Elizayo

https://www.elizayo-collab.org/

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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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Here is the standard Model Constitution template provided by the Department of Social Development (DSD) for a Voluntary Association in South Africa. If you use this exact structure and fill in the bracketed information, you will automatically comply with Section 12 of the NPO Act, which is mandatory for successful registration. [Remove from your document]

CONSTITUTION OF [Insert Name of Organisation]

1. NAME

1.1. The organisation hereby constituted will be called [Insert full name of the organisation].

1.2. Its shortened name will be [Insert shortened name, if applicable] (hereinafter referred to as the organisation).

2. BODY CORPORATE

The organisation shall:

- Exist in its own right, separately from its members.
- Continue to exist even when its membership changes and there are different office bearers.
- Be able to own property and other possessions.
- Be able to sue and be sued in its own name.

3. OBJECTIVES

3.1. The organisation's main objectives are to: [State exactly what the organisation is set up to achieve].

3.2. The organisation's secondary objectives will be to: [State secondary goals that support the main objectives].

4. INCOME AND PROPERTY

4.1. The organisation will keep a record of everything it owns.

4.2. The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office

bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done

4.3. A member of the organisation can only get money back from the organisation for expenses that she or he has paid for or on behalf of the organisation.

4.4. Members or office bearers of the organisation do not have rights over things that belong to the organisation.

5. MEMBERSHIP AND GENERAL MEETINGS

5.1. If a person wants to become a member of the organisation, she or he will have to ask the organisation's management committee. The management committee has the right to say no.

5.2. Members of the organisation must attend its annual general meetings. At the annual general meeting, members exercise their right to determine the policy of the organisation.

6. MANAGEMENT

6.1. A management committee will manage the organisation. The management committee will be made up of not less than [Insert number, usually 3 to 5] members. They are the office bearers of the organisation.

6.2. Office bearers will serve for one year, but they can stand for re-election for another term in office after that. Depending on what kind of services they give to the organisation, they can stand for re-election into office again and again. This is so long as their services are needed and they are ready to give their services.

6.3. If a member of the management committee does not attend three management committee meetings in a row, without having applied for and obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place.

6.4. The management committee will meet at least once a month. More than half of members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.

6.5. Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management committee members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson.

7. POWERS OF THE ORGANISATION

The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 3 of this constitution. Its activities must abide by the law.

7.1. The management committee has the power and authority to raise funds or to invite and receive contributions.
7.2. The management committee has the power to buy, hire or exchange for any property that it needs to achieve its objectives.
7.3. The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.

8. MEETINGS AND PROCEDURES OF THE COMMITTEE

8.1. The management committee must hold at least two ordinary meetings each year.
8.2. The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting.
8.3. The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are present choose which one of them will chair that meeting. This must be done before the meeting starts.
8.4. There shall be a quorum whenever such a meeting is held.
8.5. When necessary, the management committee will vote on issues. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote.
8.6. Minutes of all meetings must be kept safely and always be on hand for members to consult.

9. ANNUAL GENERAL MEETINGS

The annual general meeting must be held once every year, towards the end of the organisation's financial year. The organisation should deal with the following business, amongst others, at its annual general meeting:

- Agree to the items to be discussed on the agenda.
- Write down who is there and who has sent apologies.

- Read and confirm the previous meeting's minutes with matters arising.
- Chairperson's report.
- Treasurer's report.
- Changes to the constitution that members may want to make.
- Elect new office bearers.
- General.

10. FINANCE

10.1. An accounting officer shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation.

10.2. The treasurer's job is to control the day-to-day finances of the organisation. The treasurer shall arrange for all funds to be put into a bank account in the name of the organisation. The treasurer must also keep proper records of all the finances.

10.3. Whenever funds are taken out of the bank account, the chairperson and at least two other members of the organisation must sign the withdrawal or cheque.

10.4. The financial year of the organisation ends on [Insert Date and Month, e.g., 31 March] of each year.

10.5. The organisation's accounting records and reports must be ready and handed to the Director of Nonprofit Organisations within six months after the financial year end.

11. AMENDMENTS TO THE CONSTITUTION

11.1. The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two-thirds of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.

11.2. Two-thirds of the members shall be present at a meeting (the quorum) before a decision to change the constitution is taken. Any annual general meeting may vote upon such a notion, if the details of the changes are set out in the notice referred to in 8.2.

11.3. A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

11.4. No amendments may be made which would have the effect of making the organisation cease to exist.

12. DISSOLUTION/WINDING-UP

12.1. The organisation may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

12.2. When the organisation closes down it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. It should be given in some way to another non-profit organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

ADOPTION OF THE CONSTITUTION

This constitution was approved and accepted by members of [Insert Name of Organisation] at a special (general) meeting held on [Insert Date].

Signatures:

- **Chairperson:** _____ (Name: _____)
- **Secretary:** _____ (Name: _____)

Nonprofit Organisations
Act, 1997
Section 13

APPLICATION FOR REGISTRATION BY A NONPROFIT ORGANISATION

READ THIS FIRST

WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a Nonprofit Organisation for registration. Registration is voluntary. If the Nonprofit Organisation complies with the requirements for registration then the Director for Nonprofit Organisations will enter its name in a register and send it a certificate of registration.

WHICH ORGANISATIONS MAY APPLY FOR REGISTRATION?

Organisations such as trusts, companies or other associations established for a public purpose whose income and property are not distributable to its members or office-bearers except as reasonable compensation for services rendered.

WHO FILLS IN THIS FORM?

The office-bearer responsible for managing the nonprofit organisation.

WHERE DOES THIS FORM GO?

To : Directorate for Nonprofit Organisations
Private Bag x901
PRETORIA
0001

OR

Human Science Research Council
Fifth Floor (South)
134 Pretorius Str
PRETORIA
0001

OTHER REQUIREMENTS?

Two copies of the nonprofit organisations' constitution must accompany this form.

1 ORGANISATIONAL DETAILS

Name of the organisation

_____

Physical address

_____

_____

_____

_____Code _____

Postal address

_____

_____

_____Code _____

_____

Tel ( )_____

Fax ( ) _____

E-mail _____

Date of financial year-end _____

Please tick your preferred method of all correspondence including certificate:

EMAIL	

OR

POST	

NB: Please note that you can **APPLY** for NPO Registration and **SUBMIT** annual reports Online by visiting www.dsd.gov.za/npo

2. PARTICULARS OF OFFICE-BEARERS (If you have more office-bearers than is provided for on this page, please include the particulars of these office-bearers on a separate page and attach it to this application)

Name(s) _____

Surname _____

Address Business _____

_____

Residential _____

_____

ID Number _____

Contact details (W) ( ) _____ Fax ( ) _____

(H) ( ) _____ E-mail _____

Capacity in Organisation _____

Name(s) _____

Surname _____

Address Business _____

_____

Residential _____

_____

ID Number _____

Contact details (W) ( ) _____ Fax ( ) _____

(H) ( ) _____ E-mail _____

Capacity in Organisation _____

Name(s) _____

Surname _____

Address Business _____

_____

Residential _____

_____

ID Number _____

Contact details (W) ( ) _____ Fax ( ) _____

(H) ( ) _____ E-mail _____

Capacity in Organisation _____

Name(s) _____

Surname _____

Address Business _____

_____

Residential _____

_____

ID Number _____

Contact details (W) ( ) _____ Fax ( ) _____

(H) ( ) _____ E-mail _____

Capacity in Organisation _____

Name(s) _____

Surname _____

Address Business _____

_____

Residential _____

_____

ID Number _____

Contact details (W) ( ) _____ Fax ( ) _____

(H) ( ) _____ E-mail _____

Capacity in Organisation _____

Name(s) _____

Surname _____

Address Business _____

_____

Residential _____

_____

ID Number _____

Contact details (W) ( ) _____ Fax ( ) _____

(H) ( ) _____ E-mail _____

Capacity in Organisation _____

NB: Please note that you can **APPLY** for NPO Registration and **SUBMIT** annual reports Online by visiting www.dsd.gov.za/npo

3. REQUIREMENTS FOR REGISTRATION OF THE ORGANISATION'S CONSTITUTION

(1) **Compulsory requirements for registration in terms of section 12(2)**

Each requirement from (a) – (o) must be reflected in the constitution. If the requirements are not satisfied the director will not register the nonprofit organisation.

Indicate in column 2 where in your organisation's constitution the requirements listed in column 1 are provided for.

Column 1 REQUIREMENTS FOR REGISTRATION	Column 2 Applicable reference in constitution
(a) Organisation's name(s)	
(b) Organisation's main and ancillary objectives	
(c) Organisation's income and property are not distributable to its members or office-bearers, except as reasonable compensation for services rendered	
(d) Provision for the organisation to be a body corporate and have an identity and existence distinct from its members or office-bearers	
(e) Provision for the organisation's continued existence notwithstanding changes in the composition of its membership or office-bearers	
(f) Members or office-bearers have no rights in the property or other assets of the organisation solely by virtue of their being members or office-bearers	
(g) Powers of the organisation	
(h) Organisational structures and mechanisms for its governance	
(i) Rules for convening and conducting meetings, including quorums required for and the minutes to kept of those meetings	
(j) Manner in which decisions are to be made	
(k) Provision made for the organisation's financial transactions to be conducted by means of a banking account	
(l) Date for the end of the organisation's financial year	
(m) Procedure for changing the constitution	
(n) Procedure by which the organisation may be wound up or dissolved and	
(o) Provision that, when the organisation is wound up or dissolved, any assets remaining after all its liabilities have been met, must be transferred to another non-profit organisation having similar objectives	

(2) **Optional provisions in terms of section 12(3)**

(a) These provisions are optional (i.e. not compulsory) but desirable, as they strengthen the governance procedures in the constitution.

(b) Indicate in column 2 where in your organisation's constitution the provisions listed in column 1 are located.

Column 1 **OPTIONAL PROVISIONS FOR REGISTRATION**	Column 2 **Applicable reference in constitution**
(a) Qualifications for and admission to membership of the organisation	
(b) Circumstances in which a member will no longer be entitled to the benefits of membership	
(c) Provisions for termination of membership	
(d) Provision for appeals against loss of the benefits of membership or against termination of membership, the procedure for such appeals and the body to which such appeals may be made	

Column 1 OPTIONAL PROVISIONS FOR REGISTRATION	Column 2 APPLICABLE REFERENCE IN CONSTITUTION
(e) Provisions for membership fees and matters determining membership fees and other payments by members	
(f) Provision that members or office-bearers do not become liable for any of the obligations and liabilities of the organisation solely by virtue of their status as members or office-bearers of the organisation	
(g) Provision for the appointment of office-bearers and tabulation of their respective functions	
(h) Procedure for nominating, electing or appointing office-bearers	
(i) Circumstances and manner in which office-bearers may be removed from office, provision for appeals against such removal, procedures for such appeals the body to which such appeals can be made	
(j) Provision that office-bearers are not personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the office-bearer is performing functions for or on behalf of the organisation	
(k) Provisions for making investments	
(l) Purposes for which the funds of the organisation may be used	
(m) Provision for acquiring and controlling assets	

ADDITIONAL INFORMATION REQUIRED

The completion of this part of the application form is not compulsory. The Directorate for Nonprofit Organisations seeks this information for administrative, background and research purposes. Your application will not be prejudiced if this part of the application form is not completed.

Date when organisation was established_____
Organisation's area of operation
Geographical _____
Sector _____

Is the organisation affiliated to any other body or structure? (If yes, please specify the name and contact details of this body or structure).

_____
_____
_____

DECLARATION BY PERSON SUBMITTING THIS APPLICATION

I, the undersigned, declare that I am duly authorised by my organisation to complete and submit this application and that the information contained in this form is to the best of my knowledge correct.

Name(s) _____
Signature _____
Capacity _____
Date _____

DUTIES OF REGISTERED NONPROFIT ORGANISATIONS

Once your organisation has been registered it must:

(a) Reflect its registered status or registration number on all its documents – section 16(3).
(b) Keep accounting records – section 17(1)(a).
(c) Draw up financial statements – section 17(1)(b).
(d) Arrange for an accounting officer to prepare a written report – section 17(2).
(e) Preserve its books of account, supporting vouchers, membership records and financial records and documents – section 17(3).
(f) Submit to the Director of Nonprofit Organisations:
  (i) A narrative report – section 18(1)(a).
  (ii) Details of any changes of its office-bearers - section 18(1)(b).
  (iii) Details of any changes of its address at which it will receive documents – section 18(1)(c).
  (iv) Details of any changes in its constitution or its name – section19.

NB: Please note that you can **APPLY** for NPO Registration and **SUBMIT** annual reports Online by visiting www.dsd.gov.za/npo

Here is a standard template for the Founding.Meeting.Minutes *(also known as the Inaugural Meeting Minutes) of a Non-Profit Organisation. This document is crucial because the Department of Social Development (DSD) and your bank will often ask for a copy of these minutes as proof that the organisation was formally established, the constitution was legally adopted, and the office-bearers were officially elected. [Remove from your document]*

MINUTES OF THE FOUNDING MEETING OF [Insert Name of Organisation]

Date: [Insert Date, e.g., 14 June 2026]

Time: [Insert Time, e.g., 10:00 AM]

Location: [Insert Physical Address or Virtual Meeting Link]

1. ATTENDANCE AND APOLOGIES

- **Present:** * [Name 1]
    - [Name 2]
    - [Name 3]
    - [Name 4]
- **Apologies:** * [Name 5]

2. WELCOME AND OPENING

[Insert Name of the person leading the meeting] welcomed everyone to the meeting and declared it open. The purpose of the meeting was stated: to formally establish the non-profit organisation, adopt its founding Constitution, and elect the inaugural Management Committee.

3. RESOLUTION 1: ESTABLISHMENT OF THE ORGANISATION

The attendees discussed the need and vision for the organisation.

- **Resolution:** It was unanimously agreed to formally establish a voluntary association to be known as **[Insert Name of Organisation]**, with the primary objective to [Briefly state main objective, e.g., provide educational support to youth in Kleinmond].
- **Proposed by:** [Name]
- **Seconded by:** [Name]
- **Decision:** Carried unanimously.

4. RESOLUTION 2: ADOPTION OF THE CONSTITUTION

The draft Constitution was circulated and read through by the attendees. It was noted that the Constitution complies with Section 12 of the Non-Profit Organisations Act 71 of 1997.

- **Resolution:** It was resolved that the draft Constitution be adopted as the official founding document of the organisation.
- **Proposed by:** [Name]
- **Seconded by:** [Name]
- **Decision:** Carried unanimously.

5. RESOLUTION 3: ELECTION OF OFFICE-BEARERS

Nominations were opened for the inaugural Management Committee (Office-Bearers) as required by the newly adopted Constitution. The following individuals were nominated, accepted their nominations, and were duly elected:

- **Chairperson:** [Insert Full Name]
- **Secretary:** [Insert Full Name]
- **Treasurer:** [Insert Full Name]
- **Additional Member (Optional):** [Insert Full Name]

6. RESOLUTION 4: BANK ACCOUNT AND SIGNATORIES

To operationalize the organisation's finances, it was discussed that a bank account must be opened in the name of the organisation.

- **Resolution:** It was resolved to open a current/cheque account at [Insert Bank Name, e.g., Standard Bank / FNB].
- **Signatories:** It was agreed that the following elected members will be the official signatories on the account. *(Note: Typically, two signatures are required to release funds)*.
    1. [Full Name] – [ID Number] – [Capacity]
    2. [Full Name] – [ID Number] – [Capacity]
    3. [Full Name] – [ID Number] – [Capacity]
- **Proposed by:** [Name]

- **Seconded by:** [Name]
- **Decision:** Carried unanimously.

7. GENERAL / ANY OTHER BUSINESS

- It was agreed that the Secretary will prepare the NPO Registration Application and submit the adopted Constitution to the Department of Social Development.
- [Add any other initial tasks, e.g., finalizing a logo, finding a premises, etc.]

8. CLOSURE AND NEXT MEETING

There being no further business, the Chairperson thanked everyone for their attendance and commitment.

- **Meeting Adjourned:** [Insert Time, e.g., 11:30 AM]
- **Date of Next Meeting:** [Insert Date of first standard committee meeting]

APPROVAL OF MINUTES

These minutes are certified as a true and accurate record of the founding meeting of [Insert Name of Organisation].

- **Chairperson Signature:** _____
- **Name:** _____
- **Date:** _____
- **Secretary Signature:** _____
- **Name:** _____
- **Date:** _____