



Application Form for Re-registration of Foreign Civil Society Organizations

(Form – R006)

List of documents to be accompanied with this application form:

1. A Copy of Authenticated By-law or Constituting document of the Organization;
2. A Copy Authenticated Power of Attorney and personal particulars of the Country Representative¹
3. The Original Certificate of Registration accorded by FDRE Charities and Societies Agency.
4. The latest letter of Renewal (Any Organization failed to renew its License for more than one year shall be obliged to submit any good cause, it may have, to the Agency in written form.)
5. A Copy of Passport and Vis of the CR
6. A Copy of Work Permit of the CR.

***NB:** This application form shall be filled and submitted to the Agency along with an official letter of request for Re-Registration signed by the Country Representative or, in his/her absence, by a legal representative.*

April 2019

FDRE Agency for Civil Society Organizations

¹ If new CR is appointed, all necessary requirements pertinent to new CR's shall be applicable.



Part One
To be filled by the applicant CSO

I, the undersigned Mr/Ms/Mrs. _____ Country _____ Representative _____ of _____ the Organization in Ethiopia, hereby confirm that all information stated below are true and correct.

1. Name of the applicant Organization /current/ _____

2. Name of the applicant Organization if changed _____

3. Number of Certificate of Registration /Existing/ _____

4. Budget Year: From _____ To _____

5. Address of Head Office in the Country of Origin

Country _____ City _____ State/Region _____

P.O.Box _____ Fax _____ Tel.No. _____

Web site _____ E-mail _____

6. Address of Head Office in Ethiopia

Region/City Administration _____ Zone/Sub-City _____

Woreda _____ Kebele _____ House No. _____

Phone No. _____ Fax No. _____

P.O.Box _____ E-mail _____ Website _____

7. Places of current operation /please tick with this symbol /√/

Tigray Afar Amhara Oromia

Beneshangul Gumuz Gambela SNNP Harari

Somalia Dire Dawa Addis Ababa

8. Main Objectives of the Organization² /describe briefly/

- _____
- _____
- _____
- _____

² If the Objectives differ from those stated in the Bylaws/Constitutive Document, the amended Bylaw shall be submitted to the Agency.



9. Number of Employees (in Ethiopia):

No.	Employees	At Head Office		At Projects		Total
		Professionals	Non-professionals	Professionals	Non-professionals	
1.	Ethiopian Nationals					
2.	Expatriates					
3.	Volunteers					
4.	Others					

10. Budget

No	Year	Budget /ETB /	Remark (If any)
1	2019 (planned)		
2	2018		
3	2017		
4	2016		

11. Is there any relation of consanguinity or affinity between the CR and other Expatriates of the Organization /please tick with this symbol “√”/

- Yes
- No

If Yes, please explain: _____

12. Does the Organization’s CR fulfils the requirements provided under Article 65 of Proclamation No. 1113/2019. /please tick with this symbol “√”/

- Yes
- No

If No, please explain: _____

Declaration: I, the undersigned Mr/Ms/Mrs. _____, Country Representative of the Organization in Ethiopia, hereby confirm that all information filled above are true and correct.

Name: _____ Signature: _____ Date: _____



Part Two

Personal particulars of the Country Representative

1. Full name: _____
2. Sex: Male Female
3. Date of Birth: DD/MM/YYYY _____
4. Marital Status: Single Married
5. Nationality: _____
6. Passport/Visa: Valid until: _____
7. Work Permit: Number _____ Valid Until _____
8. Educational Level
Below First Degree First Degree Masters Degree Above Masters Degree
9. Current address of the Country Representative in Ethiopia:
Region/City Administration _____ Zone/Sub-City _____
Woreda _____ Kebele _____ House No. _____
Phone No: Home _____ Mobile _____ P.O.Box _____
E-mail _____

Declaration: - I the Undersigned Country Representative of the Organization in Ethiopia, hereby confirm that all the information filled above are true and correct.

Name: _____ Signature: _____ Date: _____



Part Three



For the Agency use only

- Application letter Submitted to the Record office: Date: _____ Time _____
- The Application letter handed over to the Directorate: Date: _____ Time _____
- Application letter referred to the Registration Officer: Date: _____ Time _____

No.	Documents required for registration	Yes	No	N/A ³
1.	A copy of Authenticated By-law or Constitutive document of the Organization;			
2.	A copy of Authenticated Power of Attorney and personal particulars of the Country Representative;			
3.	The Original Certificate of Registration accorded by FDRE Charities and Societies Agency.			
4.	The latest letter of Renewal.			
5.	Letter of good cause if the renewal was not issued for more than one year.			
6.	A Copy of the Work Permit of the CR.			
7.	Copy of Passport & Visa of CR;			
8.	This Application form is filled properly?			

- Opinion of the Officer⁴ _____

Name _____ Signature _____ Date _____ Time _____

- Decision of the Director of the Directorate _____

Name _____ Signature _____ Date _____ Time _____

³ Not Applicable

⁴ The Opinion of the Officer shall be in accordance with relevant provisions of Proclamation No. 1113/2011 and other laws of the Country.