

Appendix G:

Guidance for filling in the NPO application form

HOW TO FILL IN THE NPO APPLICATION FORM

- Name of Organisation and Address of the Organisation
- On the first page where it says date of end financial year you must choose a date of e.g. 31 March or 31 December it depends on the organisation the month they choose – you do not write year.
- Second page it's your board members'/office bearers/ executive.
- The minimum number of you board members is 3 they must not be less than that and there is no maximum number of board members
- If there are Non-South Africans in your board they must not outnumber the South Africans.
- Non-South African board members must include the following additional information:
 - 1. Passport,
 - 2. Asylum seekers papers
 - 3. Work permit
- Page 3 (A to O) you do not need to fill it if you use the model constitution.
- If you use your own constitution make sure page 3 (A to O) is filled/answered.
- Last page, you fill in point 5 where one of your board members'/office bearers/ executive either the chairman or secretary must fill in their name.
- Attach the ID Copies of your board member – no need to certify them.
- The registration process takes 3 months.

There are 2 options you can do it on the website <http://www.dsd.gov.za/npo/> online registration where you will have to upload your signed constitution.

OR you can submit your application at number 9 Wale street Legislature Building Cape Town – we have an NPO helpdesk which is there. When submitting your application, it must be 1 copies of application form and ID copies of your board members'/office bearers/ executive. If one of your board members'/office bearers/ executive is non South African you must attach work permit and 1 copies of your constitution.

Or Email the documents to npo.heldesk@westerncape.gov.za