



Ministry of Planning, Economic Development and International Cooperation
Wasaaradda Qorsheynta, Hormarinta Dhaqaalaha iyo Iskaashiga Caalamiga ah
وزارة التخطيط والتنمية الاقتصادية والتعاون الدولي

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External Circulation

Renewal Requirements of Local NGOs Registration

This circulation is in line with the Article 5 (9) of Puntland NGOs Act Number 3 enacted on 24th August 2016. The Ministry of Planning, Economic Development and International Cooperation (MoPEDIC) cordially informs all local NGOs working in Puntland are required to furnish updated list of documents prior registration renewal.

Required documents to be submitted:

1. Registration renewal request letter from CEO/Director in official letterhead signed and stamped.
2. Updated organizational profile, NGO Constitution and establishment legal documents.
3. Updated names of organization head of the office (and international staff if any), their updated CVs, copy of valid passport and passport size photo.
4. Updated list of the local staff.
5. Filled registration renewal form of MoPEDIC (A2)
6. Staff payroll tax payment receipt of the last 12 months and Tax clearance letter from Ministry of Finance Puntland.
7. Ending year work plan (projects implemented) annual narrative reports.
8. Annual work plan (Projects to be implemented), procurement plan and project documentation for coming year with budget.
9. Donor agreements, LoU, LoA, and any other similar legally binding documents (grant agreements)
10. Payment receipt of registration renewal fee from Ministry of finance \$104 USD
11. Updated asset inventory lists.
12. Submit latest joint monitoring mission report with the MoPEDIC

Note: Complete documents processing and verification will take seven (7) working days. If any of the above required document(s) is missing from the application, the process shall be pending until the complete information submitted.

All above documents shall be submitted to the MoPEDIC NGO registration office
E-mail: registration@mopic.pl.so