

PROCEDURES TO FOLLOW TO BE REGISTERED AS AN NPO:

The Organization should have no less than 5 office bearers, their titles will be: **Chairperson, Vice Chairperson, Treasurer, Secretary and Vice Secretary.**
If you have more than 5 members the extra members will be called "additional members"

Please do the following:

1. Please fill in the attached application form and sign it. make sure all the ID numbers for the Office Bearers are correct and that none of you put that you stay in the same address. On the Last page of the application form, where it says (DECLARATION BY PERSON SUBMITTING THIS APPLICATION) sign and put the same date that will appear on your signed constitution (last page).
2. On the application on page 2, it will ask you "capacity in Organization", this is the position that each member holds in the organization, so you will put, Chairperson, Vice Chairperson, Treasurer, Secretary and Vice Secretary.
3. page 3 of the npo appl form: make sure you fill in column 2 (by checking your constitution)
4. Make sure on your constitution, point 5.1, you put 5 members.
5. Sign the Constitution at the back (signed by Secretary and Chairperson).
6. Include ID copies of all office bearers.
7. Make sure you have two copies of the signed constitution.

IT TAKES ABOUT 1-2 MONTHS TO HAVE THE NPO REGISTERED.

Register via:

(register on line) www.npo.gov.za

2. Or you can post your application Pretoria yourself, the address is on the NPO application form. If you decide to post, after 1- 2 months you can call Pretoria on 012 3127683/ 7692/7678/7015 to check the status of your application. however, they will post the certificate to you.