

PASTORALIST FORUM ETHIOPIA (PFE)

Membership APPLICATION FORM

1. Name of the NGO: _____
(Same as it appear in the Registration Certificate)

2. Acronym (if any): _____

3. Date founded (Date/Month/Year)

3.1 In the country of origin: _____
(Applicable only for International / NGOs)

3.2 In Ethiopia: _____

4. Type of the NGO (please tick in front of an appropriate one)

4.1 Indigenous Non-religious

4.3 International Non-religious

4.2 Indigenous Religious

4.4 International Religious

4.5 other: specify _____

5. Organization's current address

5.1 Mailing Address: _____

5.2 Telephone: _____

5.3 Fax: _____

5.4 E-Mail: _____

5.5 Location of the head office in Ethiopia _____

6. Brief description of the organization
(Please state briefly the vision and mission statement of the organization and program focus of its existing activities)

Vision

Mission

Program focus/intervention area

7. Please indicate the NGOs main sources of income in order of importance

8. Brief description of the structure of the NGO and its decision making process

9. Names and position of board members

10. Please indicate the organization's current annual budget

| |
|------|
| ETB: |
|------|

11. Brief description of accounting system of the NGO (please also indicate the type of the bank account and the signatories of your bank account).

12. Indicate the major assets and facilities you have (including office, equipment furniture, transport and communication)

13. Please indicate the total number and position of your employees

- a) Total: _____
- b) Technical: _____
- c) Support: _____
- d) Others (specify): _____

14. Name of partner organizations

- 1. Local: _____
- 2. National: _____
- 3. International: _____

15. Please state the main reason(s) for which your organization has decided to apply for membership of PFE

16. Please indicate briefly how the NGO intends to contribute to the work of PFE

17. Please indicate other similar institution(s) of which your organization is already a member

18. Required supporting document

(The following supporting document needs to be attached to this application)

- A copy of registration certificate with Ministry of Justice (functional in the membership application year)
- A copy of operational agreement with DPPC or DPPB
- A copy of project agreement with relevant line Ministries of Bureaus if any
- Copies of the last two minutes of the NGO Board
- A copy of Memorandum of Association and Bye-Laws of the NGO
- A copy of annual progress report and the previous year's audit report

19. After consideration of Memorandum of Association and (Bye-Law) of PFE and voluntarily agreeing to abide by the values and standards of the code of conduct for NGOs in Ethiopia hereby requests to become an ordinary or associate member of PFE.

Name of the head of the NGO: _____
Submitting the application

Title: _____

Date: _____

(Stamp)

20. Endorsement by two full members of PFE that support or recommend the applying NGO to become a member of PFE

Confirming the authenticity of the information supplied above by the applicant,
We hereby recommend this NGO to become a member of PFE.

NGO-1

NGO-2

- | | | |
|-------------------------|-------|-------|
| 1. Name of the NGO | _____ | _____ |
| 2. Name of NGO Official | _____ | _____ |
| 3. Title | _____ | _____ |
| 4. Signature | _____ | _____ |
| 5. Date | _____ | _____ |

(Stamp)

(Stamp)

21. Decision of the Board of Directors

Accepted the application (reason):

Rejected the application (reason):
(reason): _____

22. Decision of the PFE General Assembly

Approved (reason):

Disapproved (reason):

Signature of Chairperson of the GA