



Application form for Re-registration of Foreign Charities

Part one



➤ **Documents to be produced with this application form:**

- 1) Audit report & statement of accounts of the year 2008 prepared in accordance with standards acceptable in Ethiopia;
- 2) Detailed activity report of the year 2008;
- 3) By-law or constitution of the charity. (Should be authenticated if the former is changed or amended);
- 4) Personal particulars of the country representative (such as CV and academic credentials)
- 5) Current passport size photograph of the country representative;
- 6) Copy of the passport & visa or in the absence of such a valid employment or kebele identification card,
- 7) Former Certificate of Registration accorded by Ministry of Justice, Associations' Registration Office,
- 8) Financial & activity plan of the coming budget year;
- 9) Project agreement concluded with the concerned executive government bodies (if any);
- 10) The last letter of registration license renewal (excluding temporary renewal);

Part two



- 1) Name of the charity _____.
- 2) Date of registration in its country of origin _____.
- 3) Address of Head Office in the country of origin
 Country _____ City _____ State/region _____
 District _____ Street/ Avenue _____ P.O.Box _____
 Fax _____ Tel.No. _____ Web site _____
 E-mail _____
- 4) Date of registration in Ethiopia _____
- 5) Registration number _____
- 6) Address of Head Office in Ethiopia
 Region/state _____ City _____ Zone/sub-city _____
 Woreda _____ Kebele _____ House no. _____
 P.O.Box _____ Fax _____ Tel. No. _____
 E-mail _____ Web site _____
- 7) Address of Operational place in Ethiopia

| | <u>1st</u> | <u>2nd</u> | <u>3rd</u> | <u>4th</u> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Region/state _____ | 1 _____ | 1 _____ | 1 _____ | 1 _____ |
| 2. City _____ | 2 _____ | 2 _____ | 2 _____ | 2 _____ |
| 3. Zone/subcity _____ | 3 _____ | 3 _____ | 3 _____ | 3 _____ |
| 4. Woreda _____ | 4 _____ | 4 _____ | 4 _____ | 4 _____ |
| 5. Kebele _____ | 5 _____ | 5 _____ | 5 _____ | 5 _____ |
| 6. House no. _____ | 6 _____ | 6 _____ | 6 _____ | 6 _____ |
| 7. P.O.Box _____ | 7 _____ | 7 _____ | 7 _____ | 7 _____ |
| 8. Fax _____ | 8 _____ | 8 _____ | 8 _____ | 8 _____ |
| 9. Tel.No. _____ | 9 _____ | 9 _____ | 9 _____ | 9 _____ |
| 10 E-mail _____ | 10 _____ | 10 _____ | 10 _____ | 10 _____ |
8. Preferred target regions/city administrations in Ethiopia where the planned projects are going to be implemented:

| | | | | | | | |
|-------------------|--------------------------|-----------------|--------------------------|-------------|--------------------------|----------------|--------------------------|
| Tigray | <input type="checkbox"/> | Afar | <input type="checkbox"/> | Amhara | <input type="checkbox"/> | Oromia | <input type="checkbox"/> |
| Beneshangul Gumuz | <input type="checkbox"/> | Gambela peoples | <input type="checkbox"/> | SNNP | <input type="checkbox"/> | Harari peoples | <input type="checkbox"/> |
| Somalia | <input type="checkbox"/> | Dire Dawa | <input type="checkbox"/> | Addis Ababa | <input type="checkbox"/> | | |



Part three



➤ 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 Divorced Widowed
- 5) Nationality: _____
- 6) Passport/visa: place of issue: _____ Valid until: _____
- 7) Educational qualification: _____

| No | Name of Schools, Colleges or Universities attended | Award | Date/Year |
|----|--|-------|-----------|
| | | | From - To |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

8) Current address of the Country Representative in Ethiopia:

Region/state _____ City _____
 Zone /Sub-City _____ Woreda _____
 Kebele _____ Specific Place _____
 House no. _____ P.O.Box _____
 Fax _____ E-mail _____
 Tel.No. Office/home _____ Mobile _____

Declaration: - I, representative of the charity in Ethiopia, hereby confirm that all the information disclosed in this application form and additional documents attached hereto are true and correct.

Name: _____

Signature: _____

Date: _____

Thank u!



Part four

For the Agency use only

| No. | Documents required for Re-registration | Yes | No |
|-----|---|-----|----|
| 1 | Audit report & statement of accounts of the year 2008 prepared in accordance with standards acceptable in Ethiopia. | | |
| 2 | Detailed activity report of the year 2008. | | |
| 3 | By- law/rule of the charity (Authenticated if amended or changed). | | |
| 4 | Personal particulars of the country representative (i.e. CV & academic credentials) | | |
| 5 | Current passport size photograph of the country representative | | |
| 6 | Copy of the passport & visa or in the absence of such a valid employment or kebele identification card. | | |
| 7 | Former Certificate of Registration accorded by Ministry of Justice, Societies Registration Office. | | |
| 8 | Financial & activity plan of the coming budget year, | | |
| 9 | Project agreement concluded with the concerned executive government bodies, | | |
| 10 | The last letter of registration license renewal (excluding temporary renewal). | | |

1) Is Re-registration accepted? Yes NO

2) If the answer for number 1 is no, state reasons.

3) Verified and declared by the officer of registration.

Name: _____ Signature: _____

Date: _____