

Council for Non-Governmental Organisations in Malawi



Head Office
Off Kamuzu Procession Road
Area 47, Sector 3
Ringroad, House No.75
P.O. Box 2264, Lilongwe
Tel: +265 891 002 713
Email: info@congoma.mw

Regional Office - South
Feed the Children Complex
East Wing
Along Chileka-Magalasi Road
P.O. Box 480, Blantyre
Tel: +265 891 002 713
Email: info@congoma.mw

Regional Office - North
MPICO House
First Floor,
Along Orton Chirwa Road
Mzuzu
Tel: +265 891 002 713
Email: info@congoma.mw

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