**REQUIREMENTS FOR SUBMISSION OF ANNUAL RETURNS**

An Organisation shall submit to the NGO Bureau Annual Returns at least once every year.

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| **SN** | **REQUIREMENTS** |
|  | A cover letter addressed to the Executive Director, NGO Bureau |
|  | Dully filled [**Form R**](https://www.mia.go.ug/resource/downloads) |
|  | Photocopy of the Permit of Operation |
|  | Proof of payment of the [prescribed fees](https://www.mia.go.ug/content/ngo-fees) |
|  | A copy of the audited books of accounts from a Certified Auditor(s). |
|  | A copy of the Annual Report (s) |
|  | Minutes of the general assembly or governing body meeting which considered and approved the Audited Accounts & Annual Report and a signed attendance list |

**NOTE:**

1. Submission of the application should be made to the NGO Bureau in hardcopy in a well labeled spring file. For ease of crosschecking and verification, documents in the spring file should be arranged according to the order in this table of requirements.
2. These requirements may be varied from time to time by the NGO Bureau at its discretion. Stakeholders shall be notified of any changes.

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Okello Stephen

**Executive Director**