



**FEDERAL MINISTRY OF ENVIRONMENT
DEPARTMENT OF CLIMATE CHANGE
NGO/CSO REGISTRATION FORM**

Application for Registration as NGO/CSO Collaborating with the Department of Climate Change, Federal Ministry of Environment, Nigeria

TO BE COMPLETED BY APPLICANT

Only duly completed applications will be taken into consideration. Please do not leave any question unanswered, rather write "not applicable(N/A)" if necessary.

PART A

- 1. Name of Organization
- 2. Head office address
- 3. Contact phone no. and email address

- 4. Functioning website
- 5. Type of Organization (NGO or CSO)
- 6. Indicate if affiliated to any of the following:
 - UN agencies (specify)
 - INTL. organization (specify)
 - Others (specify)

- 7. Date of incorporation
- 8. Incorporation/Registration Number
- 9. Duration of Existence
- 10. Principal Objectives

- 11. Reasons for Collaboration with DCC

- 12. Source of Funding

- 13. Management Staff

Title/Name	Designation	Job Role/Responsibilities

14. Board of Trustees

Title/Name	Office Address/Phone no.	Occupation

PART B

15. Supporting documents(attach copies and tick ✓ or x as appropriate)

i- Letter of Request for Registration Yes No

ii-Certificate of incorporation/Registration Yes No

iii-Trust deeds/Constitution/Charter/by-laws Yes No

iv-Tax Exempt Certificate Yes No

v- Previous activities/programmes (summary of the report should include date, location and pictures)

vi-Current year work plan

vii-Proof of non-profit status(ie. NGO reg. certificate)

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16. Area of Specialization

Mitigation Activities/programmes

Adaptation Activities/programmess

Climate Education

Climate Change awareness & outreach

Greenhouse gas Inventories & softwares

Others (specify)

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PART C

I..... confirmed that all the above information is true and correct as of the date below.

Sign. & Office stamp.....

Date.....

For official use

Checklist

A complete application for registration should include the following supporting documents:(Tick ✓ or X as appropriate)

- Name and office address of NGO/CSO

-C.A.C Registration No.

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1.	Signed and dated letter requesting registration on the organizers letterhead	<input type="checkbox"/>
2.	Certified copy of constitution/charter and/or statues/by-laws and amendments to those documents in English with certificate of translation if applicable	<input type="checkbox"/>
3.	Copy of C.A.C certificate of registration	<input type="checkbox"/>
4.	Proof of Non-Profit status e.g. NGO registration Certificate	<input type="checkbox"/>
5.	Previous activities/programmes/projects on environmental issues	<input type="checkbox"/>

*Note that: completed application form should be forwarded to info@climatechange.org.ng
Hard copy should be brought to The Department Of Climate Change*