



Council for Non Governmental
Organisations in Malawi

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Lilongwe

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Date:

To:

**Re: INTERNATIONAL NGOs' REGISTRATION FOR MEMBERSHIP WITH
CONGOMA**

Please refer to your request for information about Registration with CONGOMA. We are pleased to inform you that the following are the requirements for registration:

1. A filled CONGOMA Membership Application Form.
2. Articles of Association or a Governing Instrument of the NGO.
3. A copy of the Registration Certificate of the NGO from the originating Country.
4. 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.
5. Sworn-in Affidavits of at least two Malawian Trustees and/or Directors, giving their names, citizenship, occupation and address.
6. Copies of Temporary Employment Permits for all non-Malawian staff/trustees resident in Malawi.
7. A letter of approval from the Ministry of Gender, Children and Community Development.
8. Payment of a Processing Fee of MK35,250.00, non-refundable.

Remember that an NGO needs to register with CONGOMA to comply with the Amended Act 2022. After registering with CONGOMA an International NGO pays an Annual Subscription Fee of **MK402, 500.00**.

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