



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

WAAXDA HAY'ADAH AAN DOWLIGA AHEYN (NGOs DEPARTMENT)

Urur waa koox leh sifo joogto ah oo ka kooban dad badan oo lagu abaabulo heer maxalli, heer qaran ama heer caalami ah. Haddaba Dhammaan hay'adaha aan dowliga aheyn waa in ay iska diiwaan geliyaan Wasaaradda Arrimaha Gudaha sida ku cad dastuurka Ku meel gaarka ah ee dawladda federaalka Soomaaliya.

Shuruudaha Hay'adaha cusub ee Maxaliga ah

1. Waraqadda codsiga oo leh shabadda hay'addaha laguna soo socodsiiyo waaxda.
2. Profile ka hay'adda oo dhameys tiran .
3. Faahfaahinta xubnaha sare ee hay'adda (Board Cv,Sawir, CID iyo Baasaboor).
4. Warqad cadeeyneeyso Xubnaha lagala xiriiraayo hay'adda.
5. Faahfaahinta nootaayo la aqoonsan yahay, kuna saxiixan yihiiin xubnaha sar sare ee hay'adda.
6. Lambarka Xisaabta Bangiga ee Hay'adda.
7. Faah-faahinta hantida ururka (Baabur, Qalab Xafiis, IWM).
8. .Qorsha howleedka iyo miisaaniyadda Sanaddka soo socdo .
9. Bixinta khidmadda diiwaangelinta ururka (**\$ 570**).

Hubinta dukumiintiga iyo Magaca hay'adda.

Waqtiga xaqijinta dukumiintiyada waa (3) Maal mood

FG: Haddii shuruudaha kor ku xusan midkood uu ka maqn yahay codsigaaga waa diidmo.

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Shuruudaha Cusbooneysiinta Hay'adaha Maxaliga ah.

1. Warqadda codsiga cusboonaysiinta oo leh shaabadda Hay'adda.
2. Profile ka Hay'adda oo dhameys tiran.
3. Faah-faahinta xubnaha sare ee Hay'adda (C.V,Sawiro iyo Baasaboor,C.I.D).
4. dhamaan xogta shaqaalaha,heshiiska shaqaalaha iyo mushaarkooda.
5. Nuqlu ka mid ah Shahaaddadii u dambeysay ee lagu diiwaan geliyay Hay'adda.
6. Wargad cadeyneyo bixinta canshuurta Macaashka shagaalaha.
7. Warbixinta sannadlaha ah ee Hay'adda mashaariicda iyo miisaaniyadda(Annual Report).
8. Xisaab Xirka Sanadlaha ah (Audit Report).
9. Dhaqdhaqaaqa Bankiga ee Hay'adda (Bank Statement).
10. Warqada C.I.D-da ee Shaqaalaha Gudaha Dalka.
11. Lambarka Xisaabta Bangiga ee Hay'adda.
12. Nuqlu ka mid ah heshiisyadii lala galay deeq bixiyeyaasha.
13. Faahfaahin nootaayo la aqoonsan yahay, kuna saxiixan yihii xubnaha sar sare ee ururka.
14. .Qorsha howleedka iyo miisaaniyadda Sanaddka soo socdo.
15. khidmada cusbooneysiinta ururka waa (**\$ 570**).

Hubinta dukumiintiga iyo Magaca hay'adda

Waqtiga xaqijinta dukumiintiyada waa (3) Maalmood.

FG: Haddii shuruudaha kor ku xusan midkood uu ka maqan yahay codsigaaga waa diidmo.

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