



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

Renewal 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 working in Puntland are required to furnish updated list of documents prior registration renewal.

Required documents to be submitted:

1. Registration renewal 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. Updated CV, valid copy of passport and passport size photo of organization head of the office and international staff.
5. Updated list of the local staff.
6. Filled registration renewal form of MoPEDIC (B2)
7. Staff payroll tax payment receipt of the last 12 months and Tax clearance letter from Ministry of Finance Puntland.
8. Ending year work plan (projects implemented) annual narrative reports.
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 renewal fee from Ministry of finance \$510 USD
12. All asset inventory lists updated.
13. Submit latest joint monitoring mission report with the MoPEDIC

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