

Dear NGO Representative:

Please find attached the NGO registration guideline which outlines the document requirements and procedure.

Important: With regard to the **Authentication process**, the original documents (**# 1 to 4**) must be authenticated:

- 1) First by the Secretary of State, in the state where the documents originated;
- 2) Then, by the Federal Department of State (in Washington DC):
- 3) Then, by the Consular Office of the Ethiopian Embassy (in Washington DC):

Please see the information on this link:

<https://ethiopianembassy.org/authentication-legalization/>

After the authentication process is fully completed, you make two copies of the original documents and send us the copies (and Keep all the originals with you, until you submit them to the CSO Agency in Ethiopia). Hope this clarifies the process. Let us know if you have questions.

### **Note on Budget Allocation**

According to the new CSO proclamation, at least 80% should be allocated to "**Direct Project Costs**" and only up to 20% of an NGO's budget can be spent on "**Administrative Costs**". Administrative costs may include salaries of administrative employees, rent, bank fees, and attorney fees, among other things.

Thus, in your budget allocation, please clearly state the Direct Project Costs and the Administrative Costs (separately) for each year, indicating the percentage share of these cost categories.

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## NGO Registration in Ethiopia - List of Required Documents

### A.) Duly Authenticated Documents # 1 to 4 (in two copies each):

- 1.) Authenticated **Certificate of Registration**.
- 2.) Authenticated **By-laws** (or Memorandum of Association).
- 3.) Authenticated **Board Resolution** (Board minutes) endorsing the decision to operate in Ethiopia.
- 4.) Authenticated **Power of Attorney** given by the Board to the **Country Representative** (indicating the full authority entrusted to the Country Representative to legally represent the Organization in Ethiopia).

AND

### B.) Two copies of the following (Do not authenticate the 3 documents below):

- 5.) Copy of **Educational Certificate** (Diploma) and **Resume** (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** (good standing) from U.S. Department of State (Ethiopia Desk).
- 7.) **Action Plan** (Project Proposal) - for a minimum of two years

The **Action Plan** shall include:

- Objectives;
- Beneficiary selection;
- Implementation Strategy;
- Expected Results;
- Staffing;
- Sustainability;
- Budget (the budget allocation shall indicate that administrative costs do not exceed 20 percent of the total budget); and
- Monitoring and Evaluation.

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**Note:-** For the Embassy's requirements and procedures for "**Authenticating Documents Originating in the United States**", please check the link below:

<https://ethiopianembassy.org/authentication-legalization>