



## THE REGISTRAR GENERAL'S DEPARTMENT

### NOTICE

#### THE NON-PROFIT ORGANIZATIONS ACT, 2019 (ACT NO. 25 OF 2019)

#### THE NON-PROFIT ORGANIZATIONS (AMENDMENT) ACT, 2019 (ACT NO. 28 OF 2019)

#### "THE NPO ACT"

#### **The Public Is Reminded That:**

Section 7 of the NPO Act, provides that a NON-Profit Organization shall not carry out its operation unless it is registered under the NPO Act;

I. Section 2 of the NPO Act defines a Non-Profit Organization as —

“a body of persons whether incorporated or unincorporated, formed and established for the purpose of promoting public policies or objects that are religious, charitable, educational, scientific, environmental, historical, cultural, fraternal, literary, sporting artistic, athletic or promoting health, and whose gross annual income or any part thereof, if any, and other income are applied to the promotion of those objects, and there is a prohibition of any dividend or refund of contributions to its members, but excludes a religious or charitably founded school registered with the Ministry of Education, and any organization with political objectives”;

II. When submitting the completed registration for an unincorporated and incorporated Non-Profit Organization, the following must be attached to, or fully disclosed in the registration form —

- a. Declaration of purposes of the NPO;
- b. Proof of the identity of the controller and other members of the NPO;
- c. Copies of particulars of the organizational documents; and
- d. Evidence of the board structure.

Applications for registration can be downloaded from the Attorney-General's website at <http://www.bahamas.gov.bs/attorneygeneral> or the website of the Registrar General's Department <http://bahamas.gov.bs/rgd>. Completed forms along with supporting documents should be submitted to the following email address: [nportorganizations@bahamas.gov.bs](mailto:nportorganizations@bahamas.gov.bs);

- III. Registration forms must be completed in full. The Registrar of Non-Profit Organizations accepts no responsibility for any information that is inaccurate or incomplete;
- IV. Section 7 of the NPO Act provides that a person who carries on the operations without registering commits an offence and is liable on summary conviction to a fine not exceeding ten thousand (\$10,000.00) or a term of imprisonment not exceeding one year, or to both such fine and term of imprisonment not exceeding one year, or to both such fine and term of imprisonment; and
- V. Section 25 of the NPO Act provides further, that a financial institution or a designated non-financial business and profession shall not open or maintain —
  - a. A bank account; or
  - b. An account ledger; or
  - c. Any other type of account,

for a Non-Profit Organization unless the organization has registered under the Act and presents evidence of such registration.

**Further, Take Notice That:**

Section 7(7) of the NPO Act provides that:

*“A certificate of registration is valid for a period of two years from the date of issue.”; and —*

That provisions have been made for renewals as follows: —

- “8. ***Renewal of registration.***  
*The Registrar shall renew a certificate of registration upon an application being made in the form set out in the First Schedule and the payment of the fee set out in the Third Schedule.”.*
  - (a) Upon application for the renewal of a certificate of registration as set out in the First Schedule; and*
  - (b) Upon payment of the fee prescribed in the Second Schedule.*

**Dated this 14th day of October, 2022**



**CAMILLE GOMEZ-JONES  
REGISTRAR GENERAL**



## **REQUIREMENTS FOR RENEWAL OF NON-PROFIT REGISTRATIONS**

### **IN ACCORDANCE WITH THE NON-PROFIT ORGANIZATION ACT, 2019 & NON-PROFIT (AMENDMENT) ACT, 2019**

- I. COMPLETED NPO APPLICATION FORM (Check The Box For Renewal)
  - (a) In the case of a Change of Directors:
    1. An updated Register;
    2. A Resolution indicating the Boards approval for the change; and
    3. Government issued Identification & Proof of Address.
- II. PAYMENT OF RENEWAL FEE (B\$50.00)

**Dated this 14<sup>th</sup> day of October, 2022**

**CAMILLE GOMEZ-JONES  
REGISTRAR GENERAL**