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ST. KITTS BRANCH
Financial SERVICES
Regulatory
Commission

NON GOVERNMENT ORGANISATION

INFORMATION



What is a Non Government Organisation (NGO)?

An NGO is a non-profit making non-government body whose aims, nature and objectives, are primarily for the benefit of the public and shall include activities that are patriotic, religious, charitable, for scientific inquiry, community development, for sustainable development, human rights, artistic, for protection of animals, social, professional or sporting character, or the like.

An NGO shall possess the following attributes and characteristics:

- (a) it shall be independent of Government control;
- (b) its aims, objects and purposes shall be to achieve sustainable human development;
- (c) it shall be formally constituted in terms of a written self-governing instrument such as a Constitution or Articles of Association.

How many persons are needed to form an NGO?

NGOs must be formed by at least two persons.

What are the basic requirements to register an NGO?

The basic requirement needed to register an NGO is to obtain the status of a Company Limited by Guarantee.

Where an NGO fails to maintain its status as a Non-Profit Company Limited by Guarantee, the NGO shall automatically lose its status as an NGO.

What documents must be presented?

- Statement and details of the aims, objects and purposes of the NGO;
- Organisational structure of the NGO including its membership and management;
- The Constitution or Memorandum and Articles of Association of the NGO, demonstrating that it is a Company Limited by Guarantee;
- Names, addresses, contact information and occupation of all the members of the Board of Directors;
- Any existing by-laws of the NGO.

Who can register a Non Government Organisation?

The Financial Services Regulation Order No. 3 of 2019 provides for a Lawyer, Accountant, or anyone so qualified to incorporate Companies. These persons are called Authorized Persons/ Agents, and a list of said persons can be found on our website: ww.fsrc.kn

Is an NGO exempted from taxes?

Every NGO registered under this Act shall be exempted from the payment of Corporate Income Tax and the payment of Business Tax. An application can be made to the Minister of Finance to be exempted from the payment of any other tax, duty or impost levied by the Government as the occasion may arise.

Income generating activities.

Every NGO registered under the NGO Act Cap. 20. 59 may engage in any commercial income-generating project on the condition that:

- (a) such project is authorised by its Articles and Memorandum of Association or its By-Laws;
- (b) the monies derived there from are credited to its account and are used exclusively for the furtherance of its aims, objects and purposes; and
- (c) no part of the income or monies generated from that project is payable to, or available for, the personal benefit of a proprietor, member, or shareholder.

How much will it cost to register?

Fees to register a Non Government Organisation is as follows:

Application Fee	\$100.00
Certificate of Registration	\$50.00

NB – SR&O No. 4 of 2011 gives effect to the provisions of the NGO Act which provide a fee Schedule for registration.

How long will it take to register an NGO?

The registration process is simple. Typically it takes only 24hrs to receive the Certificate of Registration.

What is the Annual Statement for an NGO?

The organisation is expected to file its Annual Statement by September 30th in each year. Every NGO registered under the Act shall cause to be made and submit to the Registrar:

- (a) a statement of its accounts audited in accordance with section 14 (2);
- (b) a certified copy of its financial statements;
- (c) a report dealing generally with the programme of activities and policies of the NGO during that financial year.

This report includes:

- Name of the Organisation
- Address of Registered Office
- Date of Incorporation
- Executive Board of the NGO

The Annual Statement filing fee is only \$20.00.

An NGO must comply with the following rules & regulations:

Every NGO registered under this Act shall in addition to the provisions of the NGO Act, comply with the following:

- (a) utilise its financial and other resources for the attainment of its aims, objects and purposes;
- (b) train its officers and employees so that they become efficient and professional in delivering the programme of activities of the NGO;

c) any relevant provisions of the Anti-Money Laundering Regulations, No. 46 of 2011 made under the Proceeds of Crime Act Cap. 4.28, the Anti-Terrorism (Prevention of Terrorist Financing) Regulations No. 47 of 2011 made under the Anti-Terrorism Act, Cap 4.02, the Financial Services (Implementation of Industry Standards) Regulations No. 51 of 2011 made under the FSRC Act Cap.21.10 or any other pertinent legislation to promote good governance and financial accountability and to safeguard against money laundering and financing of terrorist activities.