



**Office of the Attorney-General &  
Ministry of Legal Affairs  
Non-Profit Organization Act, 2019  
Non-Profit Organization (Amendment) Act, 2019**

NPO REGISTRATION

**CHECKLIST**

- (a) Completed Non Profit (NPO) Registration Form
- (b) Certificate of Incorporation or Document that provide evidence of formation
- (c) Copies or particulars of organizational documents (Constitution, Intended Constitution or Memorandum & Articles of Association)
- (d) The declared purposes of the NPO
- (e) The identity of the controller and other members of the NPO  
(Proof of identity by means of a valid government ID, i.e., Passport, Voter's Card, NIB Card or Driver's License)
- (f) Register of Directors and Officers
- (g) Register of Members
- (h) Proof of Address (Verified by a Utility Bill or Voter's Card)
- (i) Details of umbrella organization(s) (if applicable)