

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

**Form B2**

**PLEASE COMPLETE IN BLACK INK AND CAPITAL LETTERS**

<b>PART I Organization Details</b>										
1.	Type of NGO ( Please Tick only one)	<input type="checkbox"/> International Non-governmental organization (INGO) <input type="checkbox"/> Consortium <input type="checkbox"/> International Company <input type="checkbox"/> International Consultancy Firm								
2.	Full Name of the Organization	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
3.	Address in <i>Country of origin</i>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
4.	Main Address in <i>Puntland</i>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
5.	Name of the Country Director (if changed)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
6.	Contact Details (if different from above)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
7.	Name of Puntland Representative (if different from 5)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
8.	Branch Offices in Puntland (if changed)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center; border-bottom: 1px solid black;">Region</th> <th style="width: 50%; text-align: center; border-bottom: 1px solid black;">District</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> </tbody> </table>	Region	District						
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**PART II**

**1. Other developing countries 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 if there has been a change since last registration (regions, districts):**

**Region**

**District**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**4. Planned timeframe for operations in Puntland (if known):**

**5. Expatriate Personnel** *(UPDATED List members that have left /joined the organization since last registration):*

No.	Post Title	Experience/Qualifications
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**1**

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<b>2</b>		
<b>3</b>		
<b>4</b>		

**6. Locally Recruited Staff** *(UPDATED list members of staff that left/joined the organization since last registration ):*

No.	Post	# Positions	Monthly Salary
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			

**Attached the contracts of the staff national and International staff**

**Section 3 Declaration**

I declare that the information I have provided here is true and correct to the best of my knowledge.

Name of Applicant	Signature:	Date:

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<b>Section 4</b>			<b>Check List of attachments</b>
1.	Registration renewal request letter from CEO/Director in official letterhead signed and stamped.	<input type="checkbox"/>	
2.	Certificate of registration from the country located the organization HQ	<input type="checkbox"/>	
3.	Updated organizational profile, NGO Constitution and establishment legal documents.	<input type="checkbox"/>	
4.	Updated names of organization head of the office and international staff, their updated CVs, copy of valid passport and passport size photo.	<input type="checkbox"/>	
5.	Updated list of the local staff.	<input type="checkbox"/>	
6.	Filled registration renewal form of MoPEDIC (B2)	<input type="checkbox"/>	
7.	Staff payroll tax payment receipt of the last 12 months and Tax clearance letter from Ministry of Finance Puntland.	<input type="checkbox"/>	
8.	Ending year work plan (projects implemented) annual narrative reports.	<input type="checkbox"/>	
9.	Annual work plan (Projects to be implemented), procurement plan and project documentation for coming year with budget.	<input type="checkbox"/>	
10.	Donor agreements, LoU, LoA, and any other similar legally binding documents (grant agreements)	<input type="checkbox"/>	
11.	Payment receipt of registration renewal fee from Ministry of finance \$510 USD	<input type="checkbox"/>	
12.	Updated asset inventory lists.	<input type="checkbox"/>	
13.	Submit latest joint monitoring mission report with the MoPEDIC	<input type="checkbox"/>	

<b>Office Use Only ( Please do not complete this part)</b>	
<u>Registrar's Review</u>  <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Approval</span> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <span>Re- submission (More Information)</span> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <span>Rejection</span> <input type="checkbox"/> </div>	<u>Justification</u>

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Name of the Registrar: <b>Name: Abdifitah Ali Abdullahi</b>	Signature:  Date:

<b>DG's Decision</b>		<b><u>Name:</u></b>
Approval <span style="float: right;"><input type="checkbox"/></span>		
Re-submission <span style="float: right;"><input type="checkbox"/></span>		SIGNATURE:
Rejection <span style="float: right;"><input type="checkbox"/></span>		DATE: