

Private Voluntary Organisations (Board and General) Regulations,
2026

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IT is hereby notified that the Minister of Public Service, Labour and Social Welfare has, in terms of section 28 of the Private Voluntary Organisations Act [*Chapter 17:05*], made the following regulations:—

PART I

PRELIMINARY

Title

1. These regulations may be cited as the Private Voluntary Organisations (Board and General) Regulations, 2026.

Interpretation

2. In these regulations—

“authenticated”, means authenticated as a true copy by a commissioner of oaths or notarised by a notary public;

“constitution”, in relation to an organisation, means its foundational or constitutive document (including a trust deed or memorandum and articles of a company limited by guarantee) setting forth its powers, the terms by which it will be governed;

“form” means the appropriate form set out in the Schedule;
and

“member” means member of the Board.

PART II

PROVISIONS RELATING TO BOARD

Appointment of Board Members

3. (1) Before making an appointment to the Board (whether casual or otherwise), the Minister shall in terms of section 3(4) of the Act, call for nominations which must be—

- (a) advertised in a newspaper circulating in the area and on the Ministry’s website;
- (b) nominated by such private voluntary organisation, association of private voluntary organisations, institutions of private voluntary organisations or other organisation of private voluntary organisations or organisations from their respective region, which are representatives of private voluntary organisations.

(2) Nominations from private voluntary organisation, association, institution or other organisation of private voluntary organisations shall be in Form PVO 1 specified in the First Schedule and shall be lodged with the Minister twenty-one (21) days after such nomination has been called upon.

(3) The acceptance of the nomination from private voluntary organisation, association, institution or other organisation of private voluntary organisations shall be in Form PVO 2 specified in the First Schedule and shall be lodged with the Minister twenty-one (21) days after such nomination has been called upon.

(4) Members of the Board from the private voluntary organisations shall be appointed for their experience in administration, management and serving private voluntary organisations or other public offices.

(5) The Board shall appoint one of them as chairperson at its first meeting.

Disqualification for appointment as member

4. (1) The Minister shall not appoint a person as a member and no person shall be qualified to hold office as a member if he or she —

- (a) is not a citizen of Zimbabwe or ordinarily resident in Zimbabwe; or
- (b) is married to a person who is engaged in any activity connected with any business, if in the opinion of the Minister such financial interest or activity is likely to interfere with the impartial discharge by that person of his or her duties as a member; or
- (c) has, in terms of a law in force in any country —
 - (i) been adjudged or otherwise declared insolvent or bankrupt and has not been rehabilitated or discharged; or
 - (ii) made an assignment to, or arrangement or composition with, his or her creditors which has not been rescinded or set aside;
- (d) has, within the period of five years immediately preceding the date of his or her proposed appointment, been convicted —
 - (i) in Zimbabwe, of an offence; or
 - (ii) outside Zimbabwe, in respect of conduct which if committed in Zimbabwe would constitute an offence; and sentenced to a term of imprisonment imposed without the option of a fine, whether or not any portion has been suspended, and has not received a free pardon.

(2) A person who is —

- (a) a member of Parliament; or
- (b) a member of two or more other statutory bodies;

shall not be appointed as a member, nor shall he or she be qualified to hold office as a member.

(3) For the purpose of subparagraph (2)(b) —

- (a) a person who is appointed to a council, board or other authority which is a statutory body or which is responsible for the administration of the affairs of a statutory body, shall be regarded as a member of that statutory body;
- (b) “statutory body” means—
 - (i) any Board established by the Constitution; or
 - (ii) anybody corporate established-directly by or under an Act for special purposes specified in that Act, the membership of which consists wholly or mainly of persons appointed by the President, Vice President, a Minister or a statutory body or by a Board established by the Constitution.

Vacation of office by member

5. A member shall vacate his or her office and the member’s office shall become vacant—

- (a) one month after the date upon which he or she gives notice in writing to the Minister of his or her intention to resign or on the expiry of such other period of notice as the member and the Minister may agree; or
- (b) on the date he or she begins to serve a sentence of imprisonment imposed in Zimbabwe without the option of a fine—
 - (i) in Zimbabwe, in respect of an offence; or
 - (ii) outside Zimbabwe, in respect of conduct which if committed in Zimbabwe would constitute an offence; or
- (c) if he or she becomes disqualified in terms of paragraph 3(1)(a) to (d) to hold office as a member.

Board Member Tenure

6. Each member of the Board shall hold office for a period of three (3) years, renewable for only one further such term.

Meetings of Board

7. (1) The chairperson of the Board shall ensure that the Board meets at least once every three months.

(2) The chairperson—

- (a) may convene a special meeting of the Board at any time; and
- (b) shall convene a special meeting of the Board on the written request of at least two members, which meeting shall be convened for a date not sooner than seven days and not later than 30 days after the chairperson's receipt of the request.

(3) Written notice of a special meeting convened in terms of subsection (2) shall be sent to each member not later than 48 hours before the meeting and shall specify the business for which the meeting has been convened:

Provided that a failure by a member to receive such a notice, or an inadvertent failure to send a notice to a member, shall not invalidate the meeting.

(4) No business shall be discussed at a special meeting convened in terms of subsection (2) other than—

- (a) such business as may be determined by the chairperson where he or she convened the meeting in terms of subsection (2)(a); or
- (b) the business specified in the request for the meeting, where the chairperson convened the meeting in terms of subsection (2)(b).

(5) In the absence of the chairperson the deputy chairperson shall preside over the meeting of the Board as chairperson.

(6) In the absence of the chairperson or deputy chairperson, the members present shall, if they constitute a quorum, elect one of their number to preside over the meeting of the Board as chairperson.

(7) At any meeting of the Board, seven members of the Board shall form a *quorum*.

(8) With the approval of the Board, the chairperson may invite any person to attend a meeting of the Board where the chairperson considers that the person has special knowledge or experience in any matter to be considered at the meeting.

(9) A person invited to attend a meeting of the Board under subsection (8) may take part in the meeting as if he or she were a member of the Board, but shall not have a vote on any question before the meeting.

(10) Any proposal circulated among all members of the Board and agreed to in writing by a majority of them shall have the same effect as a resolution passed at a duly constituted meeting of the members and shall be incorporated into the minutes of the next meeting of the Board:

Provided that, if a member requires that such a proposal be placed before a meeting of the Board, this subsection shall not apply to the proposal.

(11) Except as otherwise provided in this section, the procedure for the convening and conduct of meetings of the Board shall be as fixed from time to time by the Board.

(12) The Board may meet without a quorum for ninety (90) days after the number of members appointed to it ceased to constitute a *quorum* of the Board:

Provided that any decision(s) reached by the board while its membership does not constitute a *quorum* shall cease to have effect after the ninety (90) day period unless they have been ratified by a meeting of the Board at which a *quorum* is present (3).

(13) The Board shall hold an Annual General Meeting once every year.

Minutes of Board

8. (1) The Board shall cause minutes of all its meetings to be entered in books kept for such purpose.

(2) The minutes referred to in subsection (1) shall record accurately and fully the proceedings at the meetings concerned and all decisions taken at the meetings.

(3) The minutes referred to in subsection (1) must be signed by the chairperson of the Board and shall be accepted for all purposes as *prima facie* evidence of the proceedings and decisions taken at the meeting concerned.

Committees of Board

9. (1) For the better exercise of its functions, the Board may establish one or more committees in which it may vest such of its functions as it considers appropriate.

(2) The vesting of a function in a committee in terms of subsection (1)—

- (a) may be made absolutely or subject to conditions and may be amended or withdrawn at any time; and
- (b) shall not divest the Board of that function; and
- (c) the Board may amend or rescind any decision of the committee in the exercise of that function.

(3) On the establishment of a committee under subsection (1) the Board—

- (a) shall appoint at least one of its members as a member of the committee, and that member or one of those members designated by the Board, as the case may be, shall be chairperson of the committee; and
- (b) may appoint as members of the committee persons who are not members of the Board and fix the terms and conditions of their appointment:

Provided that such members do not exceed three.

(4) Meetings of a committee may be convened at any time and at any place by the chairperson of the committee.

(5) If the chairperson of the committee is absent from a meeting of the committee, the members present may elect one of their number to preside at that meeting as chairperson.

(6) A majority of members of a committee shall form a quorum at any meeting of a committee.

(7) Anything authorised or required to be done by a committee may be decided by a majority vote at a meeting of the committee at which a quorum is present.

(8) At all meetings of a committee each member present shall have one vote on each question before the committee:

(9) Subject to this section, the procedure to be followed at any meeting of a committee shall be fixed by the Board.

(10) The chairperson of the Board shall be an *ex officio* member of the committees referred to in this section.

Remuneration and allowances

10. Subject to section 3(7) of the Act, a member of the Board or of a committee established or appointed in terms of these regulations shall be paid from the funds set aside for that purpose such remuneration and allowances as the Minister, after consultation with the Minister responsible for finance.

Validity of decisions and acts of Board

11. (1) No decision or act of the Board or act done under the authority of the Board shall be invalid solely because there were one or more vacancies on the Board when the decision was taken or the act was done or authorised or a disqualified person partook in the act or decision.

(2) If any decision or other act of the Board is rendered invalid through a procedural irregularity, the Board may at a duly convened meeting ratify the decision or act, and any decision or act so ratified shall be valid in all respects with effect from the date of its ratification.

PART III

PROCEDURE FOR REGISTRATION

Scope of Registration of Private Voluntary Organisations

12. (1) Subject to subsection (2) any organisation, entity or association whatsoever falling within the definition of Private Voluntary Organisations in section 2(1) of the Act must be registered in accordance with these regulations.

(2) Any organisation, entity or association (whether a trust, company limited by guarantee or a common law association) that is formed exclusively or primarily to benefit its own members in a manner conforming to the objects referred to in the definition of a “private voluntary organisations” rather than members of the public (commonly known as a “membership organisation”) shall not be registered as a Private Voluntary Organisation unless—

- (a) it raises any part of its funds through solicitation of members of the public who are not members of the organisation; or
- (b) in any financial year it obtains from any foreign country or a foreign entity domiciled outside Zimbabwe one or more donations constituting at least twenty per centum of its funds in the previous financial year.

Registration of Private Voluntary Organisations

13. (1) An application for the registration of a private voluntary organisation in terms of section 9(1) of the Act, shall be lodged by the Secretary of any private voluntary organisation with the Registrar, in Form PVO 3 and Form PVO 4 specified in the First Schedule together with the following:

- (a) payment of a fee specified in the Second Schedule;
- (b) if by the terms of its Constitution or any memorandum of understanding with a relevant Ministry the applicant is restricted to operating within one or more specified local authorities, proof of written notification to the local authority or authorities concerned of its intention to register as a private voluntary organisation;
- (c) curriculum vitae of executive Board members;
- (d) copies of national identity documents of the executive Board members;
- (e) police criminal clearance of executive Board members;
- (f) any of the following as may be applicable—
 - (i) if the applicant already exists in another country, minutes or a resolution authorising the lodging of the application; or

- (ii) if the applicant is a trust or other organisation already operating in Zimbabwe minutes or a resolution authorising the lodging of the application; or
- (iii) if the applicant did not exist before, minutes or a resolution of the inception or steering committee mandated by its constitution to authorise the lodging of the application; or
- (iv) an affidavit by the Secretary or any founder of the organisation setting forth its intention to be established in Zimbabwe as a private voluntary organisation;
- (g) an authenticated copy of the constitution of the organisation; and
- (h) any further information in connection with its application which the Registrar may deem necessary.

(2) The constitution of the organisation shall contain the following—

- (a) the organisation's name;
- (b) the mission, purpose or objectives of the organisation;
- (c) the conditions for membership of the organisation;
- (d) that the organisation's income and property are not distributable to any person, except as reimbursement of reasonable expenses or payment of reasonable compensation for services rendered;
- (e) make provision for the organisation to be a body corporate and have an identity and existence distinct from its members or governing body;
- (f) ensure that the members or governing body have no rights in the property or other assets of the organisation solely by virtue of being members or the governing body;
- (g) specify the organisational structures and mechanisms for its governance;

- (h) provide for a governing body consisting of not less than five persons, three of whom shall not be related to each other;
- (i) in the case of international non-governmental organisations, specify the authorised agent retained by the organisation, upon whom official notices, summons and other process may be served;
- (j) set out the rules for convening and conducting meetings, including *quorums* required for and the minutes to be kept of those meetings;
- (k) determine the manner in which decisions are to be made;
- (l) provide that the organisation's financial transactions shall be conducted by means of an account with a registered banking institution;
- (m) fix the financial year of the organisation;
- (n) set out a procedure for changing the constitution;
- (o) set out a procedure by which the organisation may be wind up or dissolved; and
- (p) provisions for the disposal of assets during the existence of the organisation and on its wind up or dissolution.

(3) The Constitution of a membership organisation that intends to register as a private voluntary organisation may make provision for matters relevant to conducting its affairs, including the following—

- (a) qualifications for and admission to membership of the organisation;
- (b) circumstances in which a member shall no longer be entitled to the benefits of membership;
- (c) termination of membership; appeals against loss of the benefits of membership or against termination of membership and specify the procedure for those appeals and determine the body to which those appeals may be made;
- (d) membership fees and other payments by members;

- (e) provision that, except for proven gross negligence or criminal *malfeasance*, members of the governing body do not become liable for any of the obligations and liabilities of the organisation solely by virtue of their status as members of the governing body of the organisation;
- (f) appointment of the governing body and their respective functions;
- (g) procedure for nominating, electing or appointing the governing body and their powers and functions;
- (h) circumstances and manner in which members of the governing body may be removed from office and provide for appeals against such removal and specify procedures for those appeals and determine a body to which those appeals can be made;
- (i) provision that members of its, governing body are not personally liable for any loss suffered by any person because of an act or omission which occurs in good faith while the office-bearer is performing functions for or on behalf of the organisation;
- (j) making of investments; provisions for avoiding conflict of interest and dealing with it where it arises;
- (k) the purposes for which the funds of the organisation may be used; and acquiring and controlling of assets;
- (l) dissolution of the organisation and how assets of the organisation must be dealt with upon dissolution; and
- (m) the governing body of a private voluntary organisation shall adopt such by laws or rules as may be necessary to enable it to perform its functions and exercise its powers.

(4) Provisional approval or rejection by the Registrar of the application shall be communicated to the applying organisation within ninety (90) days of submitting the complete application, provided that the ninety (90) days will commence upon the organisation submitting all the documents required by the Registrar in terms of these regulations and the Act.

(5) Where the Registrar fails to communicate the provisional approval or rejection within ninety (90) days of submitting the complete application, the organisation shall be deemed to have been provisionally registered.

(6) The Registrar shall place before the Board all applications for registration and the Board shall—

- (a) after considering the application, issue a certificate of registration to the organisation concerned, subject to such conditions as may be imposed; or
- (b) reject the application if it appears that—
 - (i) the organisation is not bona fide operating in furtherance of the objects mentioned in its application for registration; or
 - (ii) the organisation does not, in respect of its constitution or management, or any other information required to be provided by the Registrar, comply with the provisions of the Act.

(7) The Registrar shall inform the applicant of the outcome of an application, including the reasons for rejection, within one month of the sitting of the Board, which considered the application.

(8) Where the Board has approved an application for the registration of a private voluntary organisation the Registrar shall issue a certificate of registration in Form PVO 5 specified in the First Schedule.

(9) In the event that the Board rejects the application on the basis that the organisation does not, in respect of its Constitution or management or any other information, comply with the provisions of the Act, the Registrar shall give the organisation a period not exceeding thirty days from the date of communication of the outcome to comply with the requirements.

(10) The period within which compliance shall be effected may be extended by the Registrar upon good cause being shown by the applicant, but such extension shall only be granted once and shall be for a maximum period of twenty-one (21) days.

(11) If an applicant complies with the requirements for registration within the prescribed period, the Registrar shall, within fourteen (14) days of receipt of the requested requirements, register the private voluntary organisation concerned accordingly.

(12) If an applicant fails to comply with the requirements set out in that notice, the Registrar shall—

- (a) refuse to register the private voluntary organisation concerned; and
- (b) notify the applicant in writing of the refusal and the reasons for the refusal within the number of days remaining in the original ninety (90) day period for making a decision.

Amendment, alterations or material changes

14. (1) An application for change of name or addition or alteration of any of the objects in respect of which a private voluntary organisation is registered shall be lodged by the secretary with the Registrar for the certificate of registration in Form PVO 6 specified in the First Schedule and the provisions of section 9 (1) of the Act shall apply, *mutatis mutandis*, as if such application were an application for registration.

(2) An application for the registration of a private voluntary organisation that involves a material change, shall be lodged with the Registrar by the secretary of the private voluntary organisation in Form PVO 6 specified in the First Schedule no later than one month from the date when the material change occurred.

(3) If there is any material change with respect to the beneficial ownership or control of the private voluntary organisation in terms of section 13A (1) (e) of the Act, the secretary of the private voluntary organisation shall submit the application in Form PVO 6 specified in the First Schedule and the Registrar shall thereafter treat the application as if it is an application for the approval of a material change.

PART IV

EXEMPTIONS

Partial exemption

15. (1) An application for the partial exemption of a private voluntary organisation in terms of section 7(1) of the Act, shall be in Form PVO 7 contained in the First Schedule and shall be lodged with the Registrar.

(2) A certificate of exemption granted in terms of section 7(1) of the Act shall be in Form PVO 8 contained in the First Schedule.

Temporary authority to collect contributions

16. (1) An application for temporary authority to collect contributions, in terms of section 8(1) of the Act, shall be as specified in Form PVO 9 contained in the First Schedule.

(2) The approval for temporary authority to collect contributions in terms of section 8(1) of the Act shall be in Form PVO 10 contained in the First Schedule and may be subject to one or more of the following conditions which the Registrar may impose—

- (a) the contributions collected shall be used for the purpose for which the authority was granted and shall be disposed of within sixty (60) days of the date of expiry of the authority;
- (b) all moneys collected in terms of the authority shall be paid into a bank account that shall be disclosed to the Registrar or a person designated by him or her;
- (c) the person, group of persons or private voluntary organisation to whom or to which the authority has been granted shall keep proper receipts, books of account of the contributions collected, lists of donations, if any, and details of the manner in which the moneys have been spent, and the receipts, books of account and supporting documents may at any time be inspected by the Registrar or person designated by him or her; and
- (d) the books of account and supporting documents shall clearly indicate those amounts of the contributions

collected which were used respectively for administrative expenses and the remuneration of any person connected with or acting on behalf of that organisation.

PART V

GENERAL

Surrender of Registration certificate

17. (1) The Registrar, in terms of section 12 of the Act, may impose one or more of the following as conditions for the acceptance of the surrender of a certificate by a private voluntary organisation—

- (a) that the organisation shall, within a period to be specified by the Registrar, submit to the Registrar a final audited balance sheet and audited statement of income and expenditure;
- (b) that the organisation shall not destroy or dispose of its records unless the prior approval of the Registrar has been obtained;
- (c) that the organisation shall, at its own expense publish in a newspaper circulating in the area concerned, a notice making known to the public that it has discontinued its functions or it intends to discontinue its functions but where for reasons of financial deficiency this is not possible, the Registrar will publish such notice at his or her expense; and
- (d) that the organisation shall dispose of its assets in terms of its Constitution and render proof to the Registrar of such disposal.

(2) In the event of the cancellation of registration and the withdrawal of the certificate by a private voluntary organisation in terms of section 12 of the Act, the Registrar shall give notice thereof in the *Gazette*.

Appeals to Minister

18. (1) An appeal to the Minister in terms of section 14 of the Act against the decision of the Board shall be made in writing and shall set out the following—

- (a) the name and address of the private voluntary organisation;
- (b) the decision of the Board upon which the appeal is being made; and
- (c) the grounds upon which the appeal is made.

(2) Any appeal referred to subsection (1) shall be made within fourteen (14) days of receiving notification of the Board's decision.

(3) Any private voluntary organisation, which is aggrieved by any decision of the Minister under subsection (2) may, within fourteen (14) days of receiving notification of the Minister's decision, appeal to the Administrative Court, which on such appeal shall have the same powers as the Minister to dispose of such appeal.

Reports and returns

19. The secretary of a registered private voluntary organisation shall in terms of section 15 of the Act, render to the Registrar—

- (a) within twenty-one (21) days of the completion of the audit required in terms of section 19 of the Act, a certified copy of the audited accounts and any report thereon;
- (b) within twenty-one (21) days of elections, a return of the names and addresses of the office bearers; and
- (c) not later than twenty-one (21) days of the end of financial year, an annual report of activities and annual returns of imported assets to enable a check on the proper use of imported assets for which duty, *surtax* import tax and any other tax, was waived.

Inspections and examinations of accounts

20. (1) Subject to section 20 of the Act, where the Registrar receives information suggesting that there is maladministration within an organisation or the annual audit report of the finances of an organisation point to such maladministration, he or she shall institute an enquiry into the financial operations and administrative affairs of the organisation.

(2) In the process of carrying out investigations, the Registrar shall afford the member or members of the executive committee suspected of maladministration a full opportunity to respond to and explain any alleged maladministration on their part and such responses and explanations shall be recorded by the Registrar.

(3) Where, in the opinion of the Registrar, the maladministration is of such a serious nature to warrant either a more thorough investigation or disciplinary measures, the matter shall be referred to the Minister, with reasons for the referral.

Repeals

21. (1) The Private Voluntary Organisations (Board & General) Regulations 1997 published in Statutory Instrument 111 of 1997 of the Zimbabwean Government *Gazette* is hereby repealed.

(2) The Private Voluntary Organisations (Registration) Fees Regulations, 2025 published in Statutory Instrument 82 of 2025 of the Zimbabwean Government *Gazette* is hereby repealed.

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FIRST SCHEDULE (*Sections 3, 13,14,15 and 16*)

Form PVO 1

PRIVATE VOLUNTARY ORGANISATIONS ACT (CHAPTER 17:05), 2025
**APPLICATION FOR REGISTRATION OF A PRIVATE VOLUNTARY
ORGANISATION**

1. Particulars of the Organisation

- a. Name:
- b. Address:
.....
.....
- c. Date of establishment:
- d. Area in which organisation operates or proposes to operate:
- e. Branches of organisation and where situated:
.....
.....
- f. Aims and objects (give brief description of activities, aims, and objects of
organisation for insertion in the registration certificate and in the *Gazette*):
.....
.....
.....
- g. Has any member of the managing executive committee of the organisation
been a member of a managing executive committee of any other organisation
which has applied for and been refused registrationunder this Act? If so,
give details:
.....

2. Particulars of the Executive Managing Committee

Full Name, Address and Occupation of:

Chairperson:

.....

Vice-chairperson:

.....

Secretary:

.....

Treasurer:

.....

Other Members:

.....

.....

.....

.....

- b. Disclose Salary and OR other forms of payment to executive committee if applicable:

Secretary:.....

Treasurer:.....

Any other office bearer:

.....

.....

- c. Name and address of bank at which funds of the organisation are to be kept:

.....

.....

- d. Date on which the organisation's financial year ends:

.....

3. Control of Branches (If they exist)

- a. To what extent are branches of the organisation subject to control of headquarters of the organisation?

.....

.....

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- b. To what extent do the branches control their finances?
-
- c. Does each branch have its own constitution and managing executive committee?
If so, attach a copy of the constitution and submit detail of committee membership:
-
- d. Is any office bearer of the branch committees paid (in any way) for services to the organisation? If so, give particulars:
-
-
-

4. Sources of Income (Describe briefly sources or expected sources of income of the organisation including income from Government, local authorities or grants-in-aid):

.....

.....

.....

.....

.....

.....

5. I, the undersigned being the secretary of the above mentioned organisation, hereby apply for the registration of the organisation and declare that the information supplied above is true and correct to the best of my knowledge and belief.

I attach a copy of the organisation's constitution.

.....
SECRETARY

DATE:.....

PLACE:.....

Form PVO 2

PRIVATE VOLUNTARY ORGANISATION ACT [CHAPTER 17:05]

Notice of Application for Registration of a Private Voluntary Organisation

NOTICE is hereby given, in terms of subsection (2) of section 9 of the Private Voluntary Organisations Act [Chapter 17:05], that application for registration has been made in respect of:

1. Name and address of private voluntary organisation:
.....
.....
.....
2. Aims and objects of private voluntary organisation:
.....
.....
.....
3. Area or areas in which the private voluntary organisation proposes to render its services:
.....
.....
.....

Any objections to the proposed registration must be lodged with the Registrar of Private Voluntary Organisations, P.O. Box CY 429, Causeway, not later than twenty-one days from the date of publication of this notice.

.....
Secretary

Note:- These words and figures need be published in the newspaper

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Form PVO 3

PRIVATE VOLUNTARY ORGANISATION ACT [CHAPTER 17:05]

Certificate of Registration

I hereby certify that the
.....
.....
..... (registered number)
has been registered as a private voluntary organisation in terms of subsection
(5) of section 9 of the Private Voluntary Organisations Act [Chapter 17:05].
The objects of the private voluntary organisation are (summary):
.....
.....

The registration of the said private voluntary organisation is subject to the
following conditions—

- (a) The organisation is required to quote its registered number
on all public documents, advertisements, certificates of authority, delegations or
other means of public communication;
- (b) No alterations shall be made to the name or objects of the organisation
except in compliance with subsection (8) of section 9 of the Act.

Given this.....day of.....,20.....

.....
Registrar of Private Voluntary Organisation

PRIVATE VOLUNTARY ORGANISATION ACT [CHAPTER 17:05]

**Application for Exemption from the Operations of the Provisions of
Private Voluntary Organisation Act**

In terms of subsection (1) of section 7 of the Private Voluntary
Organisations Act [Chapter 17:05]:

Secretary of.....

.....
(state name and registered number of P.V.O.)

hereby makes application for the exemption of the said.....

.....
from the operation of the provisions of.....

.....
(state relative section(s) or subsection(s))

Of the Private Voluntary Organisations Act [Chapter 17:05] on the grounds
set forth in the attached memorandum.

.....
Signature

Secretary of
(name and registered number of P.V.O.)

Place:Date:

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Form PVO 5

PRIVATE VOLUNTARY ORGANISATION ACT [CHAPTER 17:05]

Certificate of Exemption

I hereby certify, that, in terms of subsection (1) section 7 of the Private
Voluntary Organisations Act [Chapter 17:05], the.....
.....
.....

has been exempted from the following provisions of the Act—
.....
.....
.....
.....

This certificate of exemption is valid—
fromto

subject to the following conditions:
.....
.....
.....
.....

Given this.....day of....., 20.....

.....
Registrar of Private Voluntary Organisations

PRIVATE VOLUNTARY ORGANISATION ACT [CHAPTER 17:05]

Application for Temporary Authority to Collect Contributions

1. Particulars of person, group of persons or voluntary organisation seeking temporary authority to collect or receive contributions—

(a) Name:

(b) Address:

2. State the purpose of collection or receipt of contributions:
.....

3. State reason why temporary authority should be granted to collect/receive contributions:.....
.....
.....

Date:

Signature of person applying for temporary authority.

Note:— State whether application is by—

(a) One person (self):

(b) Group of persons; if so, give group name:
.....
.....

(c) Private Voluntary Organisation: Yes/No:.....

Private Voluntary Organisations (Board and General) Regulations,
2026

Form PVO 7

PRIVATE VOLUNTARY ORGANISATION ACT [CHAPTER 17:05]

Temporary Authority to Collect/Receive Contributions

IN terms of subsection (1) of section 8 of the Private Voluntary Organisations
Act [Chapter 17:05] authority is hereby granted to:.....

.....
.....

(name person, group of persons or unregistered voluntary organisation) to
collect/receive contributions in respect of:

.....
.....
.....

(state purpose of collection/receiving contributions)

This authority is valid for the period:

From to.....

In respect of this authority the following conditions apply:

.....
.....
.....
.....

Given this..... day of....., 20.....

.....
Registrar of Private Voluntary Organisations

PRIVATE VOLUNTARY ORGANISATION ACT [CHAPTER 17:05]

Letter of Delegation

IN terms of subsection (1) of the section 17 of the Private Voluntary Organisations Act [Chapter 17:05], I

I, do hereby grant.....
(name branch)

To collect/receive contributions for and carry on within its area of operation the functions and activities of the.....

.....
.....
.....

(name and registered number of voluntary organisation granting delegated authority)

.....
Secretary: *Private Voluntary Organisation granting authority*

Place:

Date:

Note_ This letter of delegation is granted subject to the provisions of the Private Voluntary Organisations Act [Chapter 17:05], and the regulations made thereunder, Particular attention is drawn to sections 17 and 18 of the Act and to section 12 of the Private Voluntary Organisations (General) Regulations, 2025.

Private Voluntary Organisations (Board and General) Regulations,
2026

Form PVO 9

PRIVATE VOLUNTARY ORGANISATION ACT [CHAPTER 17:05]

Authority to collect Contributions

IN terms) of section 12 of the Private Voluntary Organisations (General)

.....
.....
.....

(state name of person)

to collect/receive contributions on behalf of

.....
(state name of private voluntary organisation)

during the period

at.....
(state place of area)

.....
The Registrar

Date:

Note:- This authority does not take the place of, or in any way detract from any requirements of a local authority in regard to the collection of contributions.

**PRIVATE VOLUNTARY ORGANISATION ACT [CHAPTER 17:05]
Nomination Form for Appointment to the PVO Board**

Part I — Nomination Details

1. Region reference number: _____ (01. Northern 02. Southern)
2. Nominator (Individual/Entity): _____
3. Nominator registration/organization number (if applicable): _____
4. Nominator contact person/ details : _____
5. Nominator address: _____
6. Nominator email: _____ Telephone: _____

Part II — Candidate Details (Nominee)

7. Full name (as on identity document): _____
8. Date of birth: _____ National ID/Passport number: _____
9. Gender: _____ Nationality: _____
10. Contact address: _____
11. Email: _____ Telephone: _____
12. Place of Residence: _____ Period of stay: _____
13. Current occupation/position: _____
14. Name of current employer/organisation (if applicable): _____
15. Registered PVO to which the candidate is or will be affiliated (if applicable): _____
16. PVO registration number (if applicable): _____
17. Educational qualifications (highest first): _____
18. Professional qualifications (if any): _____
19. Relevant governance/board experience (list roles, organizations, dates):

20. Expertise/profile to contribute to the Board (brief, max 150 words):

Private Voluntary Organisations (Board and General) Regulations, 2026

Part III — Eligibility Confirmation (Section 3 Criteria)

Please indicate: Yes/No

21. Is the candidate a natural person or representative of a PVO recognized under applicable law? (Yes/No)

22. Does the candidate meet the minimum age and statutory eligibility requirements specified in Section 3 of the Amendment Act? (Yes/No)

23. Does the candidate have any disqualifying interests or conflicts of interest as defined in the Act? (Yes/No)

24. Has the candidate ever been convicted of any offense involving dishonesty, fraud, or a crime of moral turpitude? (Yes/No)

25. Is the candidate currently subject to any ongoing legal proceedings that could impact fitness for Board service? (Yes/No)

26. Is there any matter relating to the candidate's mental capacity or disciplinary action that may affect eligibility? (Yes/No)

If Yes to any of 21–26, please provide full details in the space below or attach an Annex.

Part IV — Declaration by Nomination

I, the undersigned nominator, hereby nominate the candidate named in Part II for appointment to the Private Voluntary Organisation Board in terms of Section 3 of the Zimbabwe Private Voluntary Organisation Amendment Act 2025. I confirm that to the best of my knowledge the information provided is true, complete, and accurate. I understand that misrepresentation may lead to disqualification or removal from office.

Signature of Nominator: _____

Date: _____

Part V — Candidate Consent

I, the candidate, consent to being considered for appointment to the PVO Board and authorize verification of the information provided. I acknowledge that the appointment is subject to the statutory requirements of Section 3 of the Zimbabwe Private Voluntary Organisation Amendment Act 2025 and any regulations and guidelines issued by the appointing authority.

Candidate signature: _____

Date: _____

Part VI — Supporting Attachments (check all that apply)

- Curriculum Vitae (CV)
- Certified copy of identity document
- Certified copies of educational and professional qualifications
- Police clearance/clearance certificate (where required)
- Statement of interest and potential conflicts of interest
- References (name, position, contact details) – minimum three

Part VII — Processing and Submission

- Submission deadline: _____
- Method of submission (email/physical drop-off/portal): _____
- Address/portal for submission: _____
- Enquiries contact: _____

Confidentiality notice: Information provided will be used solely for the purposes of nominating and evaluating Board candidates in accordance with Section 3 of the Act.

(2) Endorsement Form (Support by Endorsing Members/Entities)

Title: Endorsement of Nomination for Appointment to the PVO Board

Part I — Endorser Details

1. Endorser name:
2. Endorser organisation (if applicable):
3. Position/Role:
4. Registration/ID number (if applicable):
5. Address:
6. Email:
7. Telephone:

Part II — Endorsement

8. I/we endorse the nomination of the candidate named in the Nomination Form (Section II, Part II) for appointment to the Private Voluntary Organisation Board in terms of section 3 of the Zimbabwe Private Voluntary Organisation Amendment Act 2025.

Private Voluntary Organisations (Board and General) Regulations,
2026

9. Rationale for endorsement (max 200 words): _____

10. Endorser's declaration: I confirm that the endorser has the authority to provide this endorsement and that the information provided is accurate to the best of my knowledge.

Endorser signature: _____

Date: _____

Part III — Endorser Contact for Verification

Phone: _____ Email: _____

(3) Consent and Declaration Form (Nominee's Consent)

Title: Consent to Board Nomination and Declaration of Eligibility

Part I — Nominee Information

1. Name: _____

2. National ID/Passport: _____

3. Date of birth: _____

4. Current position/organisation: _____

Part II — Consent

I hereby consent to the verification of the information provided in the Nomination Form and related documents by the appointing authority, and to any background checks or confirmation processes required under Section 3 of the Zimbabwe Private Voluntary Organisation Amendment Act 2025 and associated regulations. I agree to disclose any further information requested and to comply with all applicable governance, ethics, and conflict-of-interest requirements.

Nominee signature: _____

Date: _____

Part III — Conflict-of-Interest Disclosure

- Do you or any immediate family member have any direct or indirect financial or other interest in any matter that may be before the Board? If yes, detail:

- Are you currently holding another public or quasi-public office? If yes, specify: _____

(4) Attachments Checklist for Nomination Package

- Completed Nomination Form (Parts I–VII)
- Completed Endorsement Form(s)
- Consent and Declaration Form
- Updated Curriculum Vitae
- Copies of educational and /professional qualifications
- Certified copies of Identity document(s) (
- Conflict of interest disclosure
- Three professional references (with contact details)

(5) Guidance Notes (to accompany the nomination pack)

- Section 3 of the Zimbabwe Private Voluntary Organisation Amendment Act 2025 defines eligibility for appointment to the Board, including eligibility criteria, disqualifications, and the appointment process. Ensure you align the nomination form with the precise regulatory language.
- Provide accurate and up-to-date contact details to enable timely communication and processing.
- All information supplied should be accurate and verifiable. False or misleading information may be grounds for disqualification.
- Keep copies of all submitted documents for your records.
- If the appointing authority requires electronic submission via a portal, ensure the file formats and size limits are adhered to.

(6) Sample Cover Note for Nominations

To: **The Minister of Public Service, Labour and Social Welfare**
9th Floor Kaguvi Building
From: [Nominator] signature
Date: [dd/mm/yyyy]

Private Voluntary Organisations (Board and General) Regulations, 2026

Subject: Nomination for Appointment to the Private Voluntary Organisation Board under section 3 of the Zimbabwe Private Voluntary Organisation Amendment Act 2025

Please find attached the completed Nomination Form, Endorsement Forms, Consent/Declaration, and all supporting documents for the nomination of ----- for appointment to the PVO Board. This nomination meets the eligibility criteria set out in section 3 and is submitted in compliance with the Act.

If you require additional information or documents, please contact -----

----- at

Email: ----- Cellphone Number: -----

SECOND SCHEDULE (*Section 13*)

REGISTRATION FEES

International Private Voluntary Organisations registration . . . US\$250,00

Local Private Voluntary Organisations registration US\$150,00

(NB: Fees for Local Private Voluntary Organisations registration are payable at the prevailing bank rate)