



**Federal Republic of Somalia**  
**Ministry of Interior, Federal Affairs & Reconciliation**

**NGOs DEPARTMENT**

A non-governmental organization (NGO) is a non-profit, voluntary group that is organized on a local, national or international level. All NGOs must be registered by the Ministry of interior, federal Affairs and reconciliation in particular NGOs department under the constitution of federal government of Somalia and article NO: 54 of Somalia civil law No: 37 which issued 2/6/1973.

**Renewal Requirement of International Organization**

1. Stamped renewal request letter.
2. Organizational last update Profile.
3. Details of the 3 top officials (Passport),
4. Proof of funds secured from a donor. (Offer letter, Contract, etc.).
5. Information stating the organization's contact persons (Names, Title, Telephones, Emails).
6. All staff information and their agreement of contract, and salary.
7. Bank Account Number of the Organization.
8. The CVs, Passports of your international staff and certificate of non-criminal conviction from their respective countries.
9. A written justification of international staff as to why they are needed.
10. A report on Results achieved during the past year.
11. Last Audit Report (Financial statement of last year)
12. NGOs Constitution which signed by the proposed three (3) top officials.
13. Brief concept note of agency's coming year Activities with proposed budget.
14. Recommendation letter from the line ministries.
15. Tax Identification Number.
- 16. Renewal fee: USD (1,000).**
- 17. Printing & Maintenance USD (100).**

**Duration of Document Review:**

Official documents verification period is **Five days**.

N.B. If any of the above requirement is missing from your application, your application will be reject.

Director of NGO's Department

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