RGB
Rwanda Governance Board

INTERNATIONAL NON-GOVERNMENTAL ORGANISATIONS (INGOs)

1. INTERNATIONAL NON-GOVERNMENTAL ORGANISATIONS (INGOS)

INGOs established in Rwanda apply for a legal personality certificate while those established outside apply for a registration certificate.

1.1. REQUIREMENTS OF APPLICATION FOR A CERTIFICATE OF REGISTRATION FOR INGOS

1.1.1.First time registration for an INGO

An international non-governmental organization established outside Rwanda applying for the certificate of registration submits to the Board electronically, the following documents:

(a) a copy of an official document allowing the organization to operate in the country of origin and indicating other countries in which it operates around the world, if any;

(b) notarized copy of statutes governing the organization;

(c) a copy of document stating the decision of the supreme organ of the organization from its country of origin authorizing it to operate in Rwanda;

(d) particulars and copies of identity cards or passports of its legal representative and those of members of its supreme organ;

(e) proof of funding commitment issued by the donor;

(f) the nature of its activities and a related action plan aligned with the development plan of Rwanda;

(g) the budget and its source;

(h) a power of attorney issued by the management of headquarters of the organization to its representative dealing with application process in Rwanda;

(i) partnership agreement with the relevant Ministry or another State organ whose responsibilities cover the scope of activities of the organization;

(j) its organizational structure.

(k) proof of payment of the non-refundable registration application fee of 300,000 Rwf (Payment is done electronically via e-imiryango system)

1.1.2. Application requirements for renewal of one-year certificate of registration for INGOs

An international non-governmental organization established outside Rwanda that wishes to renew its certificate of registration submits electronically to the Board, the following documents:

(a) application for renewal of the registration certificate;

(b) activity report;

(c) action plan and budget for the fiscal year (clearly indicate administrative/office expenditures and activities budget)

(d) a partnership agreement with the relevant ministry or any other State organ indicating the duration of collaboration;

(e) a proof of funding commitment issued by the donor;

(f) previous certificate

(g) proof of payment of non-refundable application fee of 200,000 Rwf (Payment is done electronically via e-imiryango system)

NB: An international non-governmental organization established outside Rwanda requests for renewal of the certificate of registration at least 60 days before the expiry date of the existing registration certificate.

1.1.3. Application requirements for renewal of one-year up to five years' certificate of registration for INGOs

An international non-governmental organization established outside Rwanda that wishes to renew its certificate of registration submits electronically to the Board, the following documents:

(a) application for renewal of the registration certificate;

(b) annual report

(c) action plan and budget for the fiscal year (clearly indicate administrative/office expenditures and activities budget)

(d) Multi year strategic plan of activities with budget

(e) a partnership agreement with the relevant ministry or any other State organ indicating the duration of collaboration;

(f) a proof of funding commitment issued by the donor;

(g) previous certificate

(h) proof of payment of non-refundable application fee of 500,000 Rwf (Payment is done electronically via e-imiryango system)

NB: An international non-governmental organization established outside Rwanda requests for renewal of the certificate of registration at least 60 days before the expiry date of the existing registration certificate.

1.2. REQUIREMENTS OF APPLICATION FOR A LEGAL PERSONALITY OF INGOS.

An international non-governmental organization established in Rwanda applying for a certificate of legal personality submits electronically the following documents to the Board:

(a) notarized statutes;

(b) particulars, copies of identity card or passport of its legal representative and those of members of its supreme organ;

(c) nature of its activities to be implemented and its action plan;

(d) the budget and its source;

(e) the annual action plan aligned with the development plan of Rwanda;

(f) its organizational structure.

(g) a partnership agreement with the relevant Ministry or another government organ whose responsibilities cover the scope of activities of the organization;

(h) a proof of payment of a non-refundable service fee of 300,000 Frw (Payment is done online at **https://e-imiryango.rgb.rw/#/home**

1.3. CHANGE OF NAME: REQUIREMENTS FOR THE CHANGE OF NAME OF AN ORGANIZATION

An international non-governmental organization that intends to change its name submits to the Board the following documents:

(a) a letter of notification of the change of name addressed to the Board;

(b) a copy of notarized minutes of the meeting of its supreme organ approving a new name;

(c) a quitus/ clearance certificates for payment of tax;

(d) proof of payment of social security contributions issued by competent authority;

(e) a copy of a valid certificate of legal personality or certificate of registration;

(f) documents proving that the decision to change the name was published in at least two widely read media outlets in Rwanda for a period of 30 days before the new name becomes valid in Rwanda.

N.B. The Board issues an authorization on change of the name within a period not exceeding 30 days from the date of submission of the documents

1.4. CLOSE DOWN ACTIVITIES: REQUIREMENTS FOR CLOSING ACTIVITIES OF AN ORGANISATION

An international non-governmental organization that wishes to close down its activities in Rwanda submits to the Board the following documents:

(a) An application letter with a copy to the district where it operates and the relevant Ministry or State organ;

(b) activity report and financial statements for the past fiscal year;

(c) clearance certificates for payment of tax and social security contributions issued by competent organs;

(d) documents indicating that there has been an announcement of the forthcoming closure of its activities in at least two most read media publications in Rwanda within 90 days before its closure;

(e) an inventory of assets the organization owns in Rwanda;

(f) a list of at least three national nongovernmental organizations or faith-based organizations carrying out activities relating to its own from which to select the recipient of its assets.

(g) a proof of payment of a non-refundable service fee of 200,000 Frw (Payment is done online **at https://e-imiryango.rgb.rw/#/home**

N.B. An international non-governmental organization closes down its activities upon approval of the Board