



**Council for Non Governmental
Organisations in Malawi**

P O Box 480

Blantyre

Tel/ Fax: 676 459

Email :congoma@malawi.net

<http://www.congoma.org>

Date

To

**RE: MALAWIAN NGO'S REGISTRATION REQUIREMENTS FOR MEMBERSHIP
WITH CONGOMA**

Please refer to your request for information about registration with CONGOMA. We are pleased to inform you that the registration requirements are as follows:

1. A filled CONGOMA Membership Application Form.
2. A certified copy of the NGO's Constitution or a Governing Instrument of the NGO.
3. A copy of minutes of the first meeting at which it was agreed to form an NGO.
4. A brief concept Paper outlining the Activities that the NGO intends to undertake in Malawi.
5. Sworn-in Affidavits of Trustees and/or Directors, giving their names, citizenship, occupation and address.
6. A copy of the Trustees Declaration.
7. A copy of Certificate of Registration with the Registrar General.
8. Payment of a Processing Fee of MK500.00.

Remember that an NGO needs to register with CONGOMA first, before it can register with the NGO Board under the NGO Act 2000. The requirements for registration with the NGO Board can be provided on request. After registering with CONGOMA an NGO pays an Annual Subscription Fee of MK32,400.00 for International NGOs and MK12,000.00 for Indigenous NGOs.

Please, note that the registration requirements above are subject to review. Contact CONGOMA if you need more information or clarification.

Looking forward to hearing from you soon.

Yours sincerely,

Chimwemwe Matonga
For EXECUTIVE DIRECTOR

Payments To:
Congoma: K12,000
NGO Board: K15,600