



HOW TO COMPLETE THE CONSTITUTION FORM

- Re-type page 1 (Only if client has no email address);
- On page two **1.1**, complete the name of the organisation, **1.2** its abbreviation.
- Body Corporate: read, understand, and keep body corporate as it is.
- 3(a) Complete the main objectives of the organisation.
3(b) Complete the secondary objectives of the organisation.
- 4. Governing structure:
 - 4.1 ensure the number of your office bearers is the same as reflected in your application form.
 - 4.2 ensure that the term of office for the board members, is not exceeding three years but can be re-elected should the need arise.
- Page 7: Clause 8.3 ensure the financial year end is the same as the one reflecting on the first page of the NPO application form.
- Page 8: ensure the full name of the organisation is reflected where it states:
“This constitution was approved by members of”
 - The chairperson and secretary signs and dates as per requirement.

It is of utmost importance for all members of the organisation to understand the terms and conditions of the constitution of their respective organisation.