



## How to register an NGO in the Kurdistan Region

### Registering a Foreign NGO in the KRI

Foreign Non-Governmental Organization registration required documents:

1. A completed Form 3 must be filled and provided in Kurdish. You can download the form from this [link](#).
2. A cover letter from the foreign NGO HQ addressed to DNGO KRG requesting approval to open an office in the KRI in Kurdish language or English language with Kurdish translation.
3. The by-laws of the organization, in both languages, English (or mother language) and Kurdish, certified by the foreign NGO and authenticated in both the country of origin and in Kurdistan Region of Iraq.
4. The foreign NGO annual action plan (for the future projects) in Kurdistan. This document must provide full details of the future plans in both Kurdish and English (or mother language).
5. Foreign NGO's registration certificate from country of origin. This document should be provided in both mother language and Kurdish. The document must be authenticated in both the country of origin and in KRI. The translation should be notarized by notary public in KRI.
6. Duly authenticated and documented proof that the foreign NGO is registered as a not-for-profit non-governmental organization in its country of origin. This document also needs to be authenticated and translated to Kurdish.
7. A Power of Attorney (PoA) that supports NGO representative in Kurdistan. This document must also be translated into Kurdish language and the translation must be notarized by notary public in KRI authenticated in both the country of origin and in KRI.

### Registering an Iraqi NGO in the KRI

The following documents, in Kurdish, are required:

- 1- A completed Form 2, which can be downloaded from the DNGO website
- 2- The by-laws of the organization notarized by a notary public in the KRI
- 3- The organization's annual work plan for activities in the KRI.
- 4- A colour copy of the organization's registration certificate from the GOI stamped with NGO stamp.
- 5- A stamped and signed letter authorizing the focal point to be a point of contact for the organization.
- 6- A Power of Attorney (PoA) from the head of the organization for that authorized focal point



### **Steps of starting the process:**

Once all of the documents are authenticated and notarized, the following steps are needed to register the NGO:

- 1- Call Department of Registration in the DNGO in KRG at 00964 750 144 7977 to set up an appointment.
- 2- Prepare the supporting documents (Copies and Original) to take it to DNGO (location of DNGO can be found [here](#)).
- 3- Submit the documents to director of Registration department and follow the instructions given by him.
- 4- The process should take between 2-3 weeks from the submission date.