



Applying For NPO Registration at DSD

Required Registration Documents

To apply for formal NPO status, organizations must compile specific documentation for submission to the Department of Social Development (DSD).

- **The Application Form:** A prescribed NPO application form must be completed and signed by the managing office-bearer. **Template included**
- **Founding Documents:** Voluntary Associations must provide two copies of a signed Constitution, whereas Trusts require two copies of the Trust Deed and a court-issued Letter of Authority. **Comprehensive Template attached**
- **Constitution:** According to requirements. **Comprehensive Template attached**
- **Certified Identities:** Although manual forms only request ID numbers, it is highly recommended to include certified ID copies of at least three office-bearers to prevent administrative delays during processing.

Understanding Section 12 Compliance

Your founding document will be rejected if it does not strictly adhere to Section 12 of the NPO Act.

- **Legal Identity and Income:** The constitution must establish the organization as a distinct body corporate and declare that income and property will not be distributed to members, except as reasonable compensation for services.
- **Governance and Administration:** The document must detail the organizational structure, rules for convening meetings (including quorums and minutes), decision-making processes, and mandatory banking procedures.
- **Dissolution Rules:** It must include clear procedures for changing the constitution and winding up the organization, strictly stating that any remaining assets must be transferred to another NPO with similar objectives upon closure.



Establishing the NPO: Founding Minutes

The DSD and financial institutions require the Inaugural Meeting Minutes as proof that the organization was formally established.

- **Establishment:** Attendees must unanimously resolve to formally establish the organization and define its primary objective.
- **Adoption of Constitution:** The meeting must formally adopt the drafted, Section 12-compliant Constitution as the official founding document.
- **Election of Office-Bearers:** Nominations must be held to elect an inaugural Management Committee, typically consisting of a Chairperson, Secretary, and Treasurer.
- **Bank Account Signatories:** The committee must resolve to open a bank account and appoint official signatories, noting that usually two signatures are required to release funds.

Submission Methods and Ongoing Duties

Registration is completely free and can be processed via the DSD's online portal (highly recommended), hand-delivered to a provincial DSD office, or posted to the NPO Directorate in Pretoria.

- **Financial Duties:** Once registered, NPOs must keep proper accounting records, draw up financial statements, arrange for an accounting officer to prepare a written report, and preserve these records.
- **Reporting Duties:** Registered organizations are legally required to submit a narrative report to the Director of Nonprofit Organisations and disclose any changes to their office-bearers, addresses, or constitution.

The Registration Process

Registering an NPO with the DSD is completely **free**. You can apply using the following methods:



1. **Online (Highly Recommended):** The DSD has an online NPO registration portal. You can create a profile on the DSD website, fill out the digital application, and upload PDF copies of your founding documents.
2. **Manual Delivery:** You can submit the physical forms and documents at your nearest provincial Department of Social Development office.
3. **By Post/Courier:** You can post the documents to the NPO Directorate (Private Bag X901, Pretoria, 0001) or hand-deliver them to the HSRC Building (134 Pretorius Street, Pretoria).



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