





# 3. REQUIREMENTS FOR REGISTRATION OF THE ORGANISATION'S CONSTITUTION

## (2) Optional provisions in terms of section 12(3)

(a) These provisions are optional (i.e. not compulsory) but desirable, as they strengthen the governance procedures in the constitution.

(b) Indicate in column 2 where in your organisation's constitution the provisions listed in column 1 are located.

### COLUMN 1

### COLUMN 2

OPTIONAL PROVISIONS FOR REGISTRATION	Applicable reference in constitution
(a) Qualifications for and admission to membership of the organisation	
(b) Circumstances in which a member will no longer be entitled to the benefits of membership	
(c) Provisions for termination of membership	
(d) Provision for appeals against loss of the benefits of membership or against termination of membership, the procedure for such appeals and the body to which such appeals may be made	
(e) Provisions for membership fees and matters determining membership fees and other payments by members	
(f) Provision that members or office-bearers do not become liable for any of the obligations and liabilities of the organisation solely by virtue of their status as members or officebearers of the organisation	
(g) Provision for the appointment of office-bearers and tabulation of their respective functions	
(h) Procedure for nominating, electing or appointing office-bearers	
(i) Circumstances and manner in which office-bearers may be removed from office, provision for appeals against such removal, procedures for such appeals the body to which such appeals can be made	
(j) Provision that office-bearers are not personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the office-bearer is performing functions for or on behalf of the organisation	
(k) Provisions for making investments	
(l) Purposes for which the funds of the organisation may be used	
(m) Provision for acquiring and controlling assets	

## 4. ADDITIONAL INFORMATION REQUIRED

The completion of this part of the application form is not compulsory. The Directorate for Nonprofit Organisations seeks this information for administrative, background and research purposes. Your application will not be prejudiced if this part of the application form is not completed.

Date when organisation was established

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Organisation's area of operation Geographical

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Sector

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Is the organisation affiliated to any other body or structure? (If yes, please specify the name and contact details of this body or structure).

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## 5. DECLARATION BY PERSON SUBMITTING THIS APPLICATION

I, the undersigned, declare that I am duly authorised by my organisation to complete and submit this application and that the information contained in this form is to the best of my knowledge correct.

Name(s)	-----
Signature	-----
Capacity	-----
Date	-----

## 6. DUTIES OF REGISTERED NONPROFIT ORGANISATIONS

**Once your organisation has been registered it must:**

- (a) Reflect its registered status or registration number on all its documents – section 16(3).
- (b) Keep accounting records – section 17(1)(a).
- (c) Draw up financial statements – section 17(1)(b).
- (d) Arrange for an accounting officer to prepare a written report – section 17(2).
- (e) Preserve its books of account, supporting vouchers, membership records and financial records and documents – section 17(3).
- (f) Submit to the Director of Nonprofit Organisations:
  - (i) A narrative report – section 18(1)(a).
  - (ii) Details of any changes of its office-bearers – section 18(1)(b).
  - (iii) Details of any changes of its address at which it will receive documents – section 18(1)(c).
  - (iv) Details of any changes in its constitution or its name – section 19.