



DIRECTORATE SOCIAL WELFARE SERVICES **.....REGION**

GUIDELINES FOR THE REGISTRATION OF WELFARE ORGANISATIONS

1. Welfare organizations in Namibia are registered, monitored and controlled in terms of the National Welfare Act, 1965 (Act 79 of 1965) as amended. The Ministry of Health and Social Services is administering these Acts in collaboration with the National Welfare Board.
2. The said Act defines a welfare organization as any association of persons, corporate or unincorporated, or institution, the objects of which include on or more of the following:
 - i) the carrying on of social work by individual treatment, group work or community organization;
 - ii) the provision wholly or in part of any of the material, spiritual or social requirements of persons or families in distress and in need of assistance;
 - iii) the carrying on of charitable activities in relation to persons or families who are in need and require assistance;
 - iv) the prevention of social distress and indigency of persons or families;
 - v) the rendering of legal assistance and advice as a form of social assistance;
 - vi) the collection of contributions towards any war fund;
 - vii) the prevention of cruelty to animals and the promotion of animal welfare; and
 - viii) the collection of funds for any of the objects specified in the preceding paragraphs, but does not include any institution maintained and controlled by the State or a local authority or any hospital board or any trade union or any religious body in respect of activities confined to religious work.
3. Welfare organizations are registered by this Ministry to enable them to provide social services that are complimentary to the services of the social welfare sector.
4. The goal of support to welfare organizations is to enable organizations, institutions and individuals to provide social welfare services that are complementary to the national social welfare policy. The services by welfare organizations mostly target people with specific needs, those who are poor, vulnerable and marginalized.
5. Through its services, welfare organizations amongst others strive to prevent, uplift, empower, strengthen and develop poor and vulnerable people and

communities in order to promote their well-being and to enable them to function independently.

6. Although a church is a non-profit organization, it does not meet the definition of a welfare organization, as defines in paragraph 2. It can therefore not be registered as a welfare organization.
7. Some churches also do welfare work, e.g. running of soup kitchens, counseling services and other community development. This part of the church can register as a welfare organization, but only when this welfare arm of the church has its own name, constitution and objectives. The church as such can however not benefit from the registration as a welfare organization, but only the welfare arm of the church.
8. Non-profit organizations, which do not qualify for registration as a welfare organization, may approach the **BIPA** in Windhoek for possible registration as a Section 21 company not for gain (Articles of Association) in terms of the **Companies Act, 1973 (Act 61 of 1973)**. The Master of the High Court in Windhoek may also be contacted to register as a Trust (Deed of Trust).
9. The Regional Welfare Committee of the region has the following functions regarding to welfare organizations:
 - i) Register welfare organizations;
 - ii) Monitor, evaluate and control its operations and services;
 - iii) Investigate complaints and irregularities;
 - iv) Cancel/amend/withdraw registration certificates if necessary;
 - v) Give temporary authority for the collection of contributions from the public.
10. The following procedures should be followed with regard to the application for registration as a welfare organization:
 - i) Develop a constitution for the organization;
 - ii) Recommendation for approval of the constitution by the regional welfare committee to the National Welfare Board;
 - iii) Complete application form for the registration of the welfare organization;
 - iv) Obtain a letter from the auditor which serves as proof of appointment;
 - v) After receive feedback from the Regional Welfare Committee to advertise the organization will place a notice/advert of intent to register as a welfare organization in the Government Gazette and one local daily newspaper;
 - vi) After 21 days from the date of the advert, register the welfare organization if no objections against the registration of the welfare organization were received
11. Welfare Organization Program policies are:

- i) All organizations, institutions or individuals who collect funds for welfare purposes, should be registered as a welfare organization at the MOHSS;
 - ii) Welfare organizations are registered to provide services that complement social welfare services and to prevent the general public from exploitation;
 - iii) Monitoring and evaluations are done through investigations, verification and inspections once a year.
- 12. The management body of a welfare organization is responsible for the general management and running of the organization. Important information regarding the management body:
 - i) It should consist of a minimum of 7 members, i.e. a Chairperson, Vice-chairperson, Secretary, Treasurer and additional members.
 - ii) Members must be competent and efficient people, e.g. the treasurer should have accounting background to keep proper books of account throughout the year. The auditor only audit the books of account at the end of the organization's financial year. The secretary should have administrative skills, e.g. minute writing, agenda and notices compiled and distributed. The chairperson and the vice-chairperson should have knowledge on meeting procedures and how to run a business, as a welfare organization is a business.
 - iii) The additional members should be persons with e.g. fundraising- and liaising skills to contact possible donors and to organize fundraising events and projects.
- 13. Registration of an organization as a welfare organization is subject to the following conditions:
 - i) The organization has to limit its activities to the area of operation as stated in its constitution;
 - ii) The name and/or the objectives of the organization may not be changed without written permission from the National Welfare Board;
 - iii) The organization has to provide the annual report (activities throughout the year) of the chairperson, the audited financial report and the minutes of the annual general meeting to the Registrar of the National Welfare Board after the end of the financial year of the organization.
- 14. Monitoring and evaluation of the operations of the welfare organization are done through annual inspections by the members of the Regional Welfare Committee

at all registered welfare organizations. The annual report, audited financial report and the minutes of the annual general meeting of the organization form an integral part of the monitoring and evaluation process of the Board. Annual inspection reports are compiled after the inspections, with recommendations which will indicate future actions with regard to the existence of the welfare organization.

15. For more details with regard to the registration of welfare organizations, kindly contact the office of the secretary of the regional welfare committee at the social worker office in your respective region.
