**بسم الله الرحمن الرحيم**

****

**السلطة الوطنية الفلسطينيـة**

**وزارة الداخليـــة**

**طلب تسجيل جمعية أجنبية**

# Application to Register a Foreign NGO

تطبيقاً لأحكام قانون الجمعيات الخيرية و الهيئات الأهلية رقم ( 1 ) لعام 2000 م، نطلب منحنا تسجيلاً لفتح فرع لجمعيتنا/ مؤسستنا في فلسطين.

In compliance with the law governing charities and NGOs 1/2000 we apply for registration to open a branch of our charity/NGO in Palestine

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| 1. **اسم الجمعية في بلد تسجيلها: Name of NGO in country of registration** |  |
| **2. عنوان المركز الرئيسي للجمعية: Address of the headquarters of the NGO** |  |
| **3. العنوان البريدي: Postal address** |  |
| **4.عنوان الصفحة الالكترونية (إن وجدت). و البريد الكتروني Website address (if applicable) and e-mail address** |  |
| **5. عنوان الجمعية في فلسطين**  **Address of the NGO in Palestine** |  |
| **6. العنوان البريدي في فلسطين**  **P-O-BOX** |  |
| **7. رقم الهاتف / في فلسطين**  **TELPHONE/ In Palestine** |  |
| **8. رقم الفاكس/ في فلسطين**  **Fax/ In Palestine** |  |
| **9. عنوان الصفحة الالكترونية والبريد الالكتروني "إن وجد"**  **E – mail and website** |  |

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| **10. أهداف الجمعية الرئيسية: Main aims of the NGO** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **11. أهم أنشطة ومشاريع الجمعية في بلد التسجيل: Most important NGO activities and projects in country of registration** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**12. الأعضاء المؤسسين للجمعية في بلد التسجيل: Founding members of NGO in country of registration**

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| **الاسم Name** | **الجنسية Nationality** | **العنوان البريدي Postal address** | **الهاتف Telephone number** | **الفاكس Fax number** | **البريد الالكتروني E-mail** | **المنصب**  **Position** |
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**13. مجلس أمناء الجمعية الأم Board of Trustees**

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| **الاسم Name** | **الجنسية Nationality** | **العنوان البريدي Postal address** | **الهاتف Telephone number** | **الفاكس Fax number** | **البريد الالكتروني E-mail** | **الوظيفة**  **Position** |
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**14. المدراء التنفيذيون الرئيسيون Main executive directors**

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| **الاسم Name** | **الجنسية Nationality** | **العنوان البريدي Postal address** | **الهاتف Telephone number** | **الفاكس Fax number** | **البريد الالكتروني E-mail** | **المنصب Position** |
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**15. ممثل/ة، ممثلي الجمعية في فلسطين The association’s representative in Palestine**

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| **الاسم Name** | **الجنسية Nationality** | **العنوان البريدي Postal address** | **الهاتف Telephone number** | **الفاكس Fax number** | **البريد الالكتروني E-mail** | **المنصب Position** |
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| **16. أهداف الجمعية في فلسطين Aims of NGO in Palestine** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **17. أهم أنشطة ومشاريع الجمعية في فلسطين Most important activities and projects of NGO in Palestine** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **18. الفئات المستهدفة من مشاريع الجمعية في فلسطين The groups targeted by the NGO projects in Palestine** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **19. المناطق الجغرافية المستهدفة من مشاريع الجمعية في فلسطين The geographical areas targeted by the NGO projects in Palestine** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**20. الأمور المالية Financial matters**

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| **أ. مصادر تمويل الجمعية Sources of NGO funds** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **ب. تفاصيل حول موازنة الجمعية المتعلقة بمشاريعها في فلسطين خلال السنة الحالية Details of NGO budget concerning its projects in Palestine during the current year** | **بنود الميزانية Budget items** | **المبلغ المرصود Sum allocated** |
|  | **بنود الميزانية الإدارية(رواتب, إيجارات, اتصالات,.....الخ)**  Administrative budget items (salaries, rent, communications, .. etc)  1.  2.  3.  4.  5.  6.  7. |  |

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|  | **بنود الميزانية Budget items** | **المبلغ المرصود Sum allocated** |
|  | بنود الميزانية الخاصة بالأنشطة والمشاريع Budget items particular to activities and projects  1. 1  2. 2  3. 3  4. 4  5. 5  6. 6 |  |

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| **21.. المؤسسات الفلسطينية التي تنوي الجمعية العمل معها/ دعمها Palestinian organizations which the NGO intends to work with or support** | **المؤسسة Name of organization** | **المبلغ المرصود Sum allocated** |
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نقر حسب علمنا بأن كافة المعلومات الواردة في هذا الطلب صحيحة. We confirm that to the best of our knowledge the information contained in this application is correct.

**في حالة حل الجمعية أو الهيئة تؤول جميع ممتلكاتها النقدية و العينية إلى الخزينة العامة للسلطة الوطنية الفلسطينية أو إلى جمعية فلسطينية مشابهة لها في الأهداف بالاعتماد على المادة (2) من قرار بقانون لعام 2011 والذي صدر بتاريخ 28/4/2011 فيما يتعلق بالجمعيات والهيئات الأهلية الفلسطينية.**

**Under the conditions of dissolving an association or an organization, all properties must go to the national Palestinian Treasury, or to similar mission organization, referring to the article (2) from the law decision regarding Palestinian charities and civil organizations for the year 2011, issued in 28/4/2011.**

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الاسم Name المسمى الوظيفي Job title التوقيع Signature ختم المؤسسة Stamp of organization

التاريخ Date

**Appendix A: Documents attached ملحق الوثائق المرفقة**

**ملاحظة: تعتبر القوانين الفلسطينية المعمول بها المرجعية لكافة الإجراءات و المعاملات الخاصة بالجمعية المتقدمة بطلب التسجيل في فلسطين.**

# NB: Palestine laws in force shall apply to all procedures and dealings pertaining to the NGOS applying to register in Palestine

**◄ الرجاء تعبئة الطلب باللغة العربية / Filling the application should be in Arabic**

**◄ لاكتمال طلب التسجيل يجب إرفاق الوثائق التالية:-**

**To make the application complete the following documents must be attached**

1. **النظام الأساسي باللغتين: (مصدق من السفارة الفلسطينية في بلد الجمعية الأم )، ومترجم ومصدق من وزارة العدل في السلطة الوطنية الفلسطينية ووزارة الشؤون الخارجية.**

**The Bylaws in both languages: (Ratified by the Palestinian Embassy in the associations country) PLO office, translated and ratified by the Palestinian Ministry of justice, ratified by the Palestinian Ministry of Foreign Affairs.**

1. **شهادة التسجيل/ صورة مصدقة من وزارة العدل ووزارة الخارجية.**

**Copy of the registration certificate duly ratified by the Ministry of Justice and foreign Affairs.**

1. **رسالة من الجمعية الأم تفيد بقرارها إنشاء فرع لها في فلسطين مصدق و مترجم حسب الأصول.**

**A duly ratified translated letter from the mother Association of its decision to establish a Brach in Palestine.**

1. **اعتماد ممثل الجمعية من قبل الجمعية الأم أصل، مترجم ومصدق.**

**A duly ratified and translated letter of authority Association its representative.**

1. **صور عن جوازات السفر للاعضاء المؤسسين في بلد التسجيل.**

**Copies of passport of the founding members of NGO in country of registration**

1. **صور البطاقات الشخصية/ جوازات السفر لممثل /ة الجمعية في فلسطين.**

## Copies of ID card/passport of the association’s representative.

1. **شرح موجز يوضح كيف أن الخدمات والمشاريع التي تقدمها الجمعية تنسجم مع مصالح الشعب الفلسطيني" باللغتين ولا يوجد داعي لتصديقها"**

**A brief illustration explaining how the projects and services excused by the association go along with the Palestinian people interests.**

1. **تعبئة طلب التسجيل.**

**Filling the registration application “should be in Arabic”**

1. **رسوم التسجيل والبالغة 20 دينار طوابع.**

**Registration fees amounting 20 Dinar (stamps).**