

## **Guidelines for Submitting Application for International NGO Registration in Ethiopia**

U.S.- based Non Governmental Organization (NGO) or Not-for-Profit Organization (NPO), seeking registration to start operations in Ethiopia, should begin the process by submitting an application in writing to the NGO Section of the Embassy of Ethiopia in Washington, D.C. The following documents should accompany the application:

1. A Certificate of Registration or other documentation confirming that the organization is established or registered as an NGO or NPO
2. A Memorandum of Association (Constitution, Articles of Association or By-laws of the organization by which its contemporary activities are governed,
3. A letter of authorization signed by the Executive Board formally endorsing the operation/activities of the organization in Ethiopia,
4. A Power of Agency/ Letter of Appointment signed by the Board of Directors indicating the name of and full authority entrusted to the country representative in Ethiopia,
5. Educational Certificate (Copy of Phd, Maasters, Bachelor Degree or Diploma) along with the Rresume (CV) of the country representative. (*The educational level of the country representative must not be less than a College Diploma*)
6. A letter of support relating to the organization's planned operations/activities in Ethiopia from the U.S. State Department or a governmental NGO supervisory organization
7. A project proposal containing:
  - Background and justification for the project
  - The objectives of the project
  - The beneficiaries / target groups and location of the operation
  - The project's implementation strategy
  - The organization's planned activities and the expected results of its work in Ethiopia
  - Information on the organization's planned office for Ethiopia, including staffing and management structure (list the positions and number of employees)
  - Assessment of the project's sustainability
  - Description of the mechanisms for monitoring and evaluation
  - Budget allocation (Minimum of two million ETB) and its source of financing (including listing the overhead costs and the part of the budget to be spent on the project)

Before submitting the application, documents listed above as items 1-4 must be individually notarized and afterwards authenticated by:

1. The Secretary of State of the state in which the organization is originally registered;
2. The U.S. Department of State in Washington, D.C. and
3. The Consular Section of the Embassy of Ethiopia \*\*cost is \$94.80 for each of the four documents (total of \$379.20). This is payable only by money order or certified check.

After authentication by the Embassy, the applicant should submit ***two copies of documents 1-6 and three copies of the project proposal (document 7)*** to the NGO Section of the Embassy, while keeping the original. The Embassy will then transmit the application to the Ministry of Foreign Affairs of Ethiopia for its consideration. The Embassy, upon receiving the decision

/feedback from the Ministry of Foreign Affairs, will immediately notify the applicant of the response.

Notes:

- Documents submitted to the NGO Section should be copies made following authentication at the Embassy.
- The authentication fees at the Embassy are \$94.80 per document (\$379.20 total) payable the Embassy of Ethiopia only by Money Order or Certified Check.

For general inquiries related to NGO registration, please contact the Embassy of Ethiopia NGO Section:

Getachew Eshete

Phone: 202-274-4554 or 202 274 4557

Fax: 202 587 0195

E-mil: [getachew@ethiopianembassy.org](mailto:getachew@ethiopianembassy.org)

For information on authentication, please contact the Embassy of Ethiopia Consular Section:

202-578-1683

202-578-1685

202-578-1686