

## **APPLICATION PROCEDURE FOR REGISTRATION OF NPOs/NGOs**

- Every non-profit organization required to be registered under this Act shall provide to the registering authority the declaration regarding the objectives of the charity, the sources of income of the charity and the nature of its spending, and such other documents or information as may be prescribed.
- The registering authority may, for reasons to be recorded in writing, refuse registration of an organization if in its opinion the objects of charity stated in declaration are not in consonance with the charitable purpose or for any other reasonable cause

### **Application for registration.**

- For the purpose of registration of a charity under this Act, the Commission shall assign the functions of registration to the Director General for the entire Province of Sindh.

### **Registering Authority.**

- The Registration Authority may, after affording an opportunity of hearing, suspend or cancel the registration of a charity, if the Registration Authority is satisfied that
  - a) the organization or association of persons is not furthering any charitable purpose; or
  - b) the charity has committed a violation of the provisions of the Act or the rules.

### **Cancellation of registration.**

- A promoter shall not make or solicit collection for any charitable fund unless before the start of the collection, he/she makes a declaration in respect of the intended collection and delivers the declaration to the Commission, in writing.
- The Commission may refuse to sanction the collection under this section if it is not satisfied with regard to good faith of the promoter or persons proposing to make the collection, or if the authority is not satisfied with regard to the proper custody of the funds or the due administration of the fund for the purpose for which it is to be collected.

- The Commission may sanction the collection subject to such conditions as it may consider necessary for ensuring the proper custody of the fund and its due administration and utilization for the objects and purposes of the charitable fund.
- If the Commission sanctions the collection, it shall issue or cause to be issued a certificate for a specified period, to the promoter in such form and manner as the Commission may, by regulations, prescribe, authorizing him to make the collect

### **Procedures / SOPs of Charity Registration**

- Registration Certificate
- Memorandum of Association
- Articles of Association
- Proof of possession of registered address
- Information of trustees
- Information of employees
- Details of Immovable Assets
- Details of Moveable Assets
- Bank Account Details
- Income sources details
- Donation details
- Audit report
- Utility Bill of registered address