall apply for registration to the District Non-Governmental Monitoring Committee before operating in a district.

(2) The application for registration shall be in **Form K** as prescribed in the Schedule.

(3) The application for registration of a Community Based Organisation, shall be accompanied by—

- (a) a copy of the constitution of the Community Based Organisation to be registered;
- (b) a recommendation from the Sub county Non-Governmental Organisations Monitoring Committee;
- (c) a work plan and budget or strategic plan for the Community Based Organisation; and
- (d) proof of payment of the prescribed fees.

(4) Upon fulfillment of the requirements specified in sub regulation (3), the District Non-Governmental Monitoring Committee shall issue a certificate of registration and a permit to the Community Based Organisation indicating—

- (a) name of the Community Based Organisation;
- (b) the objectives or activities of the Community Based Organisation;
- (c) date of registration;
- (d) registration number; and
- (e) geographical area of operation.

(5) The certificate of registration of a Community Based Organisation shall be in **Form L** as prescribed in the Schedule.

(6) A permit of a Community Based Organisation shall be in **Form L1** as prescribed in the Schedule

16. Refusal to register a Community Based Organisation.

(1) The District Non-Governmental Monitoring Committee may refuse to register a Community Based Organisation where—

- (a) the objectives of the Community Based Organisation as specified in its constitution are in contravention of the laws of Uganda;
- (b) the application for registration does not comply with the requirements of the Act;
- (c) the applicant has given false or misleading information in any material particular;
- (d) the proposed name of the Community Based Organisation is the similar to that of an existing organisation or any entity operating within the district; or
- (e) the proposed name of the Community Based Organisation is confusing or undesirable.

(2) For purposes of sub regulation (1) (d) and (e), the District Non-Governmental Monitoring Committee shall request a Community Based Organisation to change its proposed name before it is registered.

(3) Where the District Non-Governmental Monitoring Committee refuses to register a Community Based Organisation, the District Non-Governmental Monitoring Committee shall give reasons for the refusal and notify the Community Based Organisation of its decision within 30 days.

(4) The notification shall be in **Form M** as prescribed in the Schedule.

17. Registration of organisations incorporated outside Uganda.

(1) Subject to section 34 of the Act, any organisation incorporated outside Uganda shall apply to the Bureau for registration.

(2) The application for registration of an organisation incorporated outside Uganda shall be in **Form N** as prescribed in the Schedule.

(3) The application for registration of an organisation incorporated outside Uganda shall be accompanied by—

- (a) proof of payment of prescribed fees;
- (b) a certified copy of certificate of incorporation from the country of origin;
- (c) a certified copy of its constitution, or charter, or memorandum of association, or any other documents governing the organisation;
- (d) a certified copy of resolution authorising registration in Uganda;
- (e) a certificate of good conduct of the signatories to the resolution in sub regulation 3(d) or at least two board members of the organisation;
- (f) curriculum vitae of at least two board members of the organisation;
- (g) a recommendation from their government or missions accredited to Uganda;
- (h) a recommendation from the Ministry of Foreign Affairs in Uganda;
- (i) a chart showing its organisational structure as stipulated in its governing documents;
- (j) a copy of a valid identification document for at least two board members;
- (k) a work plan and budget or strategic plan for the organisation;
- (l) a statement complying with section 45 of the Act;
- (m) a recommendation from—
 - (i) District Non- Governmental Organisations Monitoring Committee where its headquarters will be located; and

- (ii) the responsible ministry or ministries or government department or agency.

18. Application for a permit of an organisation incorporated outside Uganda.

(1) The application for a permit of an organisation incorporated outside Uganda and registered with the Bureau, shall be in accordance with regulation 7 of these Regulations with the necessary modifications.

(2) Where an organisation incorporated outside Uganda, fulfills the requirements under section 34 of the Act and these Regulations, the Bureau shall issue a permit in accordance with these Regulations.

PART III—REGISTER OF ORGANISATIONS

19. Register of organisations.

(1) The Bureau shall establish and maintain an up to date register of organisations other than Community Based Organisations.

(2) The District Non- Governmental Organisations Monitoring Committee shall establish and maintain an up to date register of Community Based Organisations.

(3) The register required to be established by the Bureau and the District Non- Governmental Organisations Monitoring Committee under sub-regulation (1) and (2) respectively, may be maintained in an electronic form or in any other form that permits the information recorded or stored in the register to be readily inspected or reproduced in a usable form.

20. Contents of the register.

(1) The register shall contain in respect of each organisation registered with the Bureau the following—

- (a) name and address of the organisation;
- (b) registration number;

- (c) date of registration;
- (d) geographical areas of operation;
- (e) key activities or objectives of the organisation;
- (f) permit number;
- (g) district where the headquarters of an organisation is situated;
and
- (h) date of issue and expiry of the permit for an organisation.

(2) The Bureau may request the organisation in writing for information for purposes of compiling and updating the register.

21. Search and inspection of the register.

(1) A person may, on payment of the prescribed fees, apply to the Bureau or to District Non- Governmental Organisations Monitoring Committee to inspect the register or any document in the register.

(2) The Bureau may prescribe the time and other conditions relating to inspection of the register.

(3) A person may, upon payment of the prescribed fees, apply in writing to the Bureau for a copy of, or extract from a document or particulars of a document in the register.

(4) A ministry, department or agency of Government shall not be required to pay any fees, for a copy of any document in the register which is required by that ministry, department or agency of Government in the performance of its functions.

22. Inventory of organisations.

(1) The District Non- Governmental Organisations Monitoring Committee shall keep an inventory of all the organisations operating in the district.

(2) The District Non- Governmental Organisations Monitoring Committee shall submit to the Bureau an inventory of the organisations and an up to date register of Community Based Organisations operating in the district every financial year.

PART IV—REGULATION OF A SELF-REGULATORY BODY

23. Registration of a self-regulatory body.

(1) A self-regulatory body formed by two or more organisations, shall before carrying out its operations apply to register with the Bureau.

(2) An application for registration of a self-regulatory body shall, be in **Form O** as prescribed in the Schedule.

(3) Subject to section 37 (3) of the Act, an application for registration of a self-regulatory body under sub regulation (2), shall be accompanied by—

- (a) a resolution from each of the organisations stating their willingness to be part of a self-regulatory body;
- (b) a copy of the code of conduct for the self-regulatory body;
- (c) proof of a special meeting held under section 37 (4) of the Act accompanied by—
 - (i) a resolution;
 - (ii) a copy of the minutes; and
 - (iii) attendance list.
- (d) a copy of the organisational structure and rules of the self-regulatory body or governing document if any;
- (e) physical address of the secretariat of the self-regulatory body;
- (f) a list of subscribing organisations and their physical address;
- (g) proof of payment of the prescribed fees.

24. Certificate of registration of a self-regulatory body.

(1) Upon fulfillment of the requirements in the Act and these Regulations, the Bureau shall issue a self-regulatory body a certificate of registration.

(2) The certificate of registration in sub regulation (1), shall be in **Form P** as prescribed in the Schedule.

25. Refusal to register a self-regulatory body.

(1) The Bureau may refuse to register a self-regulatory body where—

- (a) the objectives of a self-regulatory body are in contravention with the laws of Uganda;
- (b) the application for registration of a self-regulatory body does not comply with the requirements of the Act and these Regulations;
- (c) a self-regulatory body has given false or misleading information in any material particular relating to self-regulatory body; and
- (d) the proposed name of a self-regulatory body is similar to that of an existing organisation or any entity registered or incorporated in Uganda; or
- (e) the proposed name of a self-regulatory body is confusing or undesirable.

(2) For purposes of sub regulation (1) (d) and (e), the Bureau shall request a self-regulatory body to change its proposed name before it is registered.

(3) Where the Bureau refuses to register a self-regulatory body, the Bureau shall give reasons for the refusal and notify a self-regulatory body of its decision within 30 days.

(4) The notification in sub regulation (3), shall be in **Form Q** as prescribed in the Schedule.

26. A list of organisations subscribing to a self-regulatory body.

(1) A self-regulatory body shall maintain an up to date list of all organisations who are subscribing members of the self-regulatory body.

(2) Every registered self-regulatory body shall submit to the Bureau an up to date and accurate copy of the list of the organisations subscribing with the self-regulatory body by 31st December every calendar year.

27. Self-regulatory mechanism.

(1) A self-regulatory body that has established a self-regulatory mechanism shall inform the Bureau in writing of its existence and mode of operation.

(2) A self-regulatory body shall give a copy of the self-regulatory tools, rules and standards that organisations adopt to govern them in an agreed set up.

(3) Where a self-regulatory body which amends or changes its self-regulatory mechanism or the mode of operations, shall notify the Bureau within 28 days from the date of the change or amendment.

28. Dissolution of a self-regulatory body.

(1) A self-regulatory body may be dissolved in accordance with its constitution or governing document.

(2) Where a self-regulatory body has been dissolved, it shall notify the Bureau in writing within 7 days from the date of dissolution.

29. Complaint against self-regulatory body.

(1) A person aggrieved by the decision or conduct of a self-regulatory body may file a complaint against a self-regulatory body to the Bureau.

(2) A complaint filed against a self-regulatory body under sub regulation (1) shall be handled by the Bureau in accordance with regulation 39.

30. Annual returns of organisations other than Community Based Organisations.

(1) An organisation other than a Community Based Organisation shall submit to the Bureau annual returns at least once in every twelve months.

(2) The annual returns of organisations other than Community Based Organisations shall be filed in **Form R** as prescribed in the Schedule.

(3) The annual returns of an organisation other than Community Based Organisation submitted to the Bureau under this regulation shall be accompanied by—

- (a) proof of payment of the prescribed fees;
- (b) a copy of audited books of accounts;
- (c) a copy of an annual report; and
- (d) minutes of the general assembly or governing body.

(4) For purposes of sub regulation (3) (b), the audited books of accounts shall only be made by a person authorised to audit books of accounts under the Accountants Act, 2013.

31. Furnishing of information

(1) An organisation shall at least once in every twelve months declare and submit to the Bureau the following—

- (a) source of funds;
- (b) funds received; and
- (c) estimates of income and expenditure.

(2) An organisation operating in a district shall at least once in every calendar year declare and submit to the District Technical Planning Committee their annual budgets and work plans.

(3) An organisation shall declare and submit to the District Non-Governmental Organisations Monitoring Committee of a district where its headquarters are located the following—

- (a) source of funds;
- (b) funds received; and
- (c) estimates of income and expenditure.

32. Annual returns of Community Based Organisations.

(1) A Community Based Organisation shall submit the Sub County Non-Governmental Organisations Monitoring Committee annual returns at least once in every twelve months.

(2) The annual returns of a Community Based Organisation, shall be in the **Form S** as prescribed in the Schedule.

(3) The annual returns of a Community Based Organisation submitted to the Sub County Non-Governmental Organisations Monitoring Committee under this regulation, shall be accompanied by—

- (a) financial report;
- (b) a copy for annual report; and
- (c) minutes of the general assembly or governing board.

(4) The Sub County Non-Governmental Organisations Monitoring Committee shall forward all the annual returns filed under sub regulation (1), to the District Non- Governmental Organisations Monitoring Committee.

PART VI—INSPECTION AND COMPLAINTS

33. Inspector.

(1) Subject to the provisions of section 41 of the Act, the Bureau may designate from among its officers such number of inspectors to investigate any matter for the purpose of ensuring compliance with the Act and these Regulations.

(2) For purposes of section 41 (5) of the Act, a notice for inspection by the inspector shall be in **Form T** as prescribed in the Schedule.

(3) The notice under sub regulation (2), shall be served on the office of the organisation intended to be inspected.

34. Powers of the inspectors.

(1) An inspector may in the course of inspection exercise any of the following powers—

- (a) have access to the premises of the organisation;
- (b) confiscate any incriminating document or material;
- (c) interview and record statements from any person having knowledge of the subject matter;
- (d) recommend to the Bureau for an interim closure of the premises or offices of the organisation; or
- (e) issue a compliance notice with the requirements of the Act or these Regulations.

(2) In exercising his or her power under the Act and these regulations, an inspector shall suitably identify himself or herself with a valid identification document issued by the Bureau.

(3) Every inspector shall immediately after conducting an inspection issue a certificate of inspection in duplicate signed by the inspector and a representative of the organisation.

35. Inspector's report.

(1) An inspector shall make a report to the Executive Director of the Bureau detailing the findings of the investigation.

(2) Upon receipt of the report under sub regulation (1), the Executive Director of the Bureau shall—

- (a) give a copy of the report to the organisation and to the complainant;
- (b) Subject to the Access to Information Act, 2005, where the Bureau deems it fit, give a copy of the report on request and on payment of the prescribed fee to any person who has an interest in the matter.

36. Proceedings on an inspector's report.

(1) Where from a report made under regulation 35, it appears to the Bureau that provisions of the Act have not been complied with, the Bureau may—

- (a) warn the organisation;
- (b) suspend the permit of the organisation;
- (c) expose the affected organisation to the public;
- (d) blacklist the organisation; or
- (e) revoke the permit.

(2) Where from a report made under regulation 35, it appears that any person or organisation has committed an offence for which he or she or is criminally liable, the Bureau shall forward the copies of the report to the Director of Public Prosecutions for further action.

37. Right to Complain.

(1) Any person or organisation alleging that an organisation has not complied with the Act or these regulations has a right to complain to the Bureau.

(2) A complaint under sub regulation (1) shall be in **Form U** as prescribed in the Schedule.

(3) Subject to sub regulation (2), where a person making a complaint is unable to read and write, he or she shall make an oral complaint to an authorised officer of the Bureau.

(4) The authorised officer of the Bureau shall reduce the oral report made under sub regulation (3) in writing, interpret and explain it to the person making the complaint in a language the person understands and the person shall certify that the information contained in the statement is true and correct.

(5) The complaint shall be accompanied by a copy of relevant evidence, if any.

(6) The complaint shall be filed in duplicate and the officer receiving the complaint shall endorse a stamp or signature as proof of submission.

38. Jurisdiction to hear complaints.

The Bureau shall have jurisdiction to hear and determine all complaints arising from—

- (a) noncompliance with the Act and these regulations;
- (b) complaints arising from the interpretation of or noncompliance with organisation's governing documents;
- (c) failure by the Sub county Non-Governmental Organisations Monitoring Committee or the District Non- Governmental Organisations Monitoring Committee to comply with guidelines issued by the Bureau under section 6 of the Act;
- (d) the conduct of an inspector;
- (e) complaints against self-regulatory bodies; or
- (f) complaints arising from failure to sign a Memorandum of Understanding.

39. Procedure for handling a complaint.

(1) The Bureau shall study the complaint to ascertain whether there is a reasonable case.

(2) Where the Bureau establishes that there is a reasonable case, it shall commence an investigation in the case by—

- (a) inviting any affected party to appear before the Bureau;
- (b) request for further information from the complainant or the respondent;
- (c) inspect the premises of the organisation;
- (d) contact any other government department, agency or ministry for necessary co-operation in the investigation; or
- (e) carrying out any other act as the Bureau deems fit.

(3) The Bureau shall in the process of investigating and handling the complaint accord the respondent the right to a fair hearing.

40. Decision of the Bureau.

(1) The Bureau shall deliver its decision within 90 days from the date of the complaint.

(2) The decision of the Bureau shall be in writing, authenticated by the seal of the Bureau.

(3) Any person aggrieved by the decision of the Bureau may appeal to the adjudication committee.

PART VII—MISCELLANEOUS

41. Operation of an organisation in a district.

(1) An organisation seeking to operate in a district shall in accordance with section 44(a) of the Act, seek approval from the District Non-Governmental Organisations Monitoring Committee and Local Government of that area or district.

(2) The approval required under sub regulation (1) shall be in writing.

(3) The decision to grant or refuse an approval under sub regulation (1) shall be made within 14 days from the date of the request.

(4) Where the District Non- Governmental Organisations Monitoring Committee and the Local Government refuse to grant an approval under sub regulation (1), it shall give its reasons in writing.

42. Memorandum of understanding with Local Government.

(1) Where the District Non- Governmental Organisations Monitoring Committee and the Local Government has approved an organisation to operate in a district, the Local Government shall sign a memorandum of understanding with the organisation to carry out its activities in the district.

(2) The memorandum of understanding in sub regulation (1), shall contain the following covenants or terms and conditions—

- (a) term or duration of the memorandum of understanding;
- (b) description of the cooperative activities and responsibilities of each Party under the memorandum of understanding;
- (c) review process of the memorandum of understanding;
- (d) dispute resolution, including legal actions, negotiations, consultations, or executive actions;
- (e) waivers and rights involved in the memorandum of understanding to make compensation claims related to the execution of the memorandum of understanding against one another;
- (f) an intellectual property rights provision;
- (g) a privacy and confidentiality provision;
- (h) a provision on timing, including relevant timelines, milestones and agreed frequency of cooperative activities;

- (i) the laws of Uganda shall be the law applicable;
- (j) protocol for communicating between the Parties; or
- (k) a provision on termination.

(3) The memorandum of understanding under sub regulation (1), shall be executed at least within 14 days from the date of the approval of the organisation to carry out its activities in a district under regulation 41 of these Regulations.

(4) The Local Government and the Organisation may adopt the template of memorandum of understanding in **Form V** in the Schedule.

43. Temporary closure of operations.

(1) An Organisation that is registered with the Bureau and has a valid permit may apply to the Bureau in writing for approval to temporarily close operations for a period not exceeding five years.

(2) Where the Bureau has approved the application for temporary closure of operations shall communicate to the organisation in writing and the Organisation shall be exempted from filing annual returns for the period of closure.

(3) The period of closure of operations of an Organisation, shall be carried forward for purposes of renewal of a permit.

44. Cooperation with other agencies.

(1) In the performance of its functions, the Bureau, shall cooperate with other ministries, departments or agencies of Government.

(2) For the purposes of implementing the Act and these Regulations, the Bureau may enter into an arrangement with a ministry, department or agency of Government relating to—

- (a) the exchange of information between the Bureau and the ministry, department or agency of Government;

(b) enforcement of the compliance of the Act and these Regulations; or

(c) the conduct of investigations.

45. Request for information.

The Bureau may, request the organisation in writing for information or any report for purposes of ensuring compliance with the Act and these Regulations.

46. Revocation of S.I. No. 19 of 2009

The Non- Governmental Organisations Registration Regulations, 2009 are revoked.

Schedule – Forms

FORM A

regulation 3 (2)

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

APPLICATION FOR REGISTRATION.

To the Executive Director
National Bureau for Non-Governmental
Organisations

We the undersigned members hereby apply for registration of an organisation under the Non- Governmental Organisations Act, 2016.

- (a) Name of the incorporated organisation.....
.....
.....
.....
.....
- (b) Nationality of the members
.....
.....
.....
- (c) Physical address of the organisation
.....
.....
.....
- (d) Telephone contacts of the organisation.....
.....
.....
.....
- (e) Name of each organisation or group established outside or inside
Uganda, if any, to which the organisation is affiliated or connected
to.....
.....
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.....

- (f) Objectives of the organisation
.....
.....
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.....
- (g) Class or classes of persons to whom membership of the organisation is open.....
.....
.....
.....
- (g) Present number of members.....
.....
.....
.....
- (h) Names and positions of officers of the organisation.....
.....
.....
.....
.....
.....
- (i) Names, occupation and addresses of the officers of the organization.....
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.....
- (j) Sources of funding
.....
.....
.....

(k) Property (if any) owned by the organisation.....
.....
.....
.....

(l) Manner in which that property is held, acquired or vested.....
.....
.....

(m) Bankers of the organisation.....
.....
.....
.....

(n) Any privileges, immunities and exemptions requested by the
organisation from the Government
.....
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Names, signatures and passport size photographs of at least two
members:

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Date.....

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

CERTIFICATE OF REGISTRATION

Registration Number:

I CERTIFY that
.....
.....has been registered
with National Bureau for Non-Governmental Organisations.

Dated at Kampala, this.....day of20.....

.....
*Executive Director,
National Bureau for Non-Governmental Organisations*

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

NOTIFICATION OF REFUSAL TO REGISTER AN ORGANISATION

TAKE NOTICE that the application number dated thisday
of.....20.....of.....
..... (state full name and
address of the organisation) for registration with the Bureau, has been refused
on the following grounds
.....
.....
.....
.....

Dated thisday of20.....

.....
Executive Director,
National Bureau for Non-Governmental Organisations

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

APPLICATION FOR A PERMIT

To the Executive Director
National Bureau for Non-Governmental Organisations

We the undersigned members hereby apply for a permit for an organisation registered under the Non- Governmental Organisations Act, 2016 or the Companies Act, 2012 or the Trustees Incorporation Act.

- (a) Name of the registered organisation.....
.....
.....
- (b) The registration number of the organisation
- (c) Physical address of the organisation.....
.....
.....
- (d) List of operations/ objectives of the organisation
- (e) The staffing structure of the organisation.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

(f) The geographical area or districts of coverage of the organisation
.....
.....
.....
.....

(g) The location of the organisation's headquarters
.....
.....
.....

(h) Period of time requested for a permit not exceeding five years
.....
.....

Names, signatures and passport size photographs of at least two members of the organisation:

.....
.....
.....
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.....
.....

Date.....

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

PERMIT TO OPERATE AN ORGANISATION

Permit Number:

I HEREBY CERTIFY that.....
.....(*state full name and address of the organisation*) has thisday of20... been issued with a permit to operate in Uganda under the Non-Governmental Organisations Act.

This permit is subject to the following conditions-

.....
.....
.....
.....
.....

This permit shall be valid for (*insert the number of months*) from the date of issue.

.....
*Executive Director,
National Bureau for Non-Governmental Organisations.*

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

APPLICATION TO REVIEW A PERMIT

To the Executive Director
National Bureau for Non-Governmental Organisations

We the undersigned members hereby apply for a review of a permit issued by the Bureau.

- (a) Name of the registered organisation.....
.....
.....
.....
- (b) The registration Number of the organisation
- (c) Physical address of the organisation.....
.....
.....
.....
- (d) List of operations/ objectives of the organisation include.....
.....
.....
.....
.....
.....
.....
.....
- (e) Specify the changes proposed and the justification for the proposed changes

(f) The geographical area or districts of coverage of the organisation
.....
.....
.....
.....

(g) The location of the organisation's headquarters
.....
.....
.....

(h) The date of expiry of the current permit
.....
.....

Names, signatures and passport size photographs of at least two
members of the organisation:
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.....

Date.....

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

APPLICATION REPLACEMENT OF CERTIFICATE OR PERMIT

To the Executive Director
National Bureau for Non-Governmental Organisations

We the undersigned members hereby apply for a substitute.....
..... (*insert the name of document to be replaced*) that was issued by the Bureau on thisday of20....

(a) Name of the registered organisation.....
.....
.....

(b) The registration number of the organisation

(c) Physical address of the organisation.....
.....
.....
.....

(d) Specify the circumstances under which the original certificate, permit or document issued by the Bureau was lost or destroyed or obliterated.
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.....(*attach any relevant evidence*)

Names, signatures and passport size photographs of at least two members representing the organisation:

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Date.....

Names, signatures and passport size photographs of at least two members representing the organisation:

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Date.....

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

APPLICATION RENEWAL OF APERMIT

To the Executive Director
National Bureau for Non-Governmental Organisations

We the undersigned members hereby apply for renewal of permit issued by the Bureau under the Non- Governmental Organisations Act, 2016.

- (a) Name of the organisation.....
.....
.....
- (b) Country of origin.....
- (c) District (s) of operation.....
.....
.....
- (d) Sector (s) of intervention.....
.....
.....
- (e) Activities in the previous work plan.....
.....
.....
.....
.....
- (f) Activities accomplished
.....
.....
.....
.....

(g) Sources of funding

(a) State if there is any change of sources of funding
.....

(b) Constraints or challenges.....

(c) Solutions.

(d) Future plans

(e) The date of expiry of the previous permit

Names, signatures and passport size photographs of at least two members of the organisation:

.....

Date.....

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016
APPLICATION RENEWAL OF APERMIT

NOTICE OF REVOCATION OF A PERMIT

TAKE NOTICE that Permit number dated this.....day of20.....of.....
..... (state full name and address of the organisation) has been revoked by Bureau from the date of this notice, on the following grounds
.....
.....
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.....
.....

Dated thisday of20.....

.....
*Executive Director,
National Bureau for Non-Governmental Organisations*

FORM J

regulation 14 (2)

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

PROVISIONAL PERMIT

Permit number:

I HEREBY CERTIFY that.....
.....
(state full name and address of the organisation) has thisday of
.....20..... been issued with a provisional permit to operate in
Uganda under the Non-Governmental Organisations Act.

This provisional permit is subject to the following conditions-

.....
.....
.....
.....
.....

This provisional permit shall be valid for *(insert the number of months)* from the date of issue.

.....
Minister of Internal Affairs

FORM K

regulation 15 (2)

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

APPLICATION FOR REGISTRATION OF COMMUNITY BASED
ORGANISATION.

To the chairperson
District Non-Governmental Organisations Monitoring Committee.

We the undersigned members hereby apply for registration of a Community Based Organisation under the Non- Governmental Organisations Act, 2016.

- (a) Proposed name of the organisation.....
.....
.....
- (b) Nationality of the members
.....
.....
- (c) Physical address of the organisation
.....
.....
- (d) Telephone contacts of the organisation.....
.....
.....
- (e) Name of each organisation or group established outside or inside Uganda, if any, with which the organisation is affiliated or connected to.....
.....
.....
.....
- (f) Objectives of the organisation
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.....

(g) Class or classes of persons to whom membership of the organisation is open.....
.....
.....

(h) Present number of members.....
.....
.....

(i) Names and positions of officers of the organisation.....
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.....

(j) Names, occupation and addresses of the officers of the organisation.....
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(k) Sources of funding
.....
.....

- (l) Property (if any) owned by the organisation.....
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.....
.....
- (m) Manner in which that property is held, acquired or sted.....
.....
- (n) Bankers of the organisation.....
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.....
- (o) Any privileges, immunities and exemptions requested by the
organisation from the Government
... ..
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Names, signatures and passport size photographs of at least two
members:.....
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.....

Date.....

FORM L

regulation 15 (5)

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

CERTIFICATE OF REGISTRATION OF COMMUNITY BASED ORGANISATION

Registration number:

I CERTIFY that
.....
.....has been registered
with District Non-Governmental Organisations Monitoring Committee.

This certificate of registration is subject to the following conditions-

.....
.....
.....
.....
.....
..... (insert thethe objectives or activities of the Community
Based Organisation and geographical area of operations.)

Dated at, this.....day of20.....

.....
*Chairperson,
District Non-Governmental Organisations Monitoring Committee*

FORM L1

regulation 15 (6)

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

PERMIT TO OPERATE A COMMUNITY BASED ORGANISATION

Permit Number:

I HEREBY CERTIFY that.....
..... (state full
name and address of the a community based organisation) has this
.....day of20...been issued with a permit to operate
in Uganda under the Non-Governmental Organisations Act.

This permit is subject to the following conditions -

.....
.....
.....
.....
.....

This permit shall be valid for (insert the number of
months) from the date of issue.

.....
Chairperson,
District Non-Governmental Organisations Monitoring Committee.

FORM M

regulation 16 (4)

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

NOTIFICATION OF REFUSAL TO REGISTER A COMMUNITY BASED ORGANISATION

TAKE NOTICE that the application number dated thisof.....20.....of.....
..... (state full name and address of the Community Based Organisation) for registration with the District Non-Governmental Organisations Monitoring Committee, has been refused on the following grounds.....
.....
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.....
.....

Dated thisday of20.....

.....
*Executive Director,
District Non-Governmental Organisations Monitoring Committee*

FORM N

regulation 17 (2)

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

APPLICATION FOR REGISTRATION OF ORGANISATION
INCORPORATED OUTSIDE UGANDA

To the Executive Director
National Bureau for Non-Governmental Organisations

We the undersigned members hereby apply for registration of an Organisation incorporated outside under the Non- Governmental Organisations Act, 2016.

(a) Name and incorporation number of the Organisation.....
.....
.....
.....

(b) Nationality of the members
.....
.....

(a) Physical address of the organisation
.....
.....
.....

(b) Telephone contacts of the organisation.....
.....
.....

(c) Name of each organisation or group established outside or inside Uganda, if any, with which the organisation is affiliated or connected to.....
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.....

- (d) Objectives of the organisation
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.....
- (e) Class or classes of persons to whom membership of the organisation is open.....
.....
.....
.....
- (f) Present number of members.....
.....
.....
.....
.....
- (g) Names and positions of officers of the organisation.....
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.....
- (h) Names, occupation and addresses of the officers of the organisation.....
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.....

- (i) Sources of funding
.....
.....
.....
- (j) Property (if any) owned by the organisation.....
.....
.....
.....
- (k) Manner in which that property is held, acquired or vested.....
.....
.....
- (l) Bankers of the organisation.....
.....
.....
.....
- (m) Any privileges, immunities and exemptions requested by the organisation from the Government
.....
.....
.....

Names, signatures and passport size photographs of at least two members:

.....
.....
.....
.....
.....
.....
.....

Date.....

THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

APPLICATION FOR REGISTRATION OF SELF-REGULATORY BODY

To The Executive Director
National Bureau for Non-Governmental Organisations

We the undersigned members hereby apply for registration of self-regulatory body under the Non- Governmental Organisations Act, 2016.

(a) Proposed name of self-regulatory body.....
.....
.....
.....

(b) Physical address of the secretariat of self-regulatory body
.....
.....
.....

(c) Name of each organisation subscribing to the self-regulatory body
.....
.....
.....
.....

(d) Objectives of the self-regulatory body
.....
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(e) Names, occupation and addresses of the officers of the self-regulatory body.....
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(f) Sources of funding.....
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.....
.....
.....

(g) Property (if any) owned by the self-regulatory body.....
.....
.....
.....
.....
.....

(h) Manner in which that property is held, acquired or vested.....
.....
.....
.....
.....

(i) Bankers of the self-regulatory body.....
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.....

(j) Any privileges, immunities and exemptions requested by the self-regulatory from the Government

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Names, signatures and passport size photographs of at least two representatives of the self-regulatory body:

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.....

Date.....

THE REPUBLIC OF UGANDA

THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

**CERTIFICATE OF REGISTRATION OF A SELF-REGULATORY
BODY**

Registration Number:

I CERTIFY that
.....
.....has been registered with
National Bureau for Non-Governmental Organisations as a self-regulatory
body.

Dated at Kampala, this.....day of20.....

.....
*Executive Director,
National Bureau for Non-Governmental Organisations*

THE REPUBLIC OF UGANDA

THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

**NOTIFICATION OF REFUSAL TO REGISTER A
SELF-REGULATORY BODY**

TAKE NOTICE that the application number dated thisof.....20.....of.....
..... (state full name and address of a self-regulatory body) for registration with the Bureau, has been refused on the following grounds.....
.....
.....
.....
.....
.....

Dated this _____ day of _____, 20 ____

.....
*Executive Director,
National Bureau for Non-Governmental Organisations*

THE REPUBLIC OF UGANDA
THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

**ANNUAL RETURNS OF ORGANISATIONS OTHER THAN
COMMUNITY BASED ORGANISATIONS**

To the Executive Director
National Bureau for Non-Governmental Organisations

Annual returns of the(*insert
the name of the organisation*) for the periodto....., 20

1. Date of the annual Board or General meeting in the year ending on
....., 20....

2. Number of members of the organisations as at, 20.....

3. Full names, occupation and addresses of the officers as at....., 20.....

(a)

(b)

(c)

(d)

(e)

(f)

(g)

(h)

4. If there has been any change since the date of application for registration
or the date of the last annual return, whichever is later, then specify the
change in the appropriate paragraph as follows:

(a) Name of the organisation.....

.....
.....

(b) Objects, Constitution or rules of the organization

.....
.....
.....
.....
.....

(c) Any affiliation to an organisation or group established outside Uganda

.....
.....
.....
.....
.....

(d) The classes or classes of persons to whom its membership is open

.....
.....
.....
.....
.....

5. The source of funds for the previous year ending20....

6. The total funds received for the previous year ending.....20.....

7. The total estimates of income and expenditure for the current year starting20.....

Names and signatures of at least two representatives of the organisation

.....
.....
.....
.....
.....

Date.....

THE REPUBLIC OF UGANDA

THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

ANNUAL RETURNS OF COMMUNITY BASED ORGANISATIONS

To The Chairperson
District Non-Governmental
Organisations Monitoring Committee

Thru:
The Chairperson
Sub county Non-Governmental
Organisations Monitoring Committee

Annual returns of the (*insert the name of a Community Based Organisation*) for the period.....to....., 20

1. Date of the annual Board or General meeting in the year ending on, 20.....
2. Number of members of the Community Based Organisations as at, 20.....
3. Full names, occupation and addresses of the members as at....., 20...
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)
 - (g)
- (h) If there has been any change since the date of application for registration or the date of the last annual return, whichever is later, then specify the change in the appropriate paragraph as follows:

- (e) Name of the Community Based Organisation.....
.....
.....
- (f) Objects, constitution or rules of the Community Based Organisations
.....
.....
.....
.....
- (g) Any affiliation to an organisation or group established outside Uganda
.....
.....
.....
.....
.....
- (h) The classes or classes of persons to whom its membership is open
.....
.....
.....
.....
.....

- 4. The source of funds for the previous year ending20....
- 5. The total funds received for the previous year ending.....20.....
- 6. The total estimates of income and expenditure for the current year starting
.....20.....

Names and signatures of at least two members of the Community Based Organisation
.....
.....
.....
.....

Date.....

THE REPUBLIC OF UGANDA

THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

NOTICE OF INSPECTION

To

.....
.....
.....
.....

TAKE NOTICE that an inspector designated by the Bureau under 41 (3) of the Act and regulation 33(2), shall be carrying out an inspection on the premises or any other asset of your organisation on the day of 20..... at O'clock in the forenoon/afternoon or as soon thereafter.

The purposes of the inspection shall be;.....
.....
.....
.....
.....
.....

Dated this _____ day of _____, 20 ____

.....
*Executive Director,
National Bureau for Non-Governmental Organisations*

THE REPUBLIC OF UGANDA

THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016

COMPLAINT FORM

To The Executive Director
National Bureau for Non-Governmental Organisations

I/We the complainant (s) hereby raise a complaint against an Organisation or self-regulatory body (*delete whichever is not applicable*) for not complying with the Act or the Regulations made under the Act as stated hereunder—

PARTICULARS OF THE COMPLAINANT (S)

- (a) Name.....
- (b) Address.....
- (c) Phone Number.....

PARTICULARS OF ORGANISATION OR SELF-REGULATORY BODY COMPLAINED AGAINST.

- (a) Name.....
- (b) Address.....

NATURE OF THE COMPLAINT, WITH BRIEF FACTS

.....

.....

.....

.....

.....

.....(use a separate sheet if the space is not enough)

PARTICULARS OF A WITNESS (if any).

- (a) First name
- (b) Surname name

- (c) Address
- (d) Occupation
- (e) Telephone Number.....

ANY OTHER PENDING COMPLAINT.

Has the complainant made any similar pending complaint against the organisation or self-regulatory body to any other institution or body? (Tick)

Yes: _____

No: _____

If yes, give particulars of previous complaint and to whom the complaint was made.

.....

(use a separate sheet if the space is not enough).

For official use only

Received by _____

Complaint No. _____

Date of receipt: _____

DECLARATION

I/ we hereby declare that to the best of my/ our knowledge and belief all the particulars furnished in this complaint are true and correct.

Date _____

Signature of complainant (s).

 Where applicable attach any relevant evidence

THE REPUBLIC OF UGANDA

THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016
TEMPLATE OF MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE LOCAL GOVERNMENT OF

AND

THEORGANISATION

1. Introduction

This Memorandum of Understanding records the understandings reached between the Local Government ofDistrict (*insert in the name of the Local government*) and Organisation (*insert in the name of the organisation*), relating to the (*insert in the main activity or project*).

2. General

1.1 The (*insert in the name of the Local government*) are working in partnership with the (*insert in the name of the organisation*), to (*insert in the main activity or project*). The programme is managed by..... (*insert in the name of the manager or funder*).

1.2 The Programme is based in (*insert in the physical location or beneficiaries of the project or activity*).

1.3 The long term goal of the program is..... (*insert in the main goal or objective of the program*)

3. Commencement

This memorandum of understanding shall commence on theday of20..... and end on theday of20.....

4. Variation

Any variation to this Memorandum of Understanding will be mutually determined in writing by both parties.

5. Agreement of the Local Government:

The Local Government agrees to undertake the following key tasks, responsibilities:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

6. Partnership between the Local Government and the NGO

The intent of this Memorandum of Understanding is to form a strong relationship between the Local Government and the..... Organisation (*insert in the name of the organisation*), in order to—

.....
.....
.....
.....
.....
.....

7. Agreement of the Organisation

The Organisation (*insert in the name of the organisation*) agrees to undertake the following key tasks, responsibilities:

.....
.....
.....
.....
.....
.....
.....
.....

8. Termination

The parties may terminate this Memorandum of Understanding, at any time, by mutual agreement in writing.

In the event of termination, the Organisation will take immediate steps to bring its work to a close in a prompt and orderly manner and to reduce expenditure to a minimum.

9. Extraordinary Events

(a) Neither party shall be liable for any failure to perform or any delay in performing under this Memorandum of Understanding to the extent that the cause of such failure or delay is beyond that party’s reasonable control, (*force majeure*), provided notice claiming suspension of its obligations is given as soon as practicable.

(b) The parties may mutually determine to suspend or terminate any part, or all of the Memorandum of Understanding in the event of *force majeure*.

10. This memorandum of understanding shall be governed by the Laws of Uganda.

SIGNED

For and on behalf of the Organisation

.....
Signature

.....
Full Name

.....
Position

.....
Date

SIGNED

For and on behalf of the Local Government

.....
Signature

.....
Full Name

.....
Position

.....
Date

HON. (GEN) ODONGO JEJE (MP.)
Minister of Internal Affairs.