



Ministry of Planning, Economic Development and International Cooperation  
Wasaaradda Qorsheynta, Hormarinta Dhaqaalaha iyo Iskaashiga Caalamiga ah  
وزارة التخطيط والتنمية الاقتصادية والتعاون الدولي

**Ref: MoPEDIC/098/07/24**

**Date: 24/07/2024**

### **External Circulation**

#### **Requirements of Local NGOs Registration**

This circulation is in line with the Article 5 (9) of Puntland NGOs Act Number 3 enacted on 24<sup>th</sup> August 2016. The Ministry of Planning, Economic Development and International Cooperation (MoPEDIC) cordially informs all local NGOs intending to work in Puntland are required to furnish list of documents prior to their registration.

#### **Required documents to be submitted:**

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

**Note: Complete documents processing and verification will take seven (7) working days.** If any of the above required document(s) is missing from the application, the process shall be pending until the complete information submitted.

All above documents shall be submitted to the MoPEDIC NGO registration office  
E-mail: [registration@mopic.pl.so](mailto:registration@mopic.pl.so)