



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

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External Circulation

Requirements of INGOs Registration

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

Required documents to be submitted:

1. Registration request letter from CEO/Director in official head letter signed and stamped.
2. Certificate of registration from the country located the organization HQ.
3. Updated organizational profile, notarized NGOs Constitution and establishment legal documents.
4. Names of the founders or current NGO Board members with passport size photo, IDs or Valid Passports.
5. Updated CV, valid copy of passport and passport size photo of organization head of the office and international staff.
6. Updated list of the local staff.
7. Filled registration form of MoPEDIC (B1)
8. Physical office addresses and lease agreement.
9. Annual work plan (Projects to be implemented), procurement plan and project documentation for coming year with budget.
10. Donor agreements, LoU, LoA, and any other similar legally binding documents (grant agreements)
11. Payment receipt of registration fee from Ministry of finance \$1020 USD
12. All asset inventory lists updated.
13. 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 mandatory requirements 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