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To reserve a name, complete Form 2 (F-2). Propose three names in order of priority for the organization. Pay a processing fee. Once a name is approved, it is reserved for 60 days. You can renew the reservation for an additional 60 days upon payment of an extra payment. After conducting a name search and reserving a name, follow these registration requirements: Reserve the name by filling out Form 2. Complete the original Form 1 with information on: Contact details of the proposed organization Details of the top 3 officials Charitable objectives of the organization List of other board members Provide the organization's contact person by filling out Form 1. Obtain Form 1 and Form 3. Submit two colored passport-size photographs (2 by 2 inches) of the proposed 3 officials and two other board members, with their names and organization written on the back. Include copies of ID/Passport and KRA PIN Certificates for the 5 proposed officials and board members. Ensure that at least one-third (1/3) of all board members are Kenyan for foreign-based organizations. Provide a copy of a valid police clearance (certificate of Good Conduct, including fingerprints and receipts) for Kenyans, or an equivalent notarized clearance certificate for foreigners (not older than 6 months). Submit the constitution of the proposed NGO/INGO, signed by both the proposed 3 officials and the 2 board members (two copies required). Please note: Additional instructions may apply. If you have any further questions or need clarification, feel free to ask Ochiel Dudley, Partner at Bond Advocates LLP ochieljd@bondadvocates.com 8Jul, 2025 If you're looking to make a meaningful impact through a non-governmental organization (NGO) in Kenya, understanding the legal registration process is crucial. This guide walks you through the steps, requirements, costs, and timelines involved in registering both local and international NGOs in Kenya. Before you register, you must first reserve your organization's name through the eCitizen portal. What you need to do: Submit 3 proposed names in order of preference. Fill out the online application form. Upload necessary documents. Pay a KES 1,000 name search fee. Await approval via SMS and in your eCitizen profile. Here's a checklist of what you'll need to gather for registration: Physical and postal address of the NGO. Official email and telephone number. The ministry under which your NGO's objectives fall. At least three key officials: Chairperson, Secretary, and Treasurer. At least one board member (more may be required). 2 passport photos for each official and board member. Copies of national ID/passport, KRA PIN, and tax compliance certificates. Police clearance certificates (Certificate of Good Conduct with fingerprints and receipt – not older than 6 months). Foreign officials must provide notarized clearance from their country of origin. Note: For international NGOs, at least one-third of the board members must be Kenyan. A draft NGO Constitution (signed in triplicate). Minutes from a meeting authorizing the application, with a specific resolution. A one-year proposed budget. A comprehensive work plan for the first year. Organization chart. A cover letter addressed to the NGO Coordination Board. Completed Form 1 and Form 3. Name reservation confirmation. Notification of the registered office and postal address. MoUs with any donor organizations (if applicable). Details if your NGO is a branch of an existing local or foreign NGO. Once all documents are ready: Submit them in person or via courier to the NGO Coordination Board. Ensure all documents have original signatures and are typed or written in block letters. You'll receive an acknowledgment letter once your application is received. If all requirements are met, you'll be issued an official NGO registration certificate. Local NGO: KES 16,000 International NGO: KES 30,000 Consultation or legal support fees may apply separately. On average, the NGO registration process takes approximately 3 months from submission to approval. Local NGOs: Based and operating within Kenya. International NGOs: Foreign-based organizations seeking to operate in Kenya. All NGO registrations and operations are overseen by the NGO Coordination Board, which ensures compliance with legal and ethical standards. Get in touch today to start your journey toward making a lasting impact in Kenya. A Non-Governmental Organization (NGO) is a private voluntary grouping of individuals or associations, not operated for profit or for other commercial purposes but which have organized themselves nationally or internationally for the benefit of the public at large and for the promotion of social welfare, development charity or research in the areas inclusive of, but not restricted to, health, relief, agriculture, education, industry and the supply of amenities and services. There are two types of NGOs registered in Kenya under Non-governmental organizations co-ordination Act no. 19 of 1990; International NGO with the original incorporation in one or more countries other than Kenya, but operating within Kenya under a certificate of registration and National NGO which is registered exclusively in Kenya with authority to operate within or Kenya. The registration of an NGO in Kenya typically begins with a name search. The Applicant makes a request to the NGOs Board proposing three (3) names by which the organization could be named.A name search is then conducted at a fee after which a name is then reserved. Once this has been done, the Applicant can then file a formal application for registration via the eCitizen portal. The requirements for registration include; A copy of a valid police clearance (certificate of Good Conduct including the finger prints and receipts) for Kenyans, and equivalent notarized clearance certificates for foreigners from their countries of origin which should not be more than six (6) months Old. A draft constitution of the proposed NGO, which must be signed by the proposed three (3) top officials and the two (2) board members. Two (2) copies should be signed by all the proposed board members on the execution page, and by at least one of the proposed officials on each page. A list of other board members. Contact details of the proposed organization. Copies of IDs/Passports and KRA PIN Certificates for the proposed officials and Board members. Please note that at least One third (1/3) of all the board members should be Kenyan for all foreign based NGOs. Details of the three (3) top officials. At least One third (1⁄3) of all the board members must be Kenyan for all foreign based organizations. Duly filled Form 1 stating the organization's contact person. Minutes authorizing the filing of the application with a specific agenda and resolution. Proposed one-year budget. The charitable objectives of the organization. Two colored passport size photographs, on a white background, of the proposed 3 top officials and two other board members. The application must be accompanied with a forwarding cover letter. The application must contain original signatures of the three officials and board members of the NGO as applicable. The application should either be typed or filled in block letters. Registration fees vary depending on the nature of the organization; whether it is national or international. An organization with a previous registration certificate is required to produce a notarized copy of the certificate accompanied by a letter from its board of directors authorizing its registration. Additionally, if the organization had been registered under any other law in Kenya, a certificate of dissolution from the registering Authority must be presented to the board or the board must be notified of the same registration for its acceptance. HOW CAN GND CONSULT HELP? At GND Consult, we will assist in the preparation of all required documentation and assist in lodging the application up until acquisition of the certificate. We will also assist the client with all the post-registration compliance matters. For more information do not hesitate to contact us. +254 702 001 770 info@gndconsultants.com www.gndconsultants.com In Kenya, there are primarily two legal authorities that oversee the operations of non-profit organizations, namely: The Non-Governmental Organization Coordination Board, under the Non-Governmental Organizations Coordination Act, 1990; and The Registrar of Societies, under the Societies Act (Cap. 108). An NGO in Kenya is typically registered under the Non-Governmental Organizations Coordination Act, 1990. The legal framework governing NGOs includes: The Non-Governmental Organizations Regulations, 1992; The Non-Governmental Organizations (Amendment) Regulations, 2018; and Applicable laws in Kenya, such as the Companies Act, 2015, among others. A Foundation, on the other hand, can be registered either as a trust under the Trustees (Perpetual Succession) Act (CAP. 164) or as a company limited by guarantee under the Companies Act, 2015. The legal framework governing Foundations depends on the chosen form of registration: Trusts Trustees (Perpetual Succession) Act (CAP. 164); Trusts of Land Act, 2012; and Other applicable laws in Kenya related to trusts. Companies limited by guarantee Companies Act, 2015; Relevant subsidiary legislation under the Companies Act, 2015; and Other applicable laws in Kenya related to companies. The registration process for an NGO typically takes between 4-6 weeks. Registration fees are dependent on the NGO's particular structure and budget, with a range from KES 180,000 to KES 250,000. The registration fee includes the cost of incorporation, preparation of required documents, and application fees. As earlier mentioned, NGOs are regulated primarily by the Non-Governmental Organizations Coordination Board and must operate in line with the legal requirements set out in the relevant laws. Here is an example of an NGO or Foundation organogram presented in a table format: PositionResponsibilitiesBoard of Directors– Provide strategic direction and guidance to the organization.Chief Executive Officer (CEO)– Overall management and leadership of the organization.Programs Director– Oversee the planning, implementation, and evaluation of programs and projects.Operations Director– Manage day-to-day operations and support functions.Program Managers– Manage specific programs or projects within the organization.Program Staff– Work on the ground to execute program objectives.Finance Manager– Manage financial operations, including budgeting, accounting, and reporting.Human Resources Manager– Handle recruitment, employee relations, and performance management.Communications Manager– Develop and implement communication strategies and campaigns.Grants Manager– Research and secure funding opportunities, manage grant applications.Advocacy Coordinator– Develop and implement advocacy strategies to advance the organization's mission.IT Manager– Manage IT infrastructure and systems.Administrative Assistant– Provide administrative support to the organization. For Foundations registered as trusts, the registration process may take an estimated 3-4 weeks, while for Foundations as companies limited by guarantee, it may take approximately 2-3 months.The registration fees for a foundation registered as a trust may range from KES 10,000 to KES 40,000, while fees for a foundation registered as a company limited by guarantee can range from KES 12,000 to KES 30,000. These fees cover document preparation, application fees, and other costs associated with incorporation. Foundations are regulated either by the Registrar of Companies (for Companies limited by Guarantee) or the Registrar-General for trusts (under the Trustees (Perpetual Succession) Act). The registration process for an NGO in Kenya involves the following steps: Reserve the NGO name and obtain a name reservation certificate; File an application with the NGO Coordination Board along with the required documentsp. and fees; Obtain a clearance letter from the NGO Coordination Board; Register the NGO with the Registrar of Societies, submit the finalized constitution, and pay the registration fee; Obtain a certificate of registration from the Registrar of Societies; Register for tax and social security obligations with the relevant authorities. The required documents for registering an NGO include: The organization's constitution; Minutes of the first meeting with a resolution to incorporate the NGO; Curriculum Vitae and passport photos for the key board members; Copies of identification documents (IDs or passports) for the proposed board members; Any other relevant supporting documents. For foundations registered as trusts, follow these steps: Reserve the Foundation name and obtain a name reservation certificate; Draft a Trust Deed outlining the main objectives and governance structure of the Foundation; Submit the Trust Deed to the Registrar-General for registration under the Trustees (Perpetual Succession) Act; Upon approval, obtain a certificate of registration from the Registrar-General as a registered Foundation; Register for tax and social security obligations with relevant authorities. For foundations registered as companies limited by guarantee, follow these steps: Reserve the Foundation name and obtain a name reservation certificate; Draft the Memorandum and Articles of Association for the Foundation, outlining its main objectives and governance structure; File the required documents with the Registrar of Companies, including the Memorandum and Articles of Association and the appropriate application fees; Obtain a certificate of incorporation from the Registrar of Companies as a company limited by guarantee; Register for tax and social security obligations with the relevant authorities. The required documents for registering a Foundation, whether as a trust or a company limited by guarantee, include: The Foundation's constitution (Trust Deed for trusts, or Memorandum and Articles of Association for companies limited by guarantee); Minutes of the first meeting with a resolution to incorporate the Foundation; Curriculum Vitae and passport photos for the key board members; Copies of identification documents (IDs or passports) for the proposed board members; Any other relevant supporting documents. When choosing between an NGO and a Foundation in Kenya, it's essential to consider the main differences, structures, legal requirements, and the purpose for which each type of organization is established. Consider the following factors to determine which organization is best for you: NGOs primarily focus on promoting social, environmental, or economic issues, fostering sustainable change, and addressing inequalities within communities. On the other hand, Foundations devote their resources primarily towards providing grants or funds to support other organizations, scholars, or projects that align with their specific mission. In Kenya, NGOs are registered under the Non-Governmental Organizations' Coordination Act, 1990, while Foundations are registered under the Companies Act or the Societies Act. The process of registering an NGO is comparatively streamlined and shorter on paper but practically the intensive regulation and scrutny may drag the process to from 6 Months to a Year: it takes about 4-6 weeks, whereas registration of a Foundation, particularly if established as a company limited by guarantee, can take up to 2-3 months with little or no obstruction or lag. NGOs in Kenya are subject to the Non-Governmental Organizations Coordination Board, which has more stringent regulations and scrutinizes their operations more closely. Foundations, on the other hand, are regulated either by the Registrar of Companies (for companies limited by guarantee) or the Registrar-General (for trusts), typically allowing for more considerable operational freedom and less rigorous regulatory oversight. Both NGOs and Foundations registered in Kenya can apply for taxexemptions under the Income Tax Act. However, NGOs enjoy a more favorable tax treatment, as they can register as Public Benefit Organizations (PBOs), which allows them to access additional tax exemptions and benefits. Foundations registered as trusts or companies limited by guarantee may also apply for tax exemptions, but they may not be able to access the same level of advantages as NGOs registered as PBOs. NGOs typically have a more structured governance system, requiring a board of directors, an executive committee, and a clear set of rules defined in their constitution. Foundations can opt for a more flexible governance model, but this depends on whether they are registered as a trust or as a company limited by guarantee. NGOs are generally subject to more rigid compliance and reporting requirements compared to Foundations, which might limit their ability to adapt and scale their operations rapidly. Foundations, especially those registered as trusts, can benefit from greater operational flexibility, making it easier for them to grow and diversify their activities over time. Considering these factors, it ultimately depends on your organization's specific goals, size, and scope to determine whether registering as an NGO or a Foundation is the best choice. By carefully assessing your mission, objectives, internal structure preferences, and the long-term vision for your organization, you can make an informed decision to support your organization's growth, sustainability, and social impact in Kenya. In conclusion, your choice between registering as an NGO or a Foundation in Kenya largely depends on your organization's goals, objectives, and preferred governance structure. Carefully consider the registration processes, timelines, costs, regulatory oversight, and legal frameworks of each option before making your decision. Whichever option you choose, it is essential to ensure that your organization complies with all relevant laws and constantly stays updated on any new regulations introduced in Kenya. The fees above are legal fees capped at our modest rates. Registering a Non-Governmental Organization (NGO) in Kenya is a process governed by specific legal frameworks that ensure transparency, accountability, and adherence to the country's laws. The primary legislation guiding the registration of NGOs is the Non-Governmental Organizations Coordination Act of 1990, which outlines the procedures and requirements for establishing an NGO. To initiate the registration process, an organization must demonstrate its commitment to serving the public interest, which is typically reflected in its mission statement and objectives. The Kenyan government mandates that NGOs operate in a manner that aligns with national development goals, and as such, applicants must provide evidence of their intended impact on society. This includes a clear articulation of the target population, the geographical area of operation, and the specific issues the NGO aims to address. In addition to demonstrating a commitment to public service, prospective NGOs must also comply with various legal stipulations. This includes having a minimum of two founding members who are Kenyan citizens, as well as a board of directors that meets the stipulated requirements. The board must consist of at least three members, with a majority being Kenyan citizens. Furthermore, the organization must have a physical address in Kenya where it will conduct its operations. It is also essential for NGOs to have a constitution that outlines their governance structure, objectives, and operational procedures. This constitution must be submitted alongside the registration application and should reflect compliance with the principles of good governance and accountability. Understanding these legal requirements is crucial for any group seeking to establish an NGO in Kenya, as failure to comply can result in delays or outright rejection of the application. Gathering the necessary documentation for NGO registration Once an organization has a clear understanding of the legal requirements for registering an NGO in Kenya, the next step involves gathering the necessary documentation to support the application. This documentation is critical as it provides evidence of the organization's legitimacy and its commitment to fulfilling its stated objectives. The first essential document is the NGO's constitution, which should detail the organization's name, objectives, governance structure, and operational procedures. This document serves as the foundational legal framework for the NGO and must be drafted with care to ensure it meets all regulatory requirements. Additionally, it is advisable to include provisions that outline how decisions will be made within the organization, how funds will be managed, and how members can be admitted or removed. In addition to the constitution, other key documents include a list of the founding members and their identification details, such as copies of national identification cards or passports. This list should clearly indicate the roles of each member within the organization. Furthermore, NGOs are required to submit a detailed work plan that outlines their intended activities over a specified period, typically one year. This work plan should include information on how the organization plans to achieve its objectives, including timelines and expected outcomes. Financial projections may also be necessary to demonstrate how the organization intends to fund its activities sustainably. Collectively, these documents not only facilitate the registration process but also lay a solid foundation for the NGO's operations once established. Choosing a suitable name and structure for your NGO Selecting an appropriate name for an NGO is a critical step in the registration process, as it reflects the organization's mission and values while also ensuring compliance with legal requirements. The name should be unique and not similar to any existing registered organizations in Kenya to avoid confusion or potential legal disputes. It is advisable to conduct a name search through the NGO Coordination Board's database to confirm that the desired name is available. A well-chosen name can enhance an NGO's visibility and credibility, making it easier for stakeholders and beneficiaries to identify and engage with its work. Additionally, the name should resonate with the target audience and convey a sense of purpose that aligns with the organization's objectives. In terms of structure, NGOs in Kenya can adopt various forms depending on their goals and operational strategies. The most common structures include community-based organizations (CBOs), faith-based organizations (FBOs), and international NGOs (INGOs). Each structure has its own set of advantages and challenges; for instance, CBOs often have closer ties to local communities and can mobilize grassroots support more effectively, while INGOs may have access to broader funding opportunities and international networks. When choosing a structure, it is essential to consider factors such as governance, funding sources, and operational capacity. The chosen structure should facilitate effective decision-making processes and allow for efficient implementation of programs. Ultimately, both the name and structure of an NGO play significant roles in shaping its identity and operational effectiveness. Submitting the registration application to the relevant government department After gathering all necessary documentation and finalizing both the name and structure of the NGO, the next step is to submit the registration application to the relevant government department—the NGO Coordination Board in Kenya. This submission marks a significant milestone in establishing an NGO as it initiates formal recognition by the government. The application must include all required documents such as the constitution, identification details of founding members, work plan, and any other supporting materials that demonstrate compliance with legal requirements. It is crucial to ensure that all documents are correctly filled out and signed where necessary to avoid delays or rejections during processing. Once submitted, the application undergoes a review process by officials at the NGO Coordination Board. This process typically involves verifying that all documentation is complete and that the proposed activities align with national interests and development goals. The board may also conduct background checks on founding members to ensure they meet eligibility criteria. If everything is in order, the board will issue a certificate of registration, granting official status to the NGO. However, if there are any discrepancies or concerns regarding the application, officials may request additional information or clarification before proceeding with approval. Therefore, maintaining open communication with the board during this phase can be beneficial in addressing any issues promptly. Complying with ongoing reporting and compliance requirements for registered NGOs in Kenya Once an NGO has successfully registered in Kenya, it enters into a new phase characterized by ongoing reporting and compliance obligations that are essential for maintaining its legal status. Registered NGOs are required to submit annual reports detailing their activities, financial statements, and any changes in governance or operations. These reports serve multiple purposes: they provide transparency regarding how funds are utilized, demonstrate accountability to stakeholders, and ensure that organizations remain aligned with their stated objectives. The annual report must be submitted to the NGO Coordination Board within six months after the end of each financial year; failure to do so can result in penalties or even deregistration. In addition to annual reporting requirements, NGOs must also comply with various regulatory frameworks that govern their operations in Kenya. This includes adhering to tax regulations set forth by the Kenya Revenue Authority (KRA) and ensuring compliance with labor laws if they employ staff. Furthermore, NGOs are encouraged to engage in regular audits conducted by independent auditors to assess financial health and operational effectiveness. Such audits not only enhance credibility but also help identify areas for improvement within organizational practices. By fulfilling these ongoing compliance requirements diligently, NGOs can build trust with donors, beneficiaries, and government authorities alike while ensuring their sustainability in addressing societal challenges effectively. If you are looking into registering an NGO in Kenya and need guidance on managing its finances once established, you might find the article "Procedures for Salaries and Advances in NGOs – NGO Financial Management Policy" particularly useful. This article provides essential information on financial management within NGOs, which is crucial for maintaining transparency and efficiency. Understanding these financial policies can help ensure that your NGO operates smoothly and adheres to necessary financial regulations. You can read more about this topic by visiting Procedures for Salaries and Advances in NGOs. FAQs What is an NGO? An NGO, or non-governmental organization, is a non-profit, voluntary citizens' group organized on a local, national or international level. They are typically independent of government involvement and are often focused on humanitarian, social, environmental, or other public interest issues. Why should I register an NGO in Kenya? Registering an NGO in Kenya provides legal recognition and legitimacy for your organization. It also allows you to access funding, open bank accounts, enter into contracts, and carry out activities in the country. What are the steps to register an NGO in Kenya? The steps to register an NGO in Kenya typically include: choosing a unique name for the organization, drafting a constitution, obtaining a letter of no objection from the NGO Coordination Board, and submitting the necessary documents to the board for approval. What documents are required to register an NGO in Kenya? The documents required to register an NGO in Kenya may include a completed application form, a copy of the organization's constitution, a letter of no objection from the NGO Coordination Board, a list of the organization's officials, and any other relevant supporting documents. How long does it take to register an NGO in Kenya? The registration process for an NGO in Kenya can take several months, depending on the completeness of the application and the workload of the NGO Coordination Board. It is important to plan ahead and allow for sufficient time for the registration process. Are there any restrictions on registering an NGO in Kenya? There are certain restrictions on registering an NGO in Kenya, such as the prohibition of political or religious organizations from being registered as NGOs. Additionally, NGOs must operate in accordance with the laws and regulations of Kenya. NGO Registrations in Kenya, Biz Brokers Kenya provides you with over 14 years experience in both local an international NGO registration services in Kenya. NGO Name search in Kenya. The application for NGO Name reservation allows both Local or International organizations to apply for approval to register the intended NGO name. Steps for NGO name reservation Fill in the Online application form on eCitizen Upload all required documents Pay for your application Approval updates will be posted in your Online profile as well as sent via SMS. Requirements for NGO registration in Kenya. The following are reuired for NGO regiatation in Kenya. Proposed names for the NGO. Three names in order of preference. Name search is conducted by Form2 upon payment of Kes.1000/=. Contact Information of the proposed organization. IE Proposed physical registered address. Postal address Telephone number Email address Details of the top three officials of the NGO. Chairman. Secretary Treasurer At least one Board Member The charitable objectives of the organization. A list of board members. Duly filled Form 1 stating the organizations contact person Two colored passport size photographs on a white background of the proposed three officials and two other board members with their names and organization written at the back Copies of National ID or passports of the officials. KRA Pins of the officials Tax compliance certificates of the officials Police clearance certificates of the officials (Good conduct certificate) Including finger printing receipts. Notarized Police clearance certificate for Foreign officials. At least One third of all the board members MUST be Kenyan for all foreign based organizations. A Copy of a valid police clearance. Certificate of Good Conduct including the finger prints and receipts for Kenyans and equivalent notarized Police clearance certificate for Foreigners from their Country of Origin. This certificates (MUST not be more than six months. A draft constitution of the proposed NGO, which must be signed by three officials and the two board members. Minutes on the NGO authorizing the filing of the application with a specific resolutions. The application MUST be accompanied with a proposed one year budget of the NGO. The application MUST be accompanied with a forwarding cover letter. The application MUST contain original signatures of the three officials and board members of the NGO as applicable The application should either be typed or filled in block letters. Procedure of Registering of an NGO in Kenya. Name search. proposed names of the NGO in a prescribed form 2 for approval to the Non-Governmental Organizations Board. The registry will conduct search and recommend the reservation. Submission of Application alongside Form 1 Form 3 The constitution of the NGO The Budget of the NGO The cover Letter Notification of Registered address of the NGO and the postal address of the proposed organization . What is the Cost of NGO registration in Kenya? The Prescribed costs for the registration of an NGO in Kenya are as follows, Local NGO - Kes 16,000. International NGO - Kes 30,000 Consultation fees on request. Which Documents are Required for NGO Registration in Kenya. Cover letter requesting for registration. Duly executed Form 3 in original Forms. Duly executed Form 1 . Two colored passport size photographs of the proposed officials and two other board members. The Name Reservation Form duly approved and paid for The Constitution of the NGO in Triplicate, signed by the proposed officials and at least two other board members. Minutes authorizing the filing of the application for registration with a specific agenda and resolution. A notification of the registered office of the NGO and the postal address of the NGO. The application is then lodged with the NGO board offices. How long does it take to register an NGO in Kenya? To register an NGO in Kenya generally takes an average of three months to complete the entire registration process. The NGO Board will send you an acknowledgment letter, upon receipt of your application. A registration certificate will be issued once your application meets the set requirements. What types of NGOs are there in Kenya? There are generally two types of NGOs in Kenya being Local NGO International NGO NGO Coordination Board Kenya The NGO Co-ordination Board is responsible of the regulation and Registration of NGOs in Kenya. Information Required to register an NGO in Kenya. The Ministry under which the objectives fall A detailed work plan for first year of operation Itemized Budget for First year of Operation Comprehensive organization chart The Memorandum of Understanding between the NGO and any donors. Details where the NGO is a branch of an already registered locally or overseas NGO. Here is a guide for NGO Bank account opening in Kenya. Skip to content A Non-Governmental Organization (NGO) is a legally registered entity that operates independently from the government to support charitable, social, or humanitarian causes. NGOs in Kenya play a crucial role in social development, advocacy, and service delivery in various sectors, including health, education, and environmental conservation. Understanding the legal framework and requirements is essential for anyone looking to establish an NGO in Kenya. NGOs in Kenya are governed by the NGO Coordination Act, 1990, and regulated by the NGO Coordination Board. The Act provides the framework for the registration, monitoring, and operation of NGOs in the country. Additionally, NGOs must comply with other relevant laws, including tax regulations set by the Kenya Revenue Authority (KRA) and sector-specific policies depending on their area of operation. Before registering an NGO, you must submit at least three proposed names for approval. The NGO Coordination Board will review and approve a unique name that does not conflict with existing organizations. The name should reflect the NGOâ€™s mission and be distinguishable from commercial entities. A clearly defined mission statement and objectives are essential for NGO registration. The objectives must align with the organizationâ€™s intended activities and demonstrate its commitment to public benefit. The mission should be well-articulated to meet the requirements of the NGO Coordination Board. 3. Governing Body and Board Members An NGO must have a board of directors or trustees comprising at least three members. The board plays a critical role in governance, decision-making, and compliance with regulatory requirements. Board members should be individuals with relevant expertise and a commitment to the NGOâ€™s objectives. The NGO is required to draft a constitution outlining its governance structure, decision-making processes, roles of board members, and operational guidelines. A Memorandum of Understanding (MoU) may also be required if the NGO plans to collaborate with other entities. The NGO must provide a physical office address in Kenya. This serves as the organizationâ€™s official headquarters and must be accessible for regulatory inspections and correspondence. The office should be appropriately set up to accommodate administrative operations. A well-structured work plan and budget is required to illustrate how the NGO will implement its programs. The budget should reflect expected funding sources, operational expenses, and project costs. A realistic financial projection enhances the NGOâ€™s credibility during registration. The NGO must pay a registration fee as prescribed by the NGO Coordination Board. The amount varies depending on the type and scope of the organization. Proof of payment is required as part of the application submission. Applicants must obtain a letter of recommendation from the relevant government department or local administration. This document supports the legitimacy of the NGOâ€™s intended activities and its alignment with national development goals. Submit three preferred names to the NGO Coordination Board for approval. The board reviews and reserves an available name that meets regulatory criteria. Approved names remain valid for a specific period, during which the applicant should proceed with registration. Compile all necessary documents, including the constitution, mission statement, board membersâ€™ details, office address, and work plan. Submit the complete application package to the NGO Coordination Board either online or in person. Make the required registration payment and obtain proof of transaction. Payment details are provided by the NGO Coordination Board. The NGO Coordination Board reviews the application for compliance and authenticity. Additional clarifications or documents may be requested during this process. Upon approval, the NGO is issued a Certificate of Registration. Post-Registration Compliance Requirements Once registered, an NGO must: File annual returns with the NGO Coordination Board. Maintain accurate financial records and submit audited financial statements. Renew the registration periodically as per regulatory requirements. Ensure compliance with tax obligations and reporting standards. Legal Recognition: A registered NGO can enter contracts, open bank accounts, and apply for funding. Tax Exemptions: Registered NGOs can apply for tax exemptions under the Income Tax Act. Access to Funding: NGOs can receive donations, grants, and funding from international and local sources. Enhanced Credibility: Official registration builds trust with stakeholders, including donors and beneficiaries. Registering an NGO in Kenya requires thorough documentation and compliance with legal requirements. NileEdge provides expert guidance in NGO registration, governance structuring, and compliance support. Contact us at info@nileedge.com or call +254 714 644 442 for professional assistance in setting up your NGO in Kenya.

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