

# NATIONAL YOUTH DEVELOPMENT COUNCIL

Private Bag, Ridgeway 45X

Lusaka

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## REQUIREMENTS FOR REGISTRATION OF YOUTH ORGANISATIONS

The National Youth Development Council (NYDC) is a statutory body established by an Act of Parliament No. 7 of 1986 as amended by Cap 144 of 1994. The Act mandates NYDC to register all youth organizations in Zambia.

### To register a Youth Organization:

1. Obtain an application for registration form, from NYDC or your Provincial Youth Development Coordinator.
2. Once the application form is filled in, submit it to NYDC or your Provincial Youth Development Coordinator with the relevant attachments.
3. Every application for registration as a youth organization shall be accompanied by:
  - A copy of the constitution of youth organization and, unless the constitution itself contains such particulars, a memorandum containing the following particulars:
    - (i) The objectives and functions of the youth organization;
    - (ii) The names and addresses of the board members of the youth organisation who should not be less than 5
    - (iii) The funds available and the sources of revenue; and
    - (iv) The place of operation
  - Certified copies of National Registration Cards of the board members

NYDC shall refuse to register any organization as a youth organization if it is satisfied:

1. that the name under which the organization wishes to be registered is identical or similar to the name of any existing youth organization or of any society or body registered, or exempted from registration, under the Societies Act;
2. that the organization has no physical address
3. The organisation's corporate governance is unsatisfactory (e.g. structures do not show separation of the Secretariat and Board)
4. that the registration of the organization would be against public interest.

Once the application has been approved, you be required to pay a registration fee.

**\*\* Remember to submit your annual renewal fee within the first quarter of the year\*\***

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<http://www.nydc.gov.zm>



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### DEFINITION OF TYPES OF ORGANISATIONS

#### 1) Youth Club – Operates at Constituency Level

**Descriptor:** An association of two or more people united by a common interest or goal

##### **Qualifications/Requirements**

- i) Name of Club
- ii) One activity that the Club is engaged in
- iii) Prescribed membership fee
- iv) Executive Committee
- v) Trustee(s)

#### 2) Community Based Organisation - Operates at Constituency Level

**Descriptor:** A Public or private non-profit organisation that is a representative of a community or a significant segment of a community and works to meet a community need.

##### **Qualifications/Requirements**

- i) Name of Community
- ii) Executive Committee
- iii) Community Membership

#### 3) Cooperative - Operates either at Provincial or National Level

**Descriptor:** An independent association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations.

##### **Qualifications/Requirements**

- i) Name of Organisation
- ii) Minutes of the meeting where individuals agreed to form a cooperative
- iii) Members own shares
- iv) An Executive Committee
- vi) Minimum of 10 members
- vi) Members share dividends

#### 4) Faith Based Organisations - Operates either at Provincial, National or International Level

**Descriptor:** An organisation whose values are based on faith and beliefs which has a mission based on social values of a particular religion

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### Qualifications/Requirements

- i) Name of organisation
- ii) Belong to a religion/faith
- iii) Executive Committee
- iv) Community-based need

### 5) Youth Enterprise – Operates either at Provincial, National and International Level

**Descriptor:** A project or undertaking formulated by one person or more for the purposed of making profits from its business activities.

### Qualifications/Requirements

- i) Name of enterprise
- ii) Nature of business
- iii) One or more owners
- iv) Partnership agreement (if more than one owner)

### REGISTRATION FEES AND ANNUAL RETURNS

TYPES OF ORGANISATIONS	REGISTRATION FEES	ANNUAL RETURNS
Constituency	K200.00	K100.00
Provincial	K500.00	K200.00
National	K1,000.00	K500.00
International	K2,000.00	K1,000.00

**Registered organization are required to remit annual returns, failure to which they will be deregistered.**

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Organization Application Form (Form A1)  
Attach form A2

Receipt No:.....

The registration can be deposited in the National Youth Development Council Account No. **1010768300152**, ZANACO CRBC Branch Lusaka. **You should indicate the name of your organization.**

<b>Name of Organization</b>			
<b>Main Program Focus Area</b>			
<b>Type of Organisation:</b>	<input type="checkbox"/> Non - Governmental Organisation <input type="checkbox"/> Community Based Organisation <input type="checkbox"/> Faith Based Organisation Other:	<b>Thematic Area:</b>	<input type="checkbox"/> Health <input type="checkbox"/> Governance <input type="checkbox"/> Employment & Entrepreneurship <input type="checkbox"/> Education & Skills Development <input type="checkbox"/> Culture & Recreation Other:
<b>Presence of a Board/Executive Committee</b>	[ Yes]	<b>No. of Board members on the Board/Executive Committee</b>	Male [ ] Female [ ]
	[ No]	<b>No. of ordinary members of the organization</b>	Male [ ] Female [ ]
<b>Other affiliations</b>			
<b>Physical Address</b>			
<b>Cell/Phone</b>	<b>Contact Person:</b>		
	<b>Position:</b>		
<b>P.O. Box</b>	<b>Email:</b>		
<b>District</b>	<b>Province:</b>		
<b>Coverage/Level</b>	<input type="checkbox"/> Constituency <input type="checkbox"/> Province <input type="checkbox"/> National <input type="checkbox"/> International		
<b>Catchment Area (Actual Area of Operation)</b>			

## For Official Use Only:

<b>Application</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<b>Comment</b>		

Checked by:

Signed:

Provincial Youth Development Coordinator Council Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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(Form A2)

- *To be completed by Leaders & attached to application form at submission (Form A1)*

**Name of Organization:** .....

*We certify that the information provided above is accurate.*

\*Signature: \_\_\_\_\_ \*Position: \_\_\_\_\_ \*Name: \_\_\_\_\_ \*Date: \_\_\_\_\_

\*Signature: ..... \*Position: ..... \*Name: ..... \*Date: .....

**\* Mandatory Field**

Notes:

- I. This form **Must** be signed by two members of the board.
- II. Each member of the board must attach a copy of their National Registration Card or Valid passport or Drivers License.
- III. A minimum of Five Board Members Must fill in this form.

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