



MWYSSA

APPLICATION FOR REGISTRATION (for Un-registered Organizations) BOOMA IBUKIN MOAN KINAAKIN TE BOTAKI (Ibukia Botaki Ake a Tuai Kinaaki)

IMPORTANT NOTICE

Please fill this form in all its sections and provide all required attachments listed below.

(Taiaoka ni kanoai kanoan te booma aio ao ni katauraai beeba ake a kainanoaki ake a oti inano)

A copy of the Incorporated Societies Act 2002 (including the latest 2023 Amendments) can be requested to MWYSSA, NGO Division (NGODivision@mwysa.gov.ki).

(Katotoon te Tua ae bwainaki ibukia Bootaki Aika a Inaomata 2002 (n ikotaki ma te 2023 Amendments) a kona n reke n MWYSSA, ni mwaangana are tabe ma Botaki Aika Inaomata)

MWYSSA will only proceed to register upon receiving and verifying ALL the following:

(E ti kona MWYSSA ni kamatoa kinaakin te botaki ngkana a rook inanon baina baika a kainanoaki aika a oti inano ao n tia n rinanoi):

- 1. A signed copy of this form, completed in all its sections.**
(Katotoon te booma aio ae e tiaainaki ao ni kanoaki ni kabana)
- 2. A payment receipt for the Registration Fee, according to the table below:**
(Te ritiiti ibukin boon kamatoaan kinaakin te botaki, ni kaineti ma te taibora ae inano)

Type of Organization (Ana karinan te botaki)	Registration fee (Roon te botaki)
International NGO (INGO)	\$1,000
Internationally Affiliated NGO	\$500
National Organization (NGO, FBO, CSO)	\$50
District/Local Organization (CBO)	\$30

- 3. If the Organization has been operating for more than one (1) financial year, a copy of the annual financial statement for the previous financial year (IS Act 2002 including 2023 Amendments; Sec 23). Said statement must be accompanied by a certificate signed by an Office Bearer of the Organization (Executive) to the effect that the statement has been submitted to and approved by the members of the society at a general meeting. The accounts of the Organization shall be audited annually by the authorized Auditor appointed by the ISC and the Auditor's report shall be provided to the ISC and the Registrar (IS Act 2002 including 2023 Amendments; Sec 23A).**
(Ngkana e a tia ni waaki te botaki inanon teuana te ririki ke e nako riki, katotoon ribootin ana kaubwai te botaki n te ririki ae nako n raonaki ma ana Beeba ni Kinaaki te botaki ae tiaainaki iroun ana aobitia te botaki ao n oti iai aia kariaia kain te botaki n aia Maungatabu.

E na riai n otetanaki ana akaunti te botaki ni katoa ririki iroun te Oteta ae kinaaki iroun ISC ao ni karokoi mwiin ana ribooti iroun te ISC ma te Tia Tau Mwiia Botaki

4. **A copy of the current Rules (Bylaws) of the Organization** (IS Act 2002 including 2023 Amendments; Sec 5). A template for the Rules can be requested to MWYSSA, NGO Div.
(Katotoon ana Oi n Tua te botaki ae bwainaki. E kona n reke te Kaetieti ibukin katean te Oi n Tua n aobitin MWYSSA ni mwaangana are tabe ma Rabwata aika Inaomata)
5. **A copy of the Organization chart.**
(Katotoon ana rabwata te botaki)
6. **A copy of the Member Register (Book of Members). The total number of Members must not be less than 10 households** (IS Act 2002 including 2023 Amendments; Sec 3 and 6).
(Katotoon tauan mwiin ana membwa te botaki. Mwaitiia membwa ena aki ke iaan tebwina (10) te auti)
7. **Incomplete forms (lacking ANY ONE of points 1, 2, 3, 4, 5 or 6 above) will result in the registration remaining in PENDING status until all the required documentation is received by MWYSSA/Registrar.**
(Booma ake a aki bane aroia ni kanoaaki a na KATUKAKI ni karokoa te tai are a katauraai baike a kainanoaki nakon te MWYSSA ke te Tia Tau Mwiia Botaki)
8. **In case of PENDING registration (as per point 7 above), MWYSSA will notify the Organization in writing. Failure to comply within 90 days from the date of notification will result in the UN-REGISTERED status of the Organization.**
(Ngkana e KATUKAKI te booma ni kinaaki (n aron ane oti n nambwa 7) ao taben te MWYSSA n reitaki nakon te botaki anne rinanon te Koroboki. Ngkana e aki roko baike a kainanoaki inanon bain te aobiti imwain koronruabwi (90) te bong ao e na te imatoa n AKI REKE KINAAKIN te Botaki)

APPLICATION FOR REGISTRATION FORM
(BOOMA IBUKIN MOAN KINAAKIN TE BOTAKI)

1.

1.1 Name of Society (Organization) to be incorporated:

.....
(Aran te botaki)

1.2 Type of Organization (CBO, CSO, FBO, NGO, INGO):
(Ana karinan te botaki)

1.3 Postal Address:
(Ana Tabo te bootaki)

1.4 Contact Phone: Contact Email:
(Nambwa n tareboon) (Meeri)

1.5 In accordance with the Rules of the Society and pursuant to section 6 of the Societies Incorporation Act 2002 as amended, we, the several person whose names are subscribed below, are members of the above Society (Organization), each of us representing a different household and our IDs are attached to this application:

1.	_____	_____
	Signature/seal of subscriber	Signature of witness
	_____	_____
	Name and address of subscriber	Name and address of witness
2.	_____	_____
	Signature/seal of subscriber	Signature of witness
	_____	_____
	Name and address of subscriber	Name and address of witness
3.	_____	_____
	Signature/seal of subscriber	Signature of witness
	_____	_____
	Name and address of subscriber	Name and address of witness
4.	_____	_____
	Signature/seal of subscriber	Signature of witness
	_____	_____
	Name and address of subscriber	Name and address of witness

5.	_____	_____
	Signature/seal of subscriber	Signature of witness
	_____	_____
	Name and address of subscriber	Name and address of witness
6.	_____	_____
	Signature/seal of subscriber	Signature of witness
	_____	_____
	Name and address of subscriber	Name and address of witness
7.	_____	_____
	Signature/seal of subscriber	Signature of witness
	_____	_____
	Name and address of subscriber	Name and address of witness
8.	_____	_____
	Signature/seal of subscriber	Signature of witness
	_____	_____
	Name and address of subscriber	Name and address of witness
9.	_____	_____
	Signature/seal of subscriber	Signature of witness
	_____	_____
	Name and address of subscriber	Name and address of witness
10.	_____	_____
	Signature/seal of subscriber	Signature of witness
	_____	_____
	Name and address of subscriber	Name and address of witness

2.

2.1 Organization's Registered Office address (IS Act 2002 as amended; Sec 18) (*Ana tabo aobitin te bootaki ae ena reke iai*):

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- 2.2 Details of the Nature of ownership of land and accommodation (*kabwarabwaraan te aro ni bwaibwai iaon te tano ao te auti are e kabongana te bootaki*):

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- 2.3 Number of rooms (*Kabwarabwara mwaitin te ruu*):

Total office area (m²) (*Buburan ana tabo te aobiti*):

Total land area (m²) (*Buburan te aba are e mena iai te aobiti*):

3.

- 3.1 Details of the Office Bearers of the Organization (IS Act 2002 including 2023 Amendments; Sec 22):

(*Kabwarabwaraan rongorongoia taan kabongana ana aobiti te bootaki*)

Full Name (<i>Te bwanin n ara</i>)	Designation (<i>nakoana</i>)	Address (<i>Ana tabo</i>)	Member since date (<i>Te bong are e kinaaki iai bwa kain te bootaki</i>)

- 3.2 Details of Permanent Employees (receiving salary, wage or compensation). **Note:** if a small NGO or CBO only works with volunteers please write '**Volunteer**' in column 4. Please attach organization chart/structure.

(*Kabwarabwaraan rongorongoia taan mwakuri aika a matoa (bwakabwai ae matoa, bwakabwai n te aoa ke kabomwii)*). **Note:** Ngkana te bootaki ae uarereke anne e ti mwakuri ma taan anganano ao taiaoka ni korea '**Volunteer**' n te kaaua ni bwaoki. Taiaoka ni kaira katoton taiboran aron ana kammwakuri te bootaki): Pls iira tein te taibora aio ao n koroia n te beeba teuana ibukin kanoakina

Full Name (Te bwanin n ara)	Designation (nakoana)	Qualification (Reirei)	Full time/Part time OR Volunteer (Mwakuri ni Kabwanin/ Mwakuri n itera n tai KE Anganano)	Start date (Te bong are e teirake iai)

- 3.3 Please attach a copy of the Member Register (Book of Members) according to the format shown below. **The total number of Members must not be less than 10 households** (IS Act 2002 including 2023 Amendments; Sec 3). The Member Register (Book of Members) is compulsory for all registered organizations and shall be accompanied by a statutory declaration verifying the list and made by an Office Bearer of the Organization.
(Taiaoka ni kanimwa te katotoo n tauan mwiin araia kain te bootaki ni kaineti ma te katotoo ane e oti I nano. **Mwaitiia kain te bootaki ena riai n aki ke iaan tebwina te auti.** E na riai n iai tauan mwiin araia kain te bootaki n raonaki ma kinaakin te bootaki man te Court ao ni kakoauaaki ioun kain te taibora n te bootaki)

Full Name (Te bwaninara)	Address (ana tabo)	Occupation (ana mwakuri)	Member since (date) (te tai are e moan kinaaki bwa te membwa)

4.

- 4.1 Main area(s) of operation of the Organization as per the Rules (Bylaws) of the Organization (IS Act 2002 including 2023 Amendments; Sec 19). Please tick one or more areas:
(Boton ana waaki te bootaki ni kaineti ma ana Oi n Tua) Taiaoka n rinea teuana ke nako riki:

Peace & Security (Te Rau ma te Tararua)		Advocacy (Mwakuri ni kaumaki ibukin te kabwaia)		Gender (Irekereke ma aron te Mwane ao te Aine)	
Environment (Te Otabwanin)		Fisheries (Akawa)		Disability (Mwauku)	
Water & Sanitation (Te Ran ma te Kakaitiaki ma tuan te mauri)		Agriculture (Ununiki)		Spiritual Living (Te maiu n te aro)	
Health (Irekereke ma te mauri ao te marurung)		Sport (Takakaro)		Communication/ Network (Te aro n reitaki)	
Education (Te Reirei)		Community Welfare (Kamweraoi)		Other (Tabeua riki)	

If you ticked 'Other', please provide details below here:

(Ngkana ko kaeta 'tabeua riki', ao taiaoka ni kabwarabwara I nano ikai):

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.....

- 4.2 Strengths and weaknesses of the Organization:(Korakoran ao mamaaran te botaki):

Strengths (Korakoran te bootaki)	Weaknesses (Mamaaran te bootaki)

5.

- 5.1 Has the Organization ever been found guilty of inappropriate action or misconduct? If yes, please provide details below:
(Ea tia ni kuneaki te bootaki ni karaoi mwakuri aika a aki riai iaan te tua ke mwakuri n akia ko? Ngkana iai ao taiaoka ni kabwarabwara inano):

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- 5.2 Additional remarks for MWYSSA/Registrar to consider:
(Baika a kan taekinaki riki ikai):

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6. **We, the undersigned, hereby declare that all information provided in / attached to this form is true and up to date at the time of signing this form.**
(Ti kakoaua, ngaira taan tiaaina, bwa a bane ni koaua rongorongo aika koreaki / kaotaki inanon te booma aio ao n eti raoi n te tai are tiaainaki iai te booma aio)

- 6.1 Countersignature of Chairperson/President of the Organization:
(Te kakoaua n aran ma ana tiaaina te Tia Babaire/Beretitenti n te botaki)

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Full name	Signature	Date
(Te bwanin n ara)	(Am tiaina)	(Bong)

- 6.2 Countersignature of Vice-Chairperson/President of the Organization:
(Te kakoaua n aran ma ana tiaaina te Kauoman Tia Babaire n te botaki)

.....		
Full name	Signature	Date
(Te bwanin n ara)	(Am tiaina)	(Bong)

- 6.3 Countersignature of Secretary of the Organization:
(Te kakoaua n aran ma ana tiaaina te Tia Koroboki n te botaki)

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Full name	Signature	Date
(Te bwanin n ara)	(Am tiaina)	(Bong)

- 6.4 Countersignature of Treasurer of the Organization:
(Te kakoaua n aran ma ana tiaaina te Tia Mwane n te botaki)

.....		
Full name	Signature	Date
(Te bwanin n ara)	(Am tiaina)	(Bong)

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Organization SEAL (if any)
(Ana titambwa te Bootaki (ngkana iai))

7. MWYSSA Office Only

Date received:

..... / /
Full Name of receiving MWYSSA Officer / Signature / Seal

END of FORM
