

**A) Requirements for getting Kicukiro District Recommendation /Collaboration Letter for faith based Organizations to continue its Registration in RGB**

1. Application Letter Addressed to the Mayor of Kicukiro District;
2. Authenticated statutes governing the religious-based organizations with contents respecting the provisions of article 5 (stipulating the activities of religious-based organizations) of the law no 06/2012 of 17 February 2012;
3. A document certifying that the legal representative of the religious-based organizations and his/her deputy were appointed in accordance with its statutes (Declaration) ;
4. A brief statement describing the major doctrines of the religious-based organizations ;
5. The minutes of the general assembly which approved the statutes of the religious-based organization
6. Action plan for the fiscal year clearly stipulating the Source of Funds to run those activities.
7. Original Recommendation Letter not later than three month issued by the Executive secretary of the sector.
8. Physical location of its head office and practical activities in one of the sectors of Kicukiro district

**B) Requirements For Getting Kicukiro District Recommendation /Collaboration Letter For Local Non Governmental Organisations To Continue Its Registration In RGB**

1. Application Letter Addressed to the Mayor of Kicukiro District ;
2. Authenticated statutes in conformity with the law no 04/2012 of 17 February 2012 ;
3. The minute of the general assembly which appointed the legal representative of the organization and the signatures of all the members that attended such a general assembly meeting ;
4. A document certifying that the legal representative of the religious-based organizations and his/her deputy were appointed in accordance with its statutes (Declaration)
5. Action plan for the fiscal year clearly stipulating the Source of Funds to run those activities.
6. Original Recommendation Letter not later than three month issued by the Executive secretary of the sector.
7. Physical location of its head office as well as its practical activities in one of the sectors of Kicukiro district