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**Ministry of Equity, Social Justice, and People’s Empowerment**

**Department of Community Services**

**GUIDELINES FOR RECOGNITION OF**

**CBOs, NGOs, Not-for Profit/Charitable/Civil Society Organizations**

In order to be considered a **bona-fide organization**, groups must consider and act on the following:

1. First time application for registration and recognition can only be made after the first Annual General Meeting (AGM) of the organization.
2. Must be functioning for at least six (6) months prior to the application for registration and recognition.

1. Have a working constitution
2. Have a membership of at least fifteen (15) persons inclusive of the executive. A listing with contact numbers and email address of all members must be submitted.
3. Agree to hold regular meetings in accordance with the group’s constitution.
4. Establish an executive to comprise AT LEAST Chairperson/ President, Deputy/ Vice, Secretary, Treasurer and P.R.O.
5. Function as a democratic organization with elections for all executive positions held in accordance with the group’s constitution and critical decision voted on by majority of the general membership.
6. Be committed to the development of all its members and the community which it serves.
7. Be committed to the principles of good community development practice in keeping with the Sustainable Development Goals (SDG) 2030.
8. The Social Transformation Officer for the respective region must oversee the application process for registration and recognition.
9. Agree to submit to the Ministry of Equity, Social Justice, and Empowerment: via the Social Transformation Officer (for the region where the headquarters of the organization is based) a copy of the following along with a completed application form for recognition:
10. The organization’s planned programme of activities emanating from the most recent Annual General Meeting (AGM) or other such meeting, the programme must include dates and venues for each activity. This should be submitted within thirty (30) days after each AGM.
11. A Financial Report from the treasurer of the organization along with a stamped and signed statement from the organization’s financial institution (Bank, Credit Union, etc). This should be submitted within thirty days after the AGM.
12. Report on activities undertaken after the last AGM. This should be submitted within thirty (30) days after each AGM.
13. A copy of the group’s constitution.
14. The minutes of last AGM.
15. An election report. It could be captured within the Minutes of the AGM or can be produced as a separate document. Include the nominees, persons making the recommendation and the seconders for each nomination.

*(Revised: September 1st 2021)*