

GUIDELINES

FOR INGO CERTIFICATION APPLICATION FORM

Note: Please fill all sections, columns and spaces as given in application form. Do not leave any column blank. Please write 'Not Applicable' where required.

1 - GENERAL INFORMATION

1.1	Please write the name of your organization in full. Do not use abbreviations.
1.3	Country of Origin means the country other than Pakistan where INGO is registered as Non-Profit Organization.
1.5	Year Established in Pakistan means when the INGO started its operation in Pakistan
1.8	Registration status (in Pakistan) can be one of the following: <ul style="list-style-type: none"> - Registered with EAD presently / in the past - Registered in Pakistan under any of the local Non-Profit Organization (NPO) registration laws
1.9	Please tick as many boxes as applicable while describing thematic areas of work. If none of the check box applies in your organization's case, you may write your organization's thematic areas of work in 'Others'.
1.10	Please tick as many boxes as applicable if your organization is working in more than one geographic area in Pakistan. Please attach the list of districts as annexure.

2 - CONTACT INFORMATION

2.1 & 2.3	Please write complete postal address both for International Headquarters and Pakistan Office giving post code as well.
2.5	Executive Head (Pakistan Office) means the person in-charge/headed/leading the affairs of INGO in Pakistan.
2.6	Please write the name of a person, preferably working at a senior level in your organization as 'Focal person' who shall be responsible for all communications/coordination with PCP for the purposes of evaluation.

3 - GOVERNANCE - HUMAN RESOURCES - OBJECTIVES

3.1	Provide an Organogram (Organizational Structure) of your organization in Pakistan.
3.2	Regarding Personnel (in Pakistan), please include all local and foreign staff members (Both long/short term) hired by your organization.
3.3	Specify the overall vision, mission and goals of your organization.
3.4	Country Programme Objectives may include objectives of your operations in Pakistan only.
3.5	Your organization may operate in Pakistan directly or through local partner NPOs/NGOs/Others. Others may include for profit organizations /contractors, academia etc. Please tick more than one box if applicable and provide lists as an annexure.

4 - CERTIFICATION FEE STRUCTURE

- 4.1**
- Certification fee is calculated on the basis of average annual receipts of your organization for the last three years.
 - For the above purpose, annual receipts refer to the receipts of your organization as appearing in the Pakistan based/specific audited accounts of your organization.
 - Once the average annual receipts have been worked out, applicable certification fee can be accessed from the schedule given in section 4 of Application form.
 - For the purpose of illustration, certification fee is calculated as below:

Last Three Years	Annual Receipts (PKR Million)	Average Annual Receipts	Corresponding Fee Bracket (PKR)	Certification Fee (PKR)
2015	800	$(800+300+700)/3 = 600$	Medium 2 500 Million – 01 Billion	900,000
2014	300			
2013	700			

5 - DECLARATION

- Please note that declaration is a mandatory section of this application.
- Make sure that name of your organization is inserted in the given spaces before it is signed.
- Make sure that declaration is duly stamped and signed by the Executive Head of your organization in Pakistan. Date should accordingly be inserted as well.

6 - CHECKLIST

- 6.1** Please submit pay order drawn in favor of “Pakistan Centre for Philanthropy” amounting to fee (PKR) as calculated according to the fee schedule given in section 4 of application form. Please make sure that “Pakistan Centre for Philanthropy” is spelled correctly.
- 6.3** If your organization had previously signed MoU with Economic Affairs Division (EAD) Pakistan, please provide an attested legible copy of the same.
- 6.4** Registration refers to the certificate of registration as a Non-Profit Organization (NPO)/NGO in the country of origin. Please provide an attested English version of the same.
- 6.8** Operational plan refers to the long term plan (3-5 years) of your organization for activities in Pakistan specific plans/operations.
- 6.9** Audited Accounts of Pakistan based operations should be provided. Please provide legible, attested copies for the last three years.
- 6.10** Organization may have developed Standard Operating Procedures (SOPs) for various purposes including allocation and release of grant, procurement etc. Please provide attested copies of the same (If any).
- 6.11** Please provide the list of local partners in the following format:

Name of Local Partner NPO/NGO/Others	Type of Local Partner			Contact Details of Local Partner NPO/NGO		
	Not for Profit NPO/NGO	For Profit Organization	Focal Person	Postal Address	Telephone	Email