RGB
Rwanda Governance Board

NATIONAL NON-GOVERNMENTAL ORGANISATIONS (NNGOs)

1. NATIONAL NON-GOVERNMENTAL ORGANISATIONS (NNGOS)

1.1. REQUIREMENTS FOR APPLICATION FOR A CERTIFICATE OF LEGAL PERSONALITY FOR NNGOS

An applicant for a certificate of legal personality of a national non-governmental organization electronically submits to the Board the following:

(a) an application for the certificate of legal personality;

(b) notarized statutes drafted in Ikinyarwanda and in at least one other official language in Rwanda;

(c) notarized minutes of the meeting of the supreme organ of the national non-governmental organization indicating its establishment, approval of its statutes, its founders and members of its organs;

(d) a letter issued by the district authorities agreeing to the collaboration;

(e) particulars and copies of identity cards or passport of its legal representative, those of the deputy legal representative and members of the supreme organ;

(f) a criminal record certificate of its legal representative and that of the deputy legal representative, indicating that they have never been definitively sentenced to the penalty of imprisonment equal to or exceeding six months;

(g) notarized declarations of acceptance of responsibilities signed by the legal representative and the deputy legal representative;

(h) the annual action plan, the budget and the source of funds;

(i) its organizational structure;

(j) proof of payment of a non-refundable service fee of 300,000 Rwf (Payment is done Online at e-imiryango system)

N.B. A national non-governmental organization of sports, games and sports-based entertainment, that applies for a certificate of legal personality, must also submit to the Board a collaboration letter from the Ministry responsible for sports.

1.2. APPLICATION REQUIREMENTS FOR APPLICATION OF A LEGAL PERSONALITY FOR UMBRELLAS AND FORUM OF UMBRELLAS

An umbrella or forum of umbrellas applying for a certificate of legal personality submits the following to the Board:

(a) a copy of the certificate of legal personality or a copy of the certificate of registration of each non-governmental organization constituting that umbrella in case of the umbrella, or a copy of the certificate of legal personality of each umbrella that constitutes the forum of umbrellas, if the application is for a forum of umbrellas;

(b) notarized statutes drafted in Ikinyarwanda and in at least one other official language in Rwanda;

(c) particulars and copies of identity cards or passports of the legal representative and deputy legal representative of the umbrella or forum of umbrellas;

(d) a criminal record certificate of the legal representative of an umbrella or a forum of umbrellas and that of the deputy legal representative, indicating that they have never been definitively sentenced to penalty of imprisonment equal to or exceeding six months;

(e) notarized declarations of acceptance of responsibilities signed by legal representatives of umbrellas or forum of umbrellas;

(f) an annual action plan, the budget and the source of funds;

(g) notarized copy of minutes of the meeting of the supreme organ that approved the statutes with names of members of the organs of the umbrella or forum of umbrellas;

(h) the proposed address of its headquarters;

(i) proof of payment of a non-refundable service fee of 300,000 Rwf (Payment is done online at e-imiryango system)

1.3. REQUIREMENTS FOR CLOSING CERTIFICATE FOR NNGOS

Before its dissolution, a national non-governmental organization complies with the following:

(a) to notify in writing the Board and other organs with which it collaborates within 90 days before its dissolution;

(b) to provide documents indicating that there has been an announcement of the forthcoming dissolution of the national non-governmental organization in at least two most read media publications in Rwanda within 90 days before the dissolution is executed;

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

(d) to indicate to the Board three national non-governmental organizations from which to select a recipient of the assets of the dissolved national non- governmental organization

(e) 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**

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

A national 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

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

A national 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. A national non-governmental organization closes down its activities upon approval of the Board