



## REPUBLIC OF SOUTH SUDAN

Relief and Rehabilitation Commission (RRC)

Headquarters Juba

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### PROCEDURE AND REQUIREMENTS: NO. 2

#### PROCEDURES TO BE FOLLOWED BY OLD NGOs INTENDING TO RENEW THEIR CERTIFICATES OF OPERATION

##### REQUIREMENTS

1. A cover letter on a headed paper addressed to the **Director General of NGOs Affairs** requesting registration with copy of previous registered certificate;
2. Office location, contact details and operational area(s);
3. The staffing policy? HR Manual of the organization with emphasis on national staff;
4. The organogram of the organization indicating the names of the position holders and their nationality;
5. Request the staff list of the organization indicating location where they are based, designation and nationality;
6. Financial report for the last financial year;
7. Project (s) activities report for the last twelve month;
8. A list of all the assets specifying the project assets and the institutional assets;
9. Proposed one-year budget of the applicant organization; and
10. Relevant fee 200 dollars for International NGOs and \$150 USD for National NGOs

**NB: Penalty will apply for late renewal of the registration.**

##### NOTES:

1. Inquiry on the status of the registration should be done after two working days.
2. All applications must be typed or filled in block letters;
3. All signatures must be in original form, scanned and copies will not be accepted;
4. No organization will be allowed to operate in South Sudan without a certificate of operation issued by Relief and Rehabilitation Commission (RRC);
5. Registered organization will be subject to all laws of the government of the Republic of South Sudan;
6. Organisation which operating in South Sudan should have more than one signatory in the Bank Account at least two or three signatures with copy to RRC