

A MANUAL PREPARED BY THE MINISTRY OF FOREIGN AFFAIRS
REGARDING THE SERVICE IT RENDERS TO CHARITIES ESTABLISHED
ABROAD AND APPLYING FOR REGISTRATION TO OPERATE IN
ETHIOPIA

In accordance with Article 68 Sub Article 4 of Proclamation No. 621/2009 which provides for the registration and regulation of Charities and Societies, the Ministry of Foreign Affairs has issued this working manual to carry on its responsibilities in relation with charities established abroad.

Article I

Definitions

1. "Ministry" means the Ministry of Foreign Affairs:-
2. "Mission" means the Federal democratic Republic of Ethiopia Embassies, Permanent Missions, Consul General, Consular Office and Commercial Offices abroad;
3. "Proclamation" means Charities and societies Proclamation No.621/2009;
4. "Directorate General" means the Directorate General for International Organizations.

Article 2

Documents that have to be provided by applicant:-

Registration application of Charities established abroad desiring to operate in Ethiopia shall be entertained as follows:

1. A charity which is established abroad shall send the following documents to the Ethiopian Embassy in the country or accredited to that country;
 - 1.1 Duly authenticated document (Certificate) showing the establishment of the charity issued by the relevant authority of the country of establishment;
 - 1.2 A program certifying the field that the charity is working on and an authenticated by-law of the charity;

- 1.3 Authenticated and signed letter expressing the decision of the board of directors of the charity to operate in Ethiopia;
- 1.4 A letter of support by the Ministry of Foreign Affairs of the country where the headquarter of the charity is established or from an organ such follows up issues pertaining to non-governmental organizations regarding ongoing and planned activities of such charities & organizations.
- 1.5 Project profile explaining the planned activities of the charity in Ethiopia and including documentation reflecting its financial breakdown;
- 1.6 Allocated budget for the charity's activities in Ethiopia and a document attesting its preparation to allocate from its general budget, not less than 70% for operational activities and not more than 30% for administration costs;
- 1.7 Authenticated letter giving the mandate to the representative of the charity to work in Ethiopia,
- 1.8 The representative of the charity shall present authenticated educational documents and a CV (Curriculum Vitae). The education level should at least be a Diploma;
- 1.9 In addition, the representative:
 - 1..1 Shall ensure that he/she is free from all aspects that are enumerated from Article 70 Sub-article 1 up to 5 of the Proclamation; and
 - 1..2 He/she shall have the responsibility to make sure that the charity operates in line with the purpose of the registration and in case of default the legal measures listed in Article 92 Sub-Article 2 of the Proclamation will be taken against the charity or the representative.

Article 3

Sectors open for charities established abroad:-

1. In accordance with Article 14 of the Proclamation, the purpose of International charities established abroad could include the following:
 - a) Prevention, alleviation or relief of poverty or disaster;
 - b) The advancement of the economy and social development and environmental protection or improvement;
 - c) The advancement of animal welfare;
 - d) The advancement of education;
 - e) The advancement of health or the saving of lives;
 - f) The advancement of art, culture, heritage or science;
 - g) The advancement of amateur sport and welfare of the youth;
 - h) The relief to those in need by reason of age, disability, financial hardship; the advancement of capacity building on the basis of the country's long term development directions.
2. According to Article 14 Sub-article 5 the Proclamation, the following activities are reserved only for Ethiopian Charities and Societies:
 - i) The advancement of human and democratic rights;
 - j) The promotion of equality of nations, nationalities and peoples and the of gender and religion;
 - k) The promotion of the right of the disabled and children's rights;
 - l) The promotion of conflict resolution or reconciliation;
 - m) The promotion of improving the efficiency of the justice and law enforcement services and;
 - n) Any other purposes as may be prescribed by the directives of the Agency.
3. In accordance with Article 3 Sub-article 2(b) of the Proclamation, the limitations listed in Article 3 Sub-article 2 shall not be applicable to international or foreign organizations operating in Ethiopia by virtue of an

agreement with the Government of the Federal Democratic Republic of Ethiopia.

Article 4

Functions and Responsibilities of the Mission:-

1. Functions of the FDRE Missions;
 - 1.1 to check whether the documents listed under Article 2 are duly fulfilled, where a charity established in the country they are assigned to, applies to be registered and operate in Ethiopia;
 - 1.2 to check the correctness and authenticity of the documents in accordance with the Law,
 - 1.3 to retain two (2) authenticated copies for the Mission, and return the original also authenticated to the applicant and transfer the two (2) copies of the documents to the head office and notify the charity to wait for at least twenty (20) days to get a reply;
 - 1.4 In addition to the document that the Mission received from the charity; diplomatic mission should make sure ;
 - 1.4.1 Whether the charity's objectives are compatible with Ethiopia's strategy for development and reduction of poverty, if it enters and starts operating in Ethiopia;
 - 1.4.2 The mission has to submit a letter within ten (10) days from receipt of the documents to the International Organizations Directorate General, whether it supports the charity to be registered in our country or not, based on its advantages by identifying whether the objectives and needs are considered to be a threat to national peace and security or not;
 - 1.4.3 Check whether the charity's objectives, goals and functions are listed separately and clearly, and send the documentation to HQ once this has been duly conformed with.

Article 5

Functions and Responsibilities of the Directorate General:-

- 1 The Directorate General, based on the above mentioned, shall evaluate the opinions and documents sent by the FDRE Missions about charities applying for registration and it shall submit a memo to the appropriate higher officials of the Ministry regarding the position to be taken on the application within 2 days of the receipt of the documents.
- 2 The Directorate General, upon receiving the decision of higher officials shall send the documents it received from the respective Mission, to the Charities and Societies Registration Agency, within a day.
- 3 Upon receiving the decision of the Agency, the Directorate General, on the same day or the day after, shall notify the Mission.
- 4 The respective Mission, based on the decision sent from the Directorate General, notifies the charity within two (2) days, and copies the same notifying the Directorate General and the Agency, that it had done so.
- 5 If the Charity is granted a permission to register and operate in Ethiopia, after authenticating the documents at the Ministry it shall commence the registration process with the agency.

Article 6

Effective date of the Manual

This manual shall enter into force from the date of signature by the Minister.

4th of February 2010

Signed