

# PROCEDURE FOR DAY CARE CENTRES AND NON-GOVERNMENTAL ORGANIZATION'S (NGO) REGISTRATION

## PROCEDURE FOR DAY CARE CENTRES REGISTRATION (SWCD)

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1. Visit any Assembly with your Registrar General Business Certificate/ Certificate of Incorporation
2. Verification of Documents from Registrar General's Department
3. Inspection of Day Care Centre by officers of the Social Welfare & Community Development
4. Filling of Registration Form for certificate
5. Acquisition of a certificate at a fee depending on the grade of the school

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## PROCEDURE FOR NON-GOVERNMENTAL ORGANIZATION (NGO) REGISTRATION (SWCD)

1. Visit any Assembly with your Registrar General Business Certificate/ Certificate of Incorporation
2. Verification of documents from Registrar General's Department (including the NGO's Constitution).
3. Inspection of Day Care Centre by officers of the Social Welfare & Community Development
4. Register with the Municipal Assembly at a fee
5. Proceed to the Gender Ministry (NGO OFFICE) to register for the National /International