

# Registration Associations, NGOs or Branches



**Cambodia**

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Names of the Associations, NGOs  
or their Branch(es)  
.....  
Number: .....

Phnom Penh, (Day)....., (Month)...., 2013

**Application for registration  
Associations, NGOs or Branches**

My name is ..... Date of Birth: .....  
Place of Birth: .....  
Present function (Job): .....

**RESPECT TO  
H.E. CO-MINISTER  
MINISTRY OF INTERIOR**

THROUGH:

Chief of Commune/ Sangkat .....  
District/ Khan Governor .....  
Provincial/ Municipal Governor .....

SUBJECT: Propose to register the "Associations, NGOs or Branches" .....  
in the Ministry's document registry.

REFERENCE: Letter no. 474 a.n (Announcement). m.i (ministry of interior) dated 06 July 1994  
of the ministry of interior on the notification to Associations to ask for permission  
from ministry of interior before raising the sign, opening the office and doing  
activities of the Associations.

According to the above subject and reference, I would like to inform Your Excellency  
minister that "Association, NGO or Branch" .....  
which presently offices at House # .....Street no. ....,  
Commune/Sangkat....., District/ Khan.....  
Province/ Municipality..... has been created for performing activities in the  
purpose of .....

Therefore, please, Your Excellency, allow the "Association, NGO or Branch" to be  
registered in the document registry of the ministry.

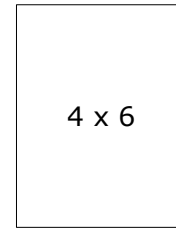
Please, Your Excellency, accept my highest respect.

President of the Association, NGO or Branch

Attached with:

Application	02 copies
Charter	02 copies
Structure	02 copies
Brief CV of each Commission member (attached with photo 4 x 6 )	02 copies
Other administrative letters, "if any".	

Brief CV



Name and sure name:..... Sex:..... Nationality:.....  
 Date of Birth:.....  
 Place of Birth:.....  
 Present Address:.....  
 Level of General Education Knowledge:  
 Level of Education:.....  
 Level of Professional training:.....  
 Knowledge of foreign language:.....  
 Function (Occupation) before joining as member of association or NGO:.....  
 Present Function:  
 In the Royal Government:.....  
 In the Associations or NGOs.....  
 Marital Status: Married or Single:.....  
 Spouse (Name, Age, Place of Birth, Occupation): .....  
 .....  
 Children (Name, Sex, Age, Occupation):.....  
 .....  
 .....  
 .....  
 Father (Name, Age, Occupation):.....  
 .....  
 .....  
 Mother (Name, Age, Occupation):.....  
 .....  
 .....

This brief CV is true. If it is not true, I will take the responsibility before the law.

Date:.....  
 Signature and Name

Noted: All forms must be fulfilled. Each applicant must write CV and make two copies each.  
 Ex: The president must fill two forms with photos. In the application form there must be a CV of: President (In Khmer); Vice-President; General Treasurer (In Khmer).

After fulfilling the application form, there must be: two copies of the charter, two copies of the structure, two copies of the office plan certified by the Sangkat's authorities. Bring all the forms and documents to be certified by the Sangkat's authorities where the NGO office located (see the model). After being certified by the Sangkat authorities, the must be certified by the Khan authorities and then by the Municipality.

After being certified by the municipality, bring all documents to the ministry of interior for registration. Bring the documents to meet me at the ministry of interior.