

Is the organisation affiliated to any other body or structure? (If yes, please specify the name and contact details of this body or structure).

5. DECLARATION BY PERSON SUBMITTING THIS APPLICATION

I, the undersigned, declare that I am duly authorised by my organisation to complete and submit this application and that the information contained in this form is to the best of my knowledge correct.

Name(s) _____

Signature _____

Capacity _____

Date _____

6. DUTIES OF REGISTERED NONPROFIT ORGANISATIONS

Once your organisation has been registered it must:

- (a) Reflect its registered status or registration number on all its documents – section 16(3).
- (b) Keep accounting records – section 17(1)(a).
- (c) Draw up financial statements – section 17(1)(b).
- (d) Arrange for an accounting officer to prepare a written report – section 17(2).
- (e) Preserve its books of account, supporting vouchers, membership records and financial records and documents – section 17(3).
- (f) Submit to the Director of Nonprofit Organisations:
 - (i) A narrative report – section 18(1)(a).
 - (ii) Details of any changes its office-bearers - section 18(1)(b).
 - (iii) Details of any changes of its address at which it will receive documents – section 18(1)(c).
 - (iv) Details of any changes in its constitution or its name – section 19.