



Private Voluntary Organisation (PVO) Registration Advisory Note

Updated in line with the PVO Amendment Act, 2025

June 2025



This advisory note provides guidance to both Local and International Non-Governmental Organisations (NGOs) on how to register as a Private Voluntary Organisation (PVO) in Zimbabwe.

FOR LOCAL NON-GOVERNMENTAL ORGANISATIONS

Step 1: Check If You Need to Register

Before applying, check if your organisation qualifies as a PVO under the new law. If your trust, association, or charitable group carries out work of a humanitarian, social, benevolent, or developmental nature and receives public or donor funding, then you are required to register as a PVO.

Step 2: Prepare Your Documents

Gather the following documents:

- A cover letter on your organisation's letterhead
- A constitution outlining your objectives, governance, and internal controls (use the official template provided without modifications)
- Complete PVO 1 form (application form)
- Complete PVO 2 form (declaration by office bearers)
- Proof of physical address and operational presence
- A list of board members with:
 - i. Certified ID copies
 - ii. Curriculum Vitae (CVs)
 - iii. Police clearance or fingerprint vetting
- Declaration of funding sources (local and foreign)
- Minutes of the founding meeting showing the decision to form the organisation, OR proof of previous legal document registration, such as a trust deed or any other constitutive document, which shows your registration status.
- A support or recommendation letter from a local authority or government ministry
- **Optional:** List of beneficial owners and controllers (with reasons if there are none)

Important:

Do not edit the official templates provided.

The Executive Board must have at least seven Zimbabwean citizens, not related to each other, and with a gender balance

It is recommended to prepare four copies of each document—three for submission and one for your records (as proof of submission).

Step 3: Submit to the District Social Development Officer (DSD)

Once your documents are ready, the organisation's Board Secretary should submit the full application to the nearest DSD office under the Ministry of Public Service, Labour and Social Welfare (MoPSLSW).

- Provide three hard copies of each of the required documents.
- Always keep a stamped copy of your cover letter as proof of submission.

Step 4: Screening and Vetting by the DSD Officer

After submission, the DSD Officer handling your application will review the application which can include:

- Interviews (board members may be invited)
- Site visits
- Verifying submitted information
- Organisation's background check

Note: Interviews are mostly held in person and may include questions about your organisation's operations. Responses will be recorded.

Step 5: Registrar Review

The Registrar will review your application file. They may:

- Request clarification or more information
- Suggest changes to your constitution or governance structure
- Provisionally approve the application and issue a Provisional Certificate, pending final approval by the PVO Board
- Refer the application back for amendments (you will be informed in writing)

Step 6: PVO Board Review

The Registrar will forward your application to the PVO Board, which will either:

- Approve the application (you receive a Certificate of Registration)
- Reject the application (you receive written reasons)
- Approve with conditions (Certificate of Registration will be issued upon your organisation satisfying the conditions)

All approved registrations will be published in the Government Gazette.

Step 7: Appeal or Resubmission

If your application is rejected, you can either:

- Appeal the decision
- Revise and resubmit the application in line with the Registrar's feedback

FOR INTERNATIONAL NON-GOVERNMENTAL ORGANISATIONS

Step 1: Prepare and Submit the Following Documents:

- Memorandum of Understanding (MoU) with a relevant government ministry
- Certified copy of registration certificate from country of origin
- Power of attorney or delegation letter from the headquarters
- Organogram of headquarters structure
- Police/Interpol clearance for country office head
- CV of the country office head
- Detailed project proposal (include program areas, budget, and geographic coverage)
- Proof of advertisement in the local press (run for at least 21 days)
- Completed PVO 1 form (application form)
- Support letter confirming that the MoU process is complete

Note: After compiling these documents, international NGOs submit their applications directly to the Registrar, not to the District Social Development Officer.

The rest of the process (screening, review by the Registrar, PVO Board assessment, and certification) is similar to that followed by local NGOs, with the main difference being the required documentation.

Additional Notes (Memos)

- All organisations are required to pay a once-off registration fee. This amount will be gazetted with all the information on how to pay, etc.

Need Help?

For assistance or more information, contact the NANGO Secretariat at: info@nangozim.org, or head office via telephone at: **+263 242 708761 / 794973**, Or reach out to your respective regional NANGO coordinator.

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