

NGO Registration Questionnaire

Please fill the form as completely as possible to avoid any delays in processing your registration.

If you are unable to complete the online form and require a printable file to complete offline or by hand, please contact our support@clarenceabogados.com and we will email you a pdf version to the reply email address

***Required**

1. General Information

Please note that this questionnaire will be used to complete the applicable formalities.

1. 1.1 Proposed name of NGO *

2. 1.2 Proposed Registered Address/Location of the NGO *

3. 1.2 Proposed email address of the NGO's Representative *

4. 1.3. NGO's Website, if applicable

5. 1.4. Contact Person: Full Name *

This needs to be a person that has the approved to discuss this NGO registration

6. 1.5. Contact Phone Number *

Please only enter numbers

7. 1.6. Contact Email Address *

Enter a valid email address

2. About the NGO

Further details about the proposed NGO

8. 2.1 What will be the objectives or activities of the NGO? *

Please provide a short outline

9. 2.2 Who would be the member of the Board of Trustees of the NGO? *

President, Vice-President, Secretary, Treasurer and a Spokesperson, as a minimum.

10. 2.3 Who would be the founding members of the NGO? *

3. Funding

This information is for the proposed company you are setting up.

11. 3.1 What is the level of funding the NGO has received or expects to receive from donors upon registration, including details on the origins of the funds? *

12. 3.2 Please provide the projected annual donations in XAF. *

4. Additional Information

13. 4.1 Do you have a presentation/report of the NGO's intended activities for submission? *

Mark only one oval.

Yes

No

Other: _____

14. 4.2 Below is a list of documents which need to be provided to Clarence. Please tick the ones you have prepared at the time of this application. *

Tick all that apply.

Passport copies of the members of the board of trustees and funding members, if applicable;

CV's of the members of the board of trustees;

Criminal records certificates of any expatriate founding members of the board of trustees;

Other: _____

5. Privacy, Declaration & Signature

Please make sure you read our Privacy Policy:
<https://clarenceabogados.com/privacy-policy/>

IMPORTANT: BY SUBMITTING THIS FORM YOU CONSENT TO THE FOLLOWING

We, Clarence Abogados & Asociados, as well as companies trading under Clarence International Limited, will use the information supplied by you (including, without limitation, sensitive personal data) to aid the application process, associated administrative functions including compliance auditing processes and where appropriate engagement process.

This involves us, processing and storing information (including, without limitation, sensitive personal data) and passing, (or making available online) such information to prospective employers (or third parties assisting them in their application process).

We collect and aggregate data from the information supplied by you to help us to understand your requirements in obtaining employment. We use Third Party Services by "Google Inc" to do so.

We will process any data which you provide in completing the online registration or application forms and any further forms, assessments or personal details which you complete or provide to us with GDPR (General Data Protection Regulations).

If you decide that you no longer wish us to hold and process your details you can contact us and confirm this in writing, at which point we will destroy all data held save for instances where we are obliged to retain your data for legislative purposes and in cases for the defence, establishment or exercise of legal claims. In all instances we will confirm our actions to you.

Personal information comprising of the content of this application, sensitive information and any other data which could potentially lead to your identity may be accessed through the database by third parties both inside and outside the European Economic Area ("EEA").

Further information relating to our Privacy Policy can be found here: <https://clarenceabogados.com/privacy-policy/>

15. 5.1 Do you consent to our Privacy Policy? *

Mark only one oval.

Yes

No

16. 5.2 Signature Agreement *

I confirm the information provided is the truth to the best of my knowledge and understand that by submitting the application I have consented to the use of the provided information to begin the registration process of my NGO

Tick all that apply.

Yes

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