

## Form A1

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**Ministry of Planning, Economic Development and International Cooperation (MoPEDIC)**  
**Registration Application Form for (Local NGO)**

**Form A1**

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**PART II**

**1. Other regions of Somalia where the agency is working or has worked:** *(submit to the Ministry any Annual Reports or other descriptive information on such activities)*

**2. Sector(s) of proposed activity to be engaged in:**

Health	<input type="checkbox"/>	ICT	<input type="checkbox"/>	Other <input type="checkbox"/>
				Please <i>specify</i> :
Education and Training	<input type="checkbox"/>	Governance	<input type="checkbox"/>	
Water and Sanitation	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	
Production and Environment	<input type="checkbox"/>	Employment and Social Development	<input type="checkbox"/>	
Trade and Services	<input type="checkbox"/>	Humanitarian and Emergency	<input type="checkbox"/>	

**3. Targeted geographical area(s) of operation (*regions, districts*):**

**Region**

**District**

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<hr/>	<hr/>
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<b>4. Planned timeframe for operations in Puntland (if known):</b>			
<b>5. Expatriate Personnel</b> <i>(list all positions in the permanent organizational structure of the office including those recruited only for a specific project – whether currently filled or not):</i>			
No.	Post Title	Experience/Qualifications	
1			
2			
3			
4			
5			
6			
<b>6. Locally Recruited Staff</b> <i>(list all positions in the permanent organizational structure of the office including those recruited only for a specific project – whether currently filled or not. Include all support staff – drivers, watchmen, cleaners, etc. ):</i>			
No.	Post	# Positions	Monthly Salary
1			
2			
3			
4			
5			
6			

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<b>Section 3 Declaration</b>		
I declare that the information I have provided here is true and correct to the best of my knowledge.		
Name of Applicant	Signature:	Date:

<b>Section 4                                      Check List of attachments</b>		
1.	Registration request from CEO/Director in official letterhead signed and stamped.	<input type="checkbox"/>
2.	Organizational profile, NGO Constitution and establishment legal documents.	<input type="checkbox"/>
3.	Names of the founders or current NGO Board members with passport size photo, copy of IDs or valid passports.	<input type="checkbox"/>
4.	Names of the organization head of the office (and international staff if any), their CVs, copy of valid passport and passport size photo.	<input type="checkbox"/>
5.	List of the local staff.	<input type="checkbox"/>
6.	Filled registration form of MoPEDIC (A1)	<input type="checkbox"/>
7.	Physical office addresses and lease agreement.	<input type="checkbox"/>
8.	Annual work plan (Projects to be implemented), procurement plan and project documentation with budget.	<input type="checkbox"/>
9.	Donor agreements, LoU, LoA, and any other similar legally binding documents (grant agreements).	<input type="checkbox"/>
10.	Payment receipt of registration fee from Ministry of finance \$204 USD	<input type="checkbox"/>
11.	All asset inventory lists.	<input type="checkbox"/>
12.	Enter strategic agreement with MOPEDIC creating working relationship in Puntland.	<input type="checkbox"/>

<b>Office Use Only ( Please do not complete this part)</b>	
<u>Registrar's Review</u>  Approval <input style="float: right;" type="checkbox"/>  Re- submission (More Information) <input style="float: right;" type="checkbox"/>	<u>Justification</u>

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Rejection <input type="checkbox"/>		
Name of the Registrar and Head of NGO : Name: _____		Signature:  Date:

<b>DG's Decision</b>	<b><u>Name:</u></b>
Approval <input type="checkbox"/>	
Re-submission <input type="checkbox"/>	SIGNATURE:
Rejectiuon <input type="checkbox"/>	DATE: