



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

**WAAXDA HAY'ADAHA 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 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 Board-ka (C.V, Sawiro, Baasaboora iyo C.I.D).
4. dhamaan xogta shaqaalaha, sawirada, heshiiska shaqaalaha iyo mushaarkooda.
5. Nuqul ka mid ah Shahaaddadii u dambaysay ee lagu diiwaan geliyay Hay'adda.
6. Warqad cadeyneyso bixinta canshuurta Macaashka shaqaalaha.
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. Lambarka Xisaabta Bangiga ee Hay'adda. (Bank Account).
11. Nuqul ka mid ah heshiisyadii ay la gashay hay'adda deeq bixiyeyaasha.
12. Faahfaahin nootaayo la aqoonsan yahay, kuna saxiixan yihiin xubnaha sar sare ee ururka.
13. Qorsha howleedka iyo miisaaniyadda Sanaddka soo socdo.
14. khidmada cusbooneysiinta ururka waa (\$ 500)
15. Daabacaadda iyo horumarinta system-ka (\$70)

**Hubinta dukumiintiga iyo Magaca hay'adda**

Waqtiga xaqiijinta dukumiintiyada waa (3) Maalmood

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

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