THE NON GOVERNMENTAL ORGANIZATIONS ACT
(CAP. 56)

REGULATIONS

(Made under section 38)

THE NON GOVERNMENTAL ORGANIZATIONS (RIGHTS AND DUTIES OF ASSISTANT REGISTRARS) REGULATIONS, 2019

Citation

1. These Regulations may be cited as the Non-Governmental Organizations (Rights and Duties of Assistant Registrars) Regulations, 2019.

Interpretation

2. In these Regulations unless the context otherwise requires-
   “Act” means the Non-Governmental Organization Act;
   “Assistant Registrar” means public officer referred to under section 22 of the Act;
   “Minister” means the Minister responsible for Non-Governmental Organization;
   “Registrar” means the Director for Non Governmental Organizations Coordination appointed under section 3 of the Act;
   “Community Based Organizations” which is also known by its acronym CBOs means voluntary grouping of individuals which non partisan or non profit sharing established and operates for the benefit or welfare of the community or public organized at ward level for the purposes of enhancing or promoting economic, environmental, social or cultural development of protecting environment, good governance, law and order, human rights and lobbying or advocating of such issues.

3.- (1) Subject to section 22(1) of the Act, the Registrar shall, by instrument in the manner prescribed in NGOC-Form No. 1 set out in the Schedule to these Regulations, appoint the public officer who shall be known as Assistant Registrar.
(2) The appointment referred to under sub regulation (1) shall taking into account the following criteria:-
(a) must be a public officer;
(b) must have been dully appointed by the Registrar and published in the Government Gazette; and
(c) any other reasonable criteria which in the opinion of the Minister is deemed fit to be considered.

4.-(1) The Assistant Registrars shall, within their area of jurisdiction, perform the following duties-
(a) to receive and evaluate application for registration of Non-Governmental Organization;
(b) to issue introductory letter to the applicant upon satisfaction that, the applicant has fulfilled the required registration conditions;
(c) receive application and register CBOs;
(d) to ensure that, no Organization is discharging Non-Governmental Organization duties without being registered under the Act;
(e) to ensure that, a Non-Governmental Organization implementing a project whose funding contract value is more than twenty million (20,000,000 T.shs) has letter of approval from the Registrar as prescribed in the First Schedule to the Non Governmental Organizations, 2004;
(f) to ensure that, the objectives, programs, projects and duties of a Non-Governmental Organization are in line with the provisions of the Act or other written laws or national plans and priorities, and respond to the challenges of the area of implementation;
(g) to report quarterly in a year in the prescribed form set out in the Schedule to these Regulations, on the operations of Non-Governmental Organizations to the-

(i) Registrar by Regional Assistant Registrar; and
(ii) Regional Assistant Registrar by the District Assistant Registrar;

(h) to ensure that, Non-Governmental Organizations with the same or similar objectives are not congested in the same area of operation;

(i) any other duties as may be assigned by the Registrar.

(2) The application for registration for a CBO shall be made in the manner prescribed in NGOC-Form No. 2 or 3 as prescribed in the Schedule to these Regulations.

(3) Upon satisfaction of the terms and conditions for registration of CBO, Assistant Registrar shall issue a certificate of registration in the manner prescribed in NGOC-Form No. 4 as prescribed in the Schedule to these Regulations.

(4) The Assistant Registrar may refuse to register the CBO, if the application does not meet the required terms and conditions.

(5) Where the Assistant Registrar refuses to register a CBO shall, within fourteen days notify the applicant together with the reasons thereto.

(6) An applicant aggrieved with the decision of the Assistant Registrar may appeal to the Registrar.

(7) Where the applicant is not satisfied with the decision of the Registrar may appeal to the Minister whose decision shall be final.

5.- (1) The Assistant Registrar may conduct investigations which relates to the duties referred to under regulation 4.

(2) When conducting investigations under sub regulation (1), the Assistant Registrar shall collaborate with Regional or District security committee of a particular District or Region.

6.- (1) The Registrar shall have power to appoint any Assistant Registrar.

(2) The Registrar shall have the following duties in facilitating the discharge of duties by the Assistant Registrars-

(a) receive report from the Regional Assistant Registrars;

(b) perform any other duty which enhances the better
performance of Assistant Registrars;
(c) hold any Assistant Registrar accountable for misconduct;
(d) oversee functions of the Assistant Registrar

7. The Assistant Registrar shall cease to perform his duties on occurring any of the following grounds-
(a) on ceases from public service;
(b) upon transfer to another duty station;
(c) upon death;
(d) on resignation; or
(e) failure to perform duties assigned.

SCHEDULE
INSTRUMENT OF APPOINTMENT OF ASSISTANT REGISTRAR

[Name of appointee], you are hereby appointed as the Assistant Registrar of [Specify region or district of operation] to exercise with diligence the duties of Assistant Registrar. This appointment commences on....day of.......20.....

........................................(Signature)

........................................(Name)

REGISTRAR
ATTACHMENTS

a) soft and hard copy of list of not less than five founder members

b) soft and hard copy of constitution

c) soft and hard copy CV of leaders/office bearers, each CV with two (2) passport size pictures

d) Others specify (if any)

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THE UNITED REPUBLIC OF TANZANIA

THE NON GOVERNMENTAL ORGANIZATIONS ACT
CAP. 56

CERTIFICATE OF REGISTRATION

(Made under regulation 4(3))

I HEREBY CERTIFY that ...................................................... ........ of P.O. Box ................. has this .............. day of .................. 20 .............. been duly registered as a CBO under the Non Governmental Organization Act, 2002 with Registration

This certificate is subjected to the following conditions/directions:

........................................................................................................
........................................................................................................

That the aforesaid CBO shall operate in ......................... Ward

That the aforesaid Organization shall operate in accordance with its governing Constitution and the Laws of Tanzania.
That this certificate shall be valid for a period of ten (10) years from the date of issuance.

Date of Issue ..........day of........20... Expiry Date........day of..........20....

..........................................................

REGISTRAR

Dodoma,  
7th September, 2019

UMMY A. MWALIMU  
Minister for Health, Community Development, Gender, Elderly and Childr