

Contact Details

For more information and to seek support

Norwegian Refugee Council (NRC)

Kampala: Offices at Mengo, Nsambya, Ndejje, Kawempe, Kireka (Plavu), Salama Road (PPDRU)
Arua: Offices at Mvara Arua City along Oluko Road and ICLA access center at Water Department
Offices, Arua District Local Government next to Auditor General's Office along Pajjulu Road.

Refugee Law Project (RLP)

Kampala: Office at Old Kampala, Opposite Old Kampala Primary School-Coronation Road.
Arua: Office at Water Mount Road/MUBS Avenue Nvara.

Ugandan Law Society (ULS)

Kampala: Office at Block 216 Plot 610, Buye, Wamala Road.
Arua: Office at Plot 12, Junior Quarters, Accessible Obi Crescent.

Maelezo ya Mawasiliano

Kwa habari zaidi na kupata msaada

Norwegian Refugee Council (NRC)

Kampala: Ofisi za Mengo, Nsambya, Ndejje, Kawempe, Kireka (Plavu), Salama Road (PPDRU)
Arua: Ofisi za Mvara Arua City kando ya Oluko Road na kituo cha ICLA katika Ofisi za Idara ya Maji,
Serikali ya Wilaya ya Arua karibu na Ofisi ya Mkaguzi Mkuu kando ya Pajjulu Road.

Refugee Law Project (RLP)

Kampala: Ofisi ya Old Kampala, Kinyume na Shule ya Msingi ya Old Kampala-Coronation Road.
Arua: Ofisi ya Water Mount Road/MUBS Avenue Nvara.

Ugandan Law Society (ULS)

Kampala: Ofisi ya Block 216 Plot 610, Buye, Wamala Road.
Arua: Ofisi ya Plot 12, Junior Quarters, Accessible Obi Crescent.

FRRM Helpline 0800 32 32 32



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Taarifa hizi ni kwa ajili ya kutoa habari tu na si ushauri wa kisheria. Wanasoma wanashauriwa kushauriana na wanasheria waliohibitishwa kwa hali zao maalum. Ingawa habari hizi zinaaminika kuwa sahihi wakati wa kuchapishwa, usahihi na ukamilifu wake hauwezi kuhakikishwa.

This initiative is supported and funded by:



Mpango huu unaungwa mkono na kufadhiliwa na:



Registering a Community Based Organisation

EN/SW



Know Your Rights and Responsibilities

Usajili wa Shirika la Jamii

Fahamu Haki na Wajibu Wako

Introduction

The Non-Governmental Organisations Act of 2016 defines a community-based organisation (CBO) as an organisation operating at the sub-county level or below to promote and advance the well-being of community members.

Key Provisions

The Act requires that all Community Based Organisations (CBOs) register with the District Non-Governmental Organisations Monitoring Committee (DNMC) of the district where they plan to operate. The Sub-County NGO Monitoring Committee (SNMC) supports the registration process.

Responsibilities

Once registered, a CBO is required to submit an annual return to SNMC, including the following documentation:

- ✓ Annual returns and a report of the audited books of accounts by a certified auditor.
- ✓ Budget, work plan, information on funds received, and the sources of those funds.
- ✓ Any other information that may be required (this could include information on funds received and sources of funds, copy of annual report and minutes of the general assembly or governing body).

Utangulizi

Sheria ya Mashirika Yasiyo ya Kiserikali ya 2016 inaelezea shirika la jamii (CBO) kama shirika linalofanya kazi katika ngazi ya kata au chini yake ili kukuza na kuendeleza ustawi wa wanajamii.

Masharti Muhimu

Sheria inahitaji kwamba mashirika yote ya jamii (CBOs) yasajiliwe na Kamati ya Ufuatiliaji wa Mashirika Yasiyo ya Kiserikali ya Wilaya (DNMC) ya wilaya wanayopanga kufanya kazi. Kamati ya Ufuatiliaji wa NGOs ya Kata (SNMC) inaunga mkono mchakato wa usajili.

Majukumu

Mara baada ya kusajiliwa, CBO inatakiwa kuwasilisha ripoti ya kila mwaka kwa SNMC, ikijumuisha hati zifuatazo:

- ✓ Ripoti ya kila mwaka na ripoti ya vitabu vya hesabu vilivyokaguliwa na mkaguzi aliyesajiliwa.
- ✓ Bajeti, mpango kazi, taarifa ya fedha zilizopokelewa, na vyanzo vya fedha hizo.
- ✓ Taarifa yoyote nyingine inayoweza kuhitajika (hii inaweza kujumuisha taarifa ya fedha zilizopokelewa na vyanzo vya fedha, nakala ya ripoti ya kila mwaka na dakika za mkutano mkuu au bodi ya uongozi).

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Application Requirements

To apply, the following documents are required:

- A copy of the Constitution of the CBO
- A recommendation from the SNMC
- A work plan and budget or strategic plan for the CBO
- A cover letter addressed to the chairperson of the DNMC seeking registration
- Proof of payment of the required fees



Steps to Register a CBO

The steps to register a CBO are detailed in the NGO Regulations of 2017. Follow these steps to register the CBO

1. Proceed to the SNMC with the required documentation.
2. Complete Form K - Application of Registration of a CBO.
3. Submit Form K and the required documentation.

If the requirements are met, the DNMC will issue the CBO a certificate of registration and a permit. These documents will include the CBO's name, objectives, date of registration, registration number, and geographical area of operation. The CBO must apply for a permit renewal from the DNMC when the previous permit has expired.

Costs:

Registration for a CBO requires a fee of UGX 40,000. The permit of operation costs UGX 60,000, with the same fee applicable for permit renewal.

Mahitaji ya Maombi

Kuomba, hati zifuatazo zinahitajika:

- Nakala ya Katiba ya CBO
- Pendekezo kutoka SNMC
- Mpango kazi na bajeti au mpango mkakati wa CBO
- Barua ya kifuniko iliyoadhibiwa kwa mwenyekiti wa DNMC ikitafuta usajili
- Ushahidi wa malipo ya ada zinazohitajik



Hatua za Kusajili CBO

Hatua za kusajili CBO zimeelezwa katika Kanuni za NGOs za 2017. Fuata hatua hizi kusajili CBO

1. Nenda kwa SNMC ukiwa na hati zinazohitajika.
2. Jaza Fomu K - Maombi ya Usajili wa CBO
3. Tuma Fomu K na hati zinazohitajika

Ikiwa mahitaji yametimizwa, DNMC itatoa cheti cha usajili na kibali kwa CBO. Hati hizi zitajumuisha jina la CBO, malengo, tarehe ya usajili, namba ya usajili, na eneo la kijiografia la shughuli. CBO inapaswa kuomba upya kibali kutoka DNMC kibali kilichopita kitakapoisha.

Gharama:

Usajili wa CBO unahitaji ada ya UGX 40,000. Kibali cha kufanya kazi kinagharimu UGX 60,000, na ada hiyo hiyo inatumika kwa upya wa kibali.