

Council for Non - Governmental Organisations in Malawi



Head Office
Amina House, Ground Floor,
Units 11 & 12
Off Paul Kagame Road
P.O. Box 2264, Lilongwe
Tel: +265 111 759 881 / 882

Regional Office - South
Feed the Children Complex
East Wing
Along Chileka-Magalasi Road
P.O. Box 480, Blantyre
Mobile: +265 891 00 27 13

Regional Office - North
Suite 8
Sunbird Mzuzu Hotel
Off Kabunduli Road
Mzuzu
Tel: +265 991 451

613

Email: info@congoma.mw / congoma@gmail.com

Website: www.congoma.mw

REGISTRATION REQUIREMENTS FOR MALAWIAN NGOs WITH CONGOMA

1. A filled CONGOMA Membership Application Form.
2. A certified copy of the NGO's constitution or a Governing instrument of the NGO.
3. A copy of minutes of the first meeting at which it was agreed to form an NGO
4. A copy of certificate of Registration with the Registrar General.
5. A brief concept Paper indicating brief background to the NGO, mission statement, vision, values, districts where activities are being/will be implemented, sectors of operation (e.g. health, education etc) and an outline of activities that the NGO has implemented or intends to undertake in Malawi under each of the sectors.
6. Sworn-in Affidavits of Trustees and/or Directors giving their names, citizenship, occupation and address.
7. Payment of a Processing Fee of MK 15,500 non-refundable.
8. A copy of the Trustees/Directors Declaration.

Remember that an NGO needs to register with CONGOMA to comply with the Amended Act 2022. After registering with CONGOMA a local NGO pays an Annual Subscription Fee of **MK120, 750.00**.

In addition, note that the registration requirements above are subject to review. You may contact CONGOMA if you need more information or clarification.

Looking forward to hearing from you soon.

Yours faithfully,

RONALD MTONGA
EXECUTIVE DIRECTOR