

*A summary reference/checklist prepared by the Embassy of
Ethiopia (Berlin, 2009)*

**Procedures for registering a Foreign Non Governmental Organization
(NGO) in Ethiopia**

The Embassy of the Federal Democratic Republic of Ethiopia to the Federal Republic of Germany with accreditation to the Republic of Poland and Czech Republic is not only authorized to recruit developmental NGOs, but also committed to encourage activities of such organizations residing in the stated countries to start their operations in Ethiopia. The Embassy processes requests and also discusses with the NGOs concerning the procedures required for registration to undertake their activities in Ethiopia. It is also the responsibility and competence of the Embassy to authenticate documents needed for the registration of NGOs.

To make it possible for the Embassy to render the required services, all the pertinent documents must be submitted according to the details stated at article 68 of the ***Ethiopian Proclamation to provide for the Registration and Regulation of Charities and Societies (Proclamation No. 621/2009)***.

In the context of the referred law, the following list can be used by NGOs as the basis of communication concerning registration, renewal of registration and other related services. For ease of reference the list of the major documents to be submitted and the procedure to be followed for registration is stated in the form of a checklist. Please read this checklist carefully and communicate with the Embassy for any additional queries.

The procedure goes as follows:-

1. An application requesting registration, which must include particulars concerning the goals, objectives and activities of the NGO in general and

- the scope of its operations in Ethiopia in particular (please include project profile).
2. Duly authenticated copy of the founding by-law of the NGO and where applicable a document showing the act constituting it.
 3. Duly authenticated certificate of registration showing the NGO's establishment from its country of origin.
 4. A proof of the decision of its competent organ for instance a board to operate in Ethiopia.
 5. Letter of Support from the Ministry of Foreign Affairs/ Foreign Office or other pertinent government offices responsible for NGO affairs, which shall state the respective office agrees and/ have no objection concerning the operation of the applying NGO in Ethiopia.
 6. A document describing that the NGO can spend a minimum of *Two Million Birr* annually for it's activities in Ethiopia with an operational and administrative costs indicated in a clearer term (a budget break down showing at least 70% goes to the major operation and the administrative cost will not exceed 30% of the budget).
 7. Power of attorney issued in favor of the country representative of the NGO in Ethiopia and the CV of such representative together with the delegation of power must be submitted.
 8. After the above listed are accepted, the Embassy will write a letter of recommendation stating the potential merits of the activities of the NGO in Ethiopia, and also explain its track records.
 9. On the basis of the recommendations of the Embassy, the Ministry of Foreign Affairs of the Federal Democratic Republic of Ethiopia will also state its own recommendations and forward the request to the Charities and Societies Agency of the Federal Democratic Republic of Ethiopia for approval of the registration.
 10. The required registration fees must be paid where an application for registration will be submitted at the Agency and for all authentication

services rendered at the Embassy and the Ministry of Foreign Affairs of Ethiopia.

11. The documents listed 1-7 must be submitted to the Embassy in three copies.

N.B.; - For any additional information please contact;-

Mr. Eshete Tilahun
Counsellor
Embassy of Ethiopia
Boothstr. 20a
12207 Berlin
Tel.(030) 772 0618
Fax (030) 772 0626
E-mail etilahun@aethiopische-botschaft.de