

Registration Procedures for Non-governmental Organizations (NGO) in Sierra Leone

An NGO which is eager to have an activity in Sierra Leone needs to register with the government of Sierra Leone.

STEP 1. Register with a Sector Ministry

The first step is to register with the sector Ministry which align with the activity. It is NGO's choice to select the Ministry.

STEP 2. Register with Ministry of Planning and Economic Development (MoPED).

After the registration with the sector Ministry, the NGO has to register with Ministry of Planning and Economic Development.

STEP 2-1. Purchasing of Registration Form

The NGO needs to purchase a registration form at NGO Unit within MoPED (About US\$5). At the same time, following letters and documents are necessary to submit.

1. A letter including following items:
 - a) Background of Organization
 - b) Types of activities to be implemented
 - c) Areas (location) of operation in Sierra Leone
2. Attached following documents with the letter if it is an international NGO:
 - a) A copy of NGO's registration certificate from Headquarters (home Country)
 - b) A letter from Headquarters authorizing (name person) to register NGO in Sierra Leone

STEP2-2. Submission of Registration Form

1. Copy of Constitution/Bye-Laws/Memorandum and Articles of Association
2. Mission Statement (If not in Constitution)
3. Sample or Description of Logo (If any)
4. Copy of Organogram-Stating any vacant positions
5. List of Personnel – Local and Expatriate
6. Details of work/residential permits of expatriate personnel, if any
7. Latest Tax Clearance Certificate
8. Proof of membership of NGO umbrella Organization (if any)
9. Application Fee (US\$500.00)

Note

1. CRITERIA for Registration

1. Office Space with signpost
2. Constitution/Memorandum and Articles of Association
3. Mission Statement
4. At least 3 Staff (voluntary or on salary)
5. A Bank Account in the name of the Organisation
6. Membership of SLANGO (Sierra Leone Association of NGO)
7. List of Board of Trustees
8. Tax Clearance Certificate from NRA
9. Copies of Project Proposals to be implemented
10. Letters of Attestation from Sector Ministries, where applicable.

2. Fees

1. Application Form-Le.10,000 (About US\$3.50.)
2. Registration Fees-US\$2500 International NGO / SLL2,500,000 for National NGO
3. SLANGO: 6,600,000 for International NGO / SLL3,400,000 for National NGO

3. Remarks

- Those NGOs registered to MOFED will be granted by some privileges such as tax exemption.
- NGOs which wish to have activities more than a year needs to make renewal of the registration every year.