

- **NPO certificate:** Once registered the NPO certificate does not expire, it can be used repeatedly, it will only be terminated if the organisation is deregistered.
- **Narrative Report:** An organisation must submit a Narrative Report annually that provides information about their board members, meetings and activities.
- **Annual Financial Statements:** Each Narrative Report must be accompanied by a set of Annual Financial Statements that has been compiled and signed off by an Accounting Officer or Auditor.
- **Duration:** The above-mentioned documents must reach the National Department of Social Development's NPO Directorate within 9 months of your financial year end (FYE). For example, if an organisation's FYE is in March, then the reports must be submitted before 31 December of that year.
- **Change in organisational details:** Any changes to organisational information such as office bearers, physical address etc. must be included in the above submission. But please keep in mind that changes will require a board resolution, attendance register or an amendment to the founding document. Which brings home the fact that **the board and founding document should be in place prior to registration.**
- **Deregistration:** It is important for NPOs to know their status, they may be registered for example, but their status is non-compliant, due to the NPO not providing all the required documents. If they fail to submit reports it can result in the organisation being deregistered and their NPO number will be removed.