



Office of Administration and finance  
Xafiiska Waaxda Maamulka iyo Maaliyada

**NGO Registration section:**

A non-governmental organization (NGO) is a non-profit, voluntary group that is organized on a local or international level. All NGOs must be registered by the Ministry of Planning, Development & International Cooperation North-eastern State of Somalia.

**Renewal Requirement of International Organization**

1. Stamped renewal request letter.
2. Organizational last update Profile.
3. Registration Certificate of federal government of Somalia.
4. Proof of funds secured from a donor. (Offer letter, Contract, etc.).
5. A report on Results achieved during the past year.
6. Brief concept note of agency's coming year Activities with proposed budget.
7. Recommendation letter from the line ministries.
8. Country Director's CV, along with email contact.
9. Tax Identification Number.
10. Renewal fee: USD (525).
11. Printing & Maintenance USD (50).

**Duration of Document Review:**

Official documents verification period is Five days.

N.B. If any of the above requirement is missing from your application, your application will be reject.

Najma Omar Ahmed 

Director of Administration and Finance

