



SIERRA LEONE GOVERNMENT

GUIDE LINES FOR APPLICATION FOR RENEWAL REGISTRATION-2026-2027

1. Organization's Strategic Plan
2. Project Implementation reports for 2024-2025
3. Latest audited accounts report on Sierra Leone operations (Accredited Audit Firm in Sierra Leone)
4. Any specific external project Audit undertaken at Donor request
5. List of Board Members and Contacts
6. Disaggregated staff list stating Designation and status (National (M/F) or Expatriate (M/F))
7. Most recent Tax Clearance Certificate (not exceeding 3 months after expiration)
8. NASSIT Registration Certificate
9. Proof of current work and residential permits of expatriate staff
10. Power of Attorney from Headquarter Office to enable the Head of Organizations to take binding decisions (International NGO)
11. Signed Service Level Agreements (SLA) for funded projects with line Ministries
12. Certificate of Registration from Local Councils in areas of operation
13. Pre-Shipment list for 2026 (please note that your import requirement should be project related)
14. Proof of membership of SLANGO (Certificate)
15. Copy of 2024-2025 certificate of registration from Ministry of Planning and Economic Development

Please be informed that until all the above requirements in soft copies are submitted on-line Registration Portal “**ngorp.moped.gov.sl**”, and your office inspected, your application will not be processed for certification.

Processing Fee - 200 NL

Renewal Registration Fees – NNGO – 2,000 NL (Biennial)
INGO - \$2,000 or Equivalent in SLL

Local Councils Fees – NNGO – 1,000 NL
- INGO - 2,000 NL

Note: =For further enquiries, please contact: **076-435-753/076-635-593**.

