

Appendix F: NPO Application Form (Email)

Nonprofit Organisations Act 1997, Section 13

APPLICATION FOR REGISTRATION BY A NONPROFIT ORGANISATION

READ THIS FIRST

WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a Nonprofit Organisation for registration. Registration is voluntary. If the Nonprofit Organisation complies with the requirements for registration then the Director for Nonprofit Organisations will enter its name in a register and send it a certificate of registration.

WHICH ORGANISATIONS MAY APPLY FOR REGISTRATION?

Organisations such as trusts, companies or other associations established for a public purpose whose income and property are not distributable to its members or office-bearers except as reasonable compensation for services rendered.

WHO FILLS IN THIS FORM?

The office-bearer responsible for managing the nonprofit organisation.

WHERE DOES THIS FORM GO?

To : Directorate for Nonprofit
Organisations
Private Bag x901
PRETORIA
0001

OR

Human Science Research Council
Fifth Floor (South)
134 Pretorius Str
PRETORIA
0001

OTHER REQUIREMENTS?

Two copies of the nonprofit organisations' constitution must accompany this form.

1. ORGANISATIONAL DETAILS

Name of the organisation

Physical address

----- Code -----

Postal address

----- Code -----

Tel () -----

Fax () -----

E-mail -----

Date of financial year-end -----

2. PARTICULARS OF OFFICE-BEARERS

(If you have more office-bearers than provided for on this page, please include their particulars on a separate page and attach to this application)

Name(s) _____	Name(s) _____
Surname _____	Surname _____
Address Business _____ _____	Address Business _____ _____
Residential _____ _____	Residential _____ _____
ID Number _____	ID Number _____
Contact details (W) () _____ Fax () _____	Contact details (W) () _____ Fax () _____
(H) () _____ E-mail _____	(H) () _____ E-mail _____
Capacity in Organisation _____	Capacity in Organisation _____
Name(s) _____	Name(s) _____
Surname _____	Surname _____
Address Business _____ _____	Address Business _____ _____
Residential _____ _____	Residential _____ _____
ID Number _____	ID Number _____
Contact details (W) () _____ Fax () _____	Contact details (W) () _____ Fax () _____
(H) () _____ E-mail _____	(H) () _____ E-mail _____
Capacity in Organisation _____	Capacity in Organisation _____

3. REQUIREMENTS FOR REGISTRATION OF THE ORGANISATION'S CONSTITUTION

(1) Compulsory requirements for registration in terms of section 12(2)

(a) Each requirement from (a) – (o) must be reflected in the constitution. If the requirements are not satisfied the director will not register the nonprofit organisation.

(b) Indicate in column 2 where in your organisation's constitution the requirements listed in column 1 are provided for.

COLUMN 1

COLUMN 2

REQUIREMENTS FOR REGISTRATION	Applicable reference in constitution
(a) Organisation's name(s)	
(b) Organisation's main and ancillary objectives	
(c) Organisation's income and property are not distributable to its members or office-bearers, except as reasonable compensation for services rendered	
(d) Provision for the organisation to be a body corporate and have an identity and existence distinct from its members or office-bearers	
(e) Provision for the organisation's continued existence notwithstanding changes in the composition of its membership or office-bearers	
(f) Members or office-bearers have no rights in the property or other assets of the organisation solely by virtue of their being members or office-bearers	
(g) Powers of the organisation	
(h) Organisational structures and mechanisms for its governance	
(i) Rules for convening and conducting meetings, including quorums required for and the minutes to kept of those meetings	
(j) Manner in which decisions are to be made	
(k) Provision made for the organisation's financial transactions to be conducted by means of a banking account	
(l) Date for the end of the organisation's financial year	
(m) Procedure for changing the constitution	
(n) Procedure by which the organisation may be wound up or dissolved and	
(o) Provision that, when the organisation is wound up or dissolved, any assets remaining after all its liabilities have been met, must be transferred to another non-profit organisation having similar objectives	