



HOW TO COMPLETE AN NPO APPLICATION FORM

The NPO application form is easy to complete, the guidelines below will assist you.

Page One

- Complete the name of the organisation as it is stated in your constitution.
- Ensure that the address and contact details are correct, since all official notifications will be sent to these addresses.
- On the first page, where it states the date of the end of the financial year please include the duration e.g., 31 March or 31 December (do not include the year).

Page Two

- List the names and complete details of all the office bearers.
- The minimum number of office bearers required is three and there is no maximum number of board members specified. However, the number of office bearers must align with number stated in your founding document.
- Non-South African office bearers must include the following:
 1. **Passport**
 2. **Asylum seekers papers**
 3. **Work permit**

Page Three

- Please note, you do not need to complete sections A – O if you use the model constitution.
- If you develop your own constitution, make sure page 3 (A to O) is completed with clause reference (Clause 3.1).

Page Four

- In reference to point 5, please ensure one of the office bearers signs off.

In addition

- Attach the ID copies of your board member(s), these documents do not need to be certified.
- The registration process takes approximately 3 months, depending on the number of applications received.

Please note there are 3 options – you can do an online application via the website: <http://www.dsd.gov.za/npo/> An online registration requires that you upload your signed constitution.

Or

You can submit your application at no. 9 Wale Street, Legislature building, Cape Town at the NPO helpdesk.

Or

Email the documents to npo.helpdesk@westerncape.gov.za