

CHECKLIST FOR APPLICATION FOR REGISTER OF A SOCIETY

The following is a list of all documents to be submitted together with an application for registration.

1. Certificate of registration as a Non-Profit Organization (NPO)
2. Society's Constitution or Memorandum of Incorporation
3. Furnish a statement pertaining to the society's financial state of affairs and business (financial statements).
4. Proof of ownership of the plot/site of the organisation.
5. If organisation is a Trust, we need copy of the Deed of Trust.
6. A certified copy of the minutes / signed resolution by the society's governing body where a decision was passed to register the organization with the Lotteries Commission as a society.
7. A list of the names, identity numbers and addresses of the management committee.
8. Schools must submit a proof of registration with EMIS number from the Department of Education.

Please note that all information will be verified by the Commission and failure to comply with the above will result in your application being delayed or declined.