

## REQUEST PASSWORD AND LOGON

The password is required for submission of annual reports, Submit Voluntary Deregistration, Update General Details and Update Founding document.

**NB: A One Time Password (OTP) will be send to the registered email address of the organisation. The one time password is only valid for 24 hours**

**Step 1: Click on Request a Password Option**

The screenshot shows the NPO Register website interface. On the left, under 'Top Tasks', there are links for 'Find an NPO', 'Register an NPO', 'Check the status of an Organisation', 'Submit Documents', 'Update General Details', 'Download Chrome Here', and 'Download Website Instructions Here'. On the right, under 'Search the NPO Register', there is a search bar and a 'Request a password' button highlighted with a red arrow. Below the search bar, there are fields for 'NPO Reference Number' and 'Office Bearer Identification Number', followed by a 'Request Password' button. At the bottom, there is a 'Transparently Working for you...' banner.

**Top Tasks**

**Find an NPO**

**Search our on-line NPO register to view the status and details of an NPO.**

View the status of Registered, Deregistered and Cancelled NPOs in the register.

You can also **report anonymously** any suspicious activity you may be aware off.

→ GO

**Register an NPO**

**Register an NPO online... It's quicker and more convenient.**

Organisations such as trusts, companies or other associations established for a public purpose may apply for registration.

→ GO

**Check the status of an Organisation**

Q NPO Name or APP number **Find**

If you have previously applied to register an NPO you may check the status of your organisation by entering the application registration number assigned to you.

**Submit Documents**

**- Annual reports**

All registered NPOs are required to submit annual reports within nine months after the end of its financial year. Use our on-line service to do this quickly and conveniently.

→ GO

**- Submit Voluntary Deregistration**

A request for the voluntary deregistration of your organisation can be submitted to the NPO office.

→ GO

**- Update Founding Documents**

Any changes to an organisation's founding documents (Constitution OR Deed of Trust and letters of authority OR Certificate of incorporation issued by the Commissioner (CoR14.3), Memorandum of Incorporation (CoR15.1C) and Certificate of Registration of Directors) should be submitted to the NPO office. Use our on-line service to do this quickly and conveniently.

→ GO

**Update General Details**

**- Update contact details and office bearer details**

The Department of Social Development should be notified upon any change of office bearers and contact information including physical address.

→ GO

**Download Chrome Here**

**Download Website Instructions Here**

**Search the NPO Register**

Q Name or Registration No. **Search**

**Login** **Request a password**

If you do not have a password to login or you have forgotten it, you may request a new password below.

**NPO Reference Number:**

**(OR)**

**Office Bearer Identification Number:**

**Use alternative registration:**

☐

**Confirm that you are human** Required

Captcha: ODIF **Refresh**

Retype: **Inspect**

**Request Password**

**Transparently Working for you...**

- Capture the NPO number or Office Bearers ID number
- Enter CAPTCHA in the provided field below
- Click on **Inspect**
- Click **Request Password**