

## **Civil Society Organization Rules and Regulations**

### **Foreword**

With the blessings of the Triple Gem and our visionary and dynamic Monarchs, we have witnessed a peaceful transition into a Democratic Constitutional Monarchy.

Civil Society Organizations have existed for the benefit of the society in Bhutan for many years. Therefore, in recognition of the important role played by the Civil Society Organizations the National Assembly in June 2007 enacted the Civil Society Organizations Act of Bhutan, 2007.

The legislation of the Civil Society Organizations Act, 2007 and the subsequent establishment of the Civil Society Organizations Authority on 20<sup>th</sup> March, 2009 have facilitated the emergence of healthy Civil Society Organizations. Keeping in view existing government policies it is expected that these organizations will operate in constructive partnership with the Government to advance public interest socio-economically, culturally and environmentally.

While carrying out their respective organizational mandates, particularly in addressing social welfare, Civil Society Organizations must take cognizance of the existence of the sacred institution of Kidu which has benefited and continues to benefit the socially and economically marginalized citizens of our society since the days of our first Monarch. Civil Society Organizations should therefore, endeavor to complement and supplement Kidu activities. In the spirit of creating a unique fabric of Civil Societies that is suited to our own model of development, Kidu must be held sacrosanct and Civil Society Organizations must work in a constructive partnership with the government to fulfill the government's policies and programs.

The Ministry of Home & Cultural Affairs is mandated by the government to act as the lead agency responsible for maintaining linkage between the Government and Civil Society Organizations Authority.

With the promulgation of the Civil Society Organization Rules & Regulations in consonance with the Civil Society Organizations Act, 2007 the stage is now set for launching the registration of potential Civil Society Organizations. These Rules and Regulation shall come into force with effect from 1<sup>st</sup> January 2010.

Wishing you every success.

Tashi Delek.

(Penden Wangchuk)

**Secretary,**

**Ministry of Home and Cultural Affairs,**

**(Interim Chair for the Civil Society Organizations Authority)**

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## **Chapter 1 Preliminary**

### **Preamble**

WHEREAS, to establish an administrative and regulatory framework within which Civil Society Organizations can conduct their affairs and to foster a conducive environment for it to achieve its goals, the Civil Society Organizations Authority in exercise of the power conferred under section 124 of the Civil Society Organizations Act of Bhutan, 2007 promulgates the Civil Society Organization Rules and Regulations, 2010.

### **Short Title, Extent and Commencement**

1. These Rules and Regulations shall:
  - (a) be called Civil Society Organization Rules and Regulations, 2010;
  - (b) extend to the whole of Bhutan; and
  - (c) come into force on the **16<sup>th</sup>** Day, of the **11<sup>th</sup>** Month of the ***Earth Female Ox Year*** of the Bhutanese Calendar corresponding to **1<sup>st</sup>** Day of the **1<sup>st</sup>** Month of **2010**.

### **Repeal**

2. The Civil Society Organizations Act, 2007 repeals Tha 2-1 and 3-3 of the Thrimzhung Chenmo and provisions of any law and by-law which are inconsistent with the Civil Society Organizations Act.

## **Chapter 2 Civil Society Organization**

### **Eligibility for Registration**

3. Any society, foundation, charitable trust, non-profit organization and other entities that are not part of the Government and do not distribute any income or profits to their members, founders, donors, directors or trustees shall, subject to rules 78, 79 and 80 of these regulations, be eligible to be registered under the Civil Society Organizations Act.

### **Type of Civil Society Organization**

4. A Civil Society Organization shall for the purpose of section 4 of the Civil Society Organizations Act, comprise:
  - (a) Public Benefit Organization; and
  - (b) Mutual Benefit Organization.

### **Public Benefit Organization**

5. A Public Benefit Organization shall, in accordance with section 6 of the Civil Society Organizations Act, be established to:
  - (a) protect human life and health;
  - (b) prevent and alleviate human suffering and poverty;
  - (c) disseminate knowledge and advance learning;
  - (d) develop the country economically and culturally;
  - (e) assist in the protection and promotion of national culture and heritage;
  - (f) protect the natural environment; and/or
  - (g) promote social harmony and Gross National Happiness.

### **Mutual Benefit Organization**

6. A Mutual Benefit Organization shall, in accordance with section 4(b) of the Civil Society Organizations Act, be established to advance the shared interest of their members or supporters such as:
  - (a) organization advancing the shared interest of people working in a particular profession;
  - (b) businesses engaged in a particular industry;
  - (c) youths studying in universities; or
  - (d) people who are interested in a particular cultural activity, sport or hobby.

### **Chapter 3 Board of Trustees**

#### **Board**

7. A Civil Society Organization shall be governed by a Board of Trustees or Directors, in order to promote accountability, transparency and effective management of the Civil Society Organization.

#### **Board Composition**

8. A Board shall comprise of persons who are committed to representing the best interest of the Organization and in furthering the Organization's purpose, aims and objectives.

Provided that, if a staff membership on the Board is deemed necessary, inclusion should be limited to the Executive Director.

9. The Board shall have a Chairperson, Secretary and a Treasurer and no member shall occupy more than one position at the same time.

#### **Disqualification of Board Members**

10. A person shall, for the purpose of section 60 of the Civil Society Organizations Act, be disqualified to be a Board member if he/she:

- (a) is of unsound mind and stands so declared by a competent court;
- (b) has been terminated from Public Service;
- (c) has been removed from office on the grounds of misconduct or mismanagement in the administration of a Civil Society Organization or other corporate body;
- (d) has been convicted for a criminal offence and sentenced to imprisonment, with or without *thrimthue*;
- (e) has been found to be in arrears of taxes or other dues to the Government in accordance with the Income Tax Act of the Kingdom of Bhutan, 2001;
- (f) currently holds a senior office or position in a Government-controlled company or Government-controlled organization, unless otherwise exempted by law; or
- (g) is disqualified under a law in force in Bhutan.

#### **Grounds for Removal**

11. A Board member may be removed from the Board, if he/she:

- (a) acts in contravention of the provisions of the laws in force in Bhutan;
- (b) has knowingly received illegal money or assistance from foreign sources;
- (c) has acted against the security, unity and territorial integrity of Bhutan; or
- (d) incurs any disqualification under rule 10 of these regulations.



### **Meetings of the Board**

12. A Meeting of a Board shall, for the purpose of section 57 of the Civil Society Organizations Act, be held at least once every three months and it shall be the responsibility of the Secretary to serve the notice of the meeting at least two weeks in advance.

### **Code of Conduct**

13. A Board member shall maintain the highest standards of ethics, integrity and professionalism in discharging his/her duties as Board member.
14. A Board member shall :
  - (a) attend regular meetings of the Board;
  - (b) not receive monetary compensation for his/her Board duties, other than reimbursement for Board-related expenses;
  - (c) exercise his/her independent judgment on all decisions of the Civil Society Organization;
  - (d) be informed with regular financial reports and program reports; and
  - (e) be mindful of the legal requirement to which the Civil Society Organization may be subject.

### **Responsibility of the Board**

15. In addition to the responsibility of the Board specified in section 53 of the Civil Society Organizations Act, the Board shall:
  - (a) provide overall leadership and strategic direction to the Civil Society Organization;
  - (b) actively set policy and ensure that the Organization has adequate resources to carry out its stated purpose;
  - (c) endorse the annual financial account and report;
  - (d) provide direction for the Executive Director and be responsible for evaluating his/her performance;
  - (e) evaluate its own effectiveness as a governing body and as an Organization upholding the public interest served by the Organization; and
  - (f) be liable for any act or omission in carrying out responsibilities of the Civil Society Organization.

### **Disclosure of Conflict of Interest**

16. A Board member shall exercise his/her power in the interest of the Civil Society Organization and not in his/her own interest or the interest of another entity or person.
17. A Civil Society Organization shall have a conflict of interest policy that includes a disclosure form, which is signed by Board members annually.
18. When a Board member has an interest in a transaction being considered by the Board, the member shall disclose the conflict of interest and not take part in the proceedings.

## **Chapter 4**

### **Civil Society Organizations Authority**

#### **Authority**

19. The “Civil Society Organizations Authority” established under section 8 of the Civil Society Organizations Act, hereinafter referred to as “the Authority” shall be the apex regulatory authority.

#### **Composition of Authority**

20. The Authority shall, for the purpose of section 9 of the Civil Society Organizations Act, comprise:

- (a) a senior official from the Ministry of Home and Cultural Affairs appointed by the Home Minister;
- (b) a senior official from the Ministry of Finance appointed by the Finance Minister;
- (c) an eminent lawyer with legal knowledge and experience in the field of Civil Society Organization recommended by the Attorney General; and
- (d) two eminent members elected by the registered Civil Society Organizations from among its members.

#### **Member Secretary**

21. The senior official from the Ministry of Home and Cultural Affairs shall, in accordance with section 9(d) of the Civil Society Organizations Act, be the Member Secretary of the Authority.

#### **Election of the Chairperson of the Authority**

22. The Authority shall elect a Chairperson from among its members through a secret ballot at the first meeting of the Authority or whenever a vacancy occurs.

23. The Member Secretary of the Authority shall preside over the election of Chairperson of the Authority.

24. The Member Secretary shall fix the date, time and venue of the meeting for the election of the Chairperson of the Authority.

25. A member of the Authority shall be entitled to nominate one candidate for the election of the Chairperson of the Authority.

Provided that the Member Secretary shall not be entitled to be nominated or nominate a candidate at the election.

26. The Member Secretary shall draw up a list of candidates in order of nominations received from the members of the Authority under rule 25 of these regulations.

27. The candidate securing the highest number of votes at the election shall be declared elected.

Provided that the Member Secretary shall, in case of equality of votes between two or more candidates securing the highest votes, forthwith decide between those candidates by draw of lots in the presence of the members present and voting.

### **Procedure for Draw of Lots**

28. The Member Secretary shall, for the purpose of rule 27 of these regulations, write the names of the candidates securing equal number of highest votes in similar slips of paper and fold the paper in a manner that conceals the name.
29. The slips of paper containing the names of the candidates shall be inserted into an opaque container and mixed.
30. The Member Secretary shall draw one slip of paper out of the container and the candidate whose name appears in the slip of paper so drawn shall be declared elected.

### **Filling a Vacancy**

31. When a vacancy arises in the membership under rule 20(a) of these regulations, the vacancy shall be filled by the Home Minister within one week after occurrence of such vacancy.
32. When a vacancy arises in the membership under rule 20 (b) of these regulations, the vacancy shall be filled by the Finance Minister within one week after occurrence of such vacancy.
33. When a vacancy arises in the membership under rule 20 (c) of these regulations, the Attorney General shall recommend to the Authority an eminent lawyer within one week after occurrence of such vacancy.
34. The Authority shall, pursuant to rule 33 of these regulations, appoint an eminent lawyer as a member of the Authority within one week of the receipt of recommendation.
35. When a vacancy arises in the membership under rule 20(d) of these regulations, the vacancy shall be filled within three weeks after occurrence of such vacancy.

### **Functions of the Authority**

36. In addition to section 15 of the Civil Society Organizations Act, the Authority shall:
  - (a) promote establishment and growth of Civil Society Organizations in order to strengthen civil society, promote social welfare and improve the conditions and quality of life in Bhutan;
  - (b) facilitate communication between Civil Society Organizations and the Government;
  - (c) meet information needs of Civil Society Organizations to inform, promote, connect and strengthen individual Civil Society Organizations;
  - (d) liaise with other agencies of the Government and interested parties; and
  - (e) exercise other related powers and carry out responsibilities prescribed in the Civil Society Organizations Act and these regulations, in close consultation with the Ministry of Home and Cultural Affairs.

### **Annual Meeting**

37. The Authority shall convene an annual meeting of Civil Society Organizations.
38. The Authority shall, for the purpose of rule 37 of these regulations, invite representative from all registered Civil Society Organizations and officials from relevant Government Agencies.
39. The Authority shall give a written notice of the annual meeting to all registered Civil Society Organizations and officials of relevant Government Agencies at least four weeks prior to the date of meeting.
40. A Civil Society Organization shall, within ten working days of the issue of notification under rule 39 of these regulations, make written submissions to the Authority for inclusion in the agenda of the meeting.

### **Meetings of the Authority**

41. The Chairperson shall preside over every meeting of the Authority and in his/her absence the members present at the meeting shall elect one member from among themselves to preside over such meeting.
42. The Authority shall, for the purpose of section 12 of the Civil Society Organizations Act, meet at least once in six months or at shorter intervals as the business may warrant, at such place, date and time as may be specified by the Chairperson.
43. The Member Secretary shall, upon confirmation of the meeting by the Chairperson, give a written notice of every meeting of the Authority to the members at least 10 working days prior to the date of meeting.

Provided that the Chairperson may waive such requirement in urgent matters.

44. The Member Secretary shall be responsible for the minutes of the meeting and ensure that copies are sent to the members no later than the next working day.
45. The Member Secretary shall at the commencement of a meeting of the Authority inform the Authority of every action taken on the decisions of previous meeting.

**Chapter 5**  
**Election of Eminent Members representing the Civil Society Organizations**

46. The eminent members representing the Civil Society Organizations under rule 20 (d) of these regulations shall be elected by the registered Civil Society Organizations from among its members through a secret ballot.

**Qualification for Eminent Members**

47. A person shall be qualified to be elected as an eminent member of the Authority under rule 20(d) of these regulations, if he/she:

- (a) is a Bhutanese citizen as evidenced by the Citizenship Identity Card;
- (b) is a member of the Civil Society Organization;
- (c) is of the minimum age of 25 years; and
- (d) has knowledge and experience in the management of Civil Society Organization.

**Disqualification for Eminent Members**

48. A person shall be disqualified to be elected as an eminent member of the Authority under rule 20(d) of these regulations, if he/she:

- (a) is a registered member of a political party;
- (b) is of unsound mind and stands so declared by a competent court;
- (c) has been terminated from public service;
- (d) has been removed from office on the grounds of misconduct or mismanagement in the administration of a Civil Society Organization or other corporate body;
- (e) has been convicted for a criminal offence and sentenced to imprisonment, with or without *thrimthue*;
- (f) has been found to be in arrears of taxes or other dues to the Government in accordance with the Income Tax Act of the Kingdom of Bhutan, 2001;
- (g) is not eligible under rule 47 of these regulations; or
- (h) has been disqualified under a law in force in Bhutan.

**Notification for nomination of Eminent Members**

49. The Member Secretary of the Authority shall, at least three weeks prior to the election under rule 46 of these regulations, by notification inform:

- (a) the Organizations to nominate at least one candidate;
- (b) the Organizations to appoint one representative each to participate in the election of the eminent member representing the Civil Society Organizations; and
- (c) the date, time and venue of the election.

**Submission of nomination letter by the Civil Society Organizations**

50. The Civil Society Organization shall, within one week of the issue of notification under rule 49 of these regulations, submit:

- (a) the name of the candidate nominated for the election;

- (b) the name of the member representing the Civil Society Organization at the election;
- (c) a copy of the Bhutanese Citizenship Identity Card of the candidate;
- (d) candidate's consent to the nomination;
- (e) tax clearance certificate of the candidate from the Department of Revenue and Customs;
- (f) bio-data corroborating the candidate's knowledge and experience in the management of Civil Society Organization; and
- (g) the candidate's record of non-criminal conviction.

### **Election Procedure**

51. The Member Secretary shall, subject to rules 47 and 48 of these regulations, scrutinize the nomination and compile the list of candidates.
52. The disqualification of a member under rule 51 of these regulations shall be communicated to the concerned Civil Society Organization stating the grounds of disqualification and stipulate reasonable period for such Organization to show cause against the proposal and consider its explanation and objections, if any.
53. Any decision taken by the Member Secretary pursuant to rule 52 of these regulations shall be final and binding.
54. The Member Secretary shall present the list of candidates to the representative under rule 50 (b) of these regulations and the same shall be put to vote, wherein each representative shall be entitled to one vote.
55. In the case of election of one eminent member representing the Civil Society Organization, the candidate securing the highest votes shall be declared elected.

Provided that the Member Secretary shall, in the case of equality of votes between two or more candidates securing the highest votes, forthwith decide the member by draw of lots in the presence of representatives.

56. In the case of election of two eminent members representing the Civil Society Organization, the candidates securing the highest and the second highest votes shall be declared elected.

Provided that the Member Secretary shall, in the case of equality of votes between two or more candidates securing the second highest votes, forthwith decide the second member by draw of lots in the presence of representatives.

Provided further that the Member Secretary shall, in case of equality of votes between three or more candidates securing the highest votes, forthwith decide the two members by draw of lots in the presence of representatives.

### **Procedure for Draw of Lots**

57. The Member Secretary shall, for the purpose of rules 55 and 56 of these regulations, write the names of the candidates securing equal number of highest or second highest votes, as the case may be, in similar slips of paper and fold the paper in a manner that conceals the name.

58. The slips of paper containing the names of the candidates shall be inserted into an opaque container and mixed.
59. The Member Secretary shall draw slips of paper equal to the vacancy to be filled and the candidate whose name appears in the slip of paper so drawn shall be declared elected.

## **Chapter 6**

### **Secretariat of the Authority**

#### **Secretariat**

60. The Royal Civil Service Commission shall, for the purpose of section 21 of the Civil Society Organizations Act, establish a Secretariat to assist the Authority in the execution of its function under the Civil Society Organizations Act and these regulations.

#### **Head of the Secretariat**

61. The Member Secretary of the Authority shall head the Secretariat established under rule 60 of these regulations.

#### **Functions of the Head of the Secretariat**

62. The Head of the Secretariat shall be responsible for proper administration of the Secretariat and for general monitoring and supervision of the staff, subject to the by-laws and orders of the Authority.

63. The Head of the Secretariat shall prepare the budget proposal for the Secretariat in accordance with the provisions of the Public Finance Act of Bhutan, 2007 and submit the proposal to the Authority for approval and onward submission to the Ministry of Finance.

64. The Head of the Secretariat shall sanction and make all payments as per power delegated to him/her by the Authority.

65. The Member Secretary shall ensure that all resolutions of the Authority are implemented by the Secretariat.

#### **Functions of the Secretariat**

66. The Secretariat shall be responsible for:

- (a) preparing the Human Resource Development Master Plan;
- (b) projecting staff recruitment and training needs of the Secretariat in accordance with the Bhutan Civil Service Rules and Regulations;
- (c) facilitating the process for developing and implementing policy;
- (d) facilitating the registration of the Civil Society Organizations;
- (e) advising Civil Society Organizations on legal requirements for registration;
- (f) guiding the Civil Society Organizations in observance of the Memorandum of Association, Code of Conduct, Rules and Regulations, National Policy, and in developing activities in accordance with their Articles of Association; and
- (g) performing such other functions as may be delegated by the Authority.



### **Reports of the Secretariat**

67. The Secretariat shall table before the Authority a report on its activities including the financial report for the previous financial year within three months after the end of each financial year.

### **Financial Provisions**

68. The Government shall, in accordance with the provisions of the Financial Rules and Regulations of the Royal Government, provide necessary funds to the Authority to meet all capital and recurring expenditure required to be incurred by the Authority while discharging its functions.

## Chapter 7 Requirements for Registration

### Declaration of Information

69. A Board member of a proposed Civil Society Organization, if authorized by his/her Board shall submit an application for registration in the prescribed **Form 1** along with:
- (a) a copy of the Bhutanese Citizenship Identity Card;
  - (b) income, assets and liability of himself/herself, spouse, and dependent children in the prescribed **Form 2**;
  - (c) his/her bio-data and educational qualifications;
  - (d) his/her tax clearance certificate from the Department of Revenue and Customs;
  - (e) a letter from the Board authorizing him/her to represent the Civil Society Organization;
  - (f) his/her record of non-criminal conviction; and
  - (g) pictorial design of the Organization's logo.
70. The Board member under rule 69 of these regulations shall, for the purpose of sections 46 and 60 of the Civil Society Organizations Act, submit along with the application:
- (a) valid documentary evidence of the nationalities of the Board members;
  - (b) bio-data of the Board members;
  - (c) tax clearance certificate of Board members from the appropriate authority; and
  - (d) the Board members' non-criminal conviction record.
71. Any person serving under a Civil Society Organization shall declare his/her income, asset and liability and that of his/her spouse and dependent in accordance with sections 127, 128 and 129 of the Anti Corruption Act of Bhutan, 2006 and the provisions of the Asset Declaration Rules and Regulations, 2008.

### Document requirements

72. The Board member under rule 69 of these regulations shall along with the application for registration furnish:
- (a) two copies of its Articles of Association signed by all Board members in the prescribed **Form 3**;
  - (b) two copies of its Memorandum of Association signed by all Board members in the prescribed **Form 4**;
  - (c) two copies of its rules and regulations;
  - (d) code of ethics for all its Board members and employees in the prescribed **Form 5**;and
  - (e) a declaration in the prescribed **Form 6** stating that the requirements in respect of registration specified in the Civil Society Organizations Act and these regulations including the requirements of Memorandum of Association and Articles of Association have been duly complied with.
73. In order to register a Public Benefit Organization, the Board member under rule 69 of these regulations shall also furnish:

- (a) a detailed three year programme of activities with annual work plans and measurable performance indicators, demonstrating its conformity with the purpose, aims and objectives stated in its Article of Association and Memorandum of Association in the prescribed *Form 7*; and
- (b) commitment by all its Board members and senior staff to operate within the law in pursuit of its stated objectives in the prescribed *Form 8*.

### **Articles of Association**

74. In addition to section 46 of the Civil Society Organizations Act, the Articles of Association shall provide:

- (a) the name of proposed Civil Society Organization and it shall include the phrase “Public Benefit Organization”, “Mutual Benefit Organization” or Foreign Civil Society Organization, as the case may be;
- (b) postal address of its registered office;
- (c) the proposed location of its registered office;
- (d) the Civil Society Organization’s purpose, objectives and scope of activity;
- (e) the Civil Society Organization’s organizational structure, accountability and reporting responsibilities of its officials and key personnel and its decision-making system;
- (f) its types of funding sources and how it proposes to manage its assets;
- (g) its intended geographical area of operation;
- (h) the names, nationality, and occupation of its incorporators;
- (i) number of members required to call special Board meetings;
- (j) quorum for Board meetings;
- (k) number of consecutive meetings a Board member may miss before ceasing to hold office;
- (l) required majority of members to approve removal of a Board member;
- (m) staff strength; and
- (n) any other relevant information it deems necessary or is requested to provide consistent with the provisions of the Civil Society Organizations Act.

### **Memorandum of Association**

75. A Memorandum of Association shall provide:

- (a) the name of proposed Civil Society Organization and it shall include the phrase “Public Benefit Organization”, “Mutual Benefit Organization” or Foreign Civil Society Organization, as the case may be;
- (b) postal address of its registered office;
- (c) the proposed location of its registered office;
- (d) purpose, objectives and scope of activity;
- (e) the intended geographical area of operation;
- (f) a description of the beneficiaries;
- (g) names, nationality and occupation of its incorporators and Board members; and
- (h) insolvency, dissolution, and liquidation procedures.

76. A Memorandum of Association shall, in addition to rule 75 of these regulations, contain a declaration that all incomes, earnings, movable or immovable properties of the Organization shall be solely utilized for the promotion of its aims and objectives.

## **Rules and Regulations**

77. A proposed Civil Society Organization shall adopt rules and regulations in accordance with the provisions of the Civil Society Organizations Act to govern its day-to-day affairs by providing procedures for:

- (a) management, inventory of property and reporting systems;
- (b) source, use, investment and management of funds; and
- (c) conduct and operations of the Board.

## **Chapter 8**

### **Grounds for refusal of Registration**

#### **Use of names and Logo**

78. The Authority shall refuse to register an organization as a Civil Society Organization, if in its opinion, the name and/or logo:
- (a) makes a reference to the institution of monarchy;
  - (b) is similar to the name and/or logo of another institution, organization or entity and is likely to mislead the public as to its true identity;
  - (c) offends public morality;
  - (d) offends national symbols; or
  - (e) resembles the name or symbol of a political party.

#### **Purpose, objectives and activities**

79. The Authority shall refuse to register an organization as a Civil Society Organization, where the purpose, objectives and scope of activities of the:
- (a) proposed Public Benefit Organization is not in accordance with section 6 of the Civil Society Organizations Act; or
  - (b) proposed Civil Society Organization contravenes section 7 of the Civil Society Organizations Act.

#### **Other grounds**

80. The Authority shall refuse to register an organization as a Civil Society Organization in any of the following cases:
- (a) if the applicant or any Board member has incurred any disqualification under rule 10 of these regulations;
  - (b) the organization is a trade union, political party or, cooperatives or religious organization which are devoted primarily to religious worship; or
  - (c) the proposed Civil Society Organization contravenes any provision of laws in force in Bhutan.

## **Chapter 9 Certificate of Registration**

### **Application for Registration**

81. Every application for registration shall be submitted to the Authority along with the documents specified under rules 69, 70, 72, 73 and 77 of these regulations and the fees specified in *Schedule 1*.

### **Examination of documents received by the Head of Secretariat**

82. The Head of the Secretariat shall examine the documents submitted under rule 81 of these regulations and if found incomplete in relation to the particulars required under these regulations, he/she shall return the document to the applicant.

83. The document returned under rule 82 of these regulations shall not be deemed to have been filed unless proper rectification is made and the document re-submitted within one month from the date of its return.

### **Acknowledgement of the receipt of Documents**

84. The Head of the Secretariat shall, upon acceptance of document under rule 81 of these regulations, endorse the documents with the following particulars:

- (a) registration number;
- (b) serial number of the documents; and
- (c) date of filing.

85. The Head of the Secretariat shall affix his/her signature and the seal of his/her office to such document and shall acknowledge its receipt to the applicant.

### **Recommendation of the Secretariat**

86. The Head of the Secretariat shall, subject to rules 78, 79 and 80 of these regulations, scrutinize the application for registration and documents submitted and place its recommendation before the Authority for approval.

### **Issuance of Certificate of Registration**

87. The Authority shall decide whether or not to approve the registration of an organization within six months of the receipt of documents under rule 84 of these regulations.

Provided that the Authority shall, in the case of refusal, provide a written justification of such refusal to the applicant.

88. The Authority shall, upon according approval for registration under rule 87 of these regulations, issue a Certificate of Registration in the Civil Society Organization's name in the prescribed *Form 9*.

89. The Secretariat shall send the original Certificate of Registration under rule 88 of these regulations to the applicant along with an attested copy of the Articles of Association, Memorandum of Association and Rules and Regulations.

#### **Details of the Certificate of Registration**

90. A Certificate of Registration shall include the following details pertaining to the Civil Society Organization:

- (a) name;
- (b) address;
- (c) registration number; and
- (d) objectives and geographical area of activity.

#### **Effects of Registration**

91. A Certificate of Registration is sufficient proof that the Organization has:

- (a) met all the requirements for registration; and
- (b) been registered in accordance with the provisions of the Civil Society Organizations Act and these regulations.

92. A Civil Society Organization may, upon obtaining the Certificate of Registration, engage in any lawful undertaking, own property or enter into contracts including employment contracts.

#### **Validity of Registration**

93. A Civil Society Organization registered under rule 88 of these regulations remains registered until:

- (a) one year from the date of issuance of Certificate of Registration unless renewed in accordance with the provisions of these regulations;
- (b) its registration is cancelled in accordance with the provisions of the Civil Society Organizations Act or these regulations;
- (c) the organization is voluntarily dissolved; or
- (d) the organization is wound up or dissolved.

#### **Annual Renewal**

94. A registered Civil Society Organization shall apply for renewal of the Certificate of Registration with the Authority along with fees specified in *Schedule 1* within one month of the expiry of its validity.

95. The Authority shall, subject to rule 96 of these regulations, renew a Certificate of Registration.

#### **Grounds for withdrawal of Certificate of Registration**

96. The Authority shall withdraw a Certificate of Registration in the following cases:

- (a) the Authority receives adverse feedback on the performance of the Civil Society Organization from the concerned Local Government; or
- (b) the Civil Society Organization has been de-registered or dissolved in accordance with the provisions of these rules and regulations.

97. A Civil Society Organization shall be informed in writing about the withdrawal or refusal to renew the Certificate of Registration within ten working days, stating reasons thereof.

Provided that the Authority shall, before the withdrawal or refusal to renew the Certificate of Registration, notify the concerned Organization the grounds on which the withdrawal or refusal is proposed and fix reasonable period for the Organization to show cause against the notification and consider its explanation and objections, if any.

### **Register of Civil Society Organization**

98. The Secretariat shall maintain a Register of Societies in the prescribed *Form 10* and it shall be made available for inspection by members of the public:

- (a) at places the Secretariat considers appropriate; and
- (b) in the electronic format including the website maintained by the Secretariat.

99. The Register of Societies under rule 98 of these regulations shall specify all:

- (a) registered Civil Society Organizations;
- (b) Civil Society Organizations whose registrations have been cancelled; and
- (c) Civil Society Organizations that have been voluntarily dissolved or have been wound up or dissolved.

### **Publication of status of Civil Society Organizations**

100. The Secretariat shall, within two months after the end of each financial year, publish in at least one widely circulated newspaper, the names of all:

- (a) registered Civil Society Organizations;
- (b) registered Civil Society Organizations whose Certificate of Registration were withdrawn or not renewed;
- (c) registered Civil Society Organizations whose registrations were cancelled during the previous financial year;
- (d) mergers or consolidation of Civil Society Organizations; and
- (e) registered Civil Society Organizations which are deregistered voluntarily or have been wound up or dissolved during the previous financial year.



**Chapter 10**  
**Accreditation of a Foreign Civil Society Organization**

**Government Agency Partnership**

101. A Foreign Civil Society Organization registered as a non-governmental organization in a foreign country shall through the Ministry of Foreign Affairs request a Government Agency in a relevant sector to act as a technical collaborator to implement its goals and activities in Bhutan.

**Accreditation of a Foreign Civil Society Organization**

102. An application for accreditation of a Foreign Civil Society Organization shall be filed with the Authority in the prescribed **Form 1** and accompanied by a fee specified in **schedule 1**.

103. A Foreign Civil Society Organization shall, along with the application under rule 102 of these regulations, submit the following documents to the Authority:

- (a) a copy of the applicant's passport;
- (b) a certified copy of its Certificate of Registration from the country where the Organization operates, where applicable;
- (c) copy of its Articles of Association and a Memorandum of Association in the prescribed **Form 3 and 4**;
- (d) two copies of its rules and regulations in accordance with rule 77 of these regulations;
- (e) income, assets and liability of himself/herself, spouse, and dependent children in the prescribed **Form 2**;
- (f) code of ethics for all its trustees and employees in the prescribed **Form 5**;
- (g) a declaration in the prescribed **Form 6** stating that the requirements in respect of registration specified in the Civil Society Organizations Act and these regulations including the requirements of Memorandum of Association and Articles of Association have been duly complied with;
- (h) detailed three year plan of activities and quantitative contribution to Bhutan in the prescribed **Form 7**;
- (i) commitment by all its Board members and senior staff to operate within the law in pursuit of its stated objectives in the prescribed **Form 8**;
- (j) information specified in rule 70 of these regulations; and
- (k) a Bank statement from a licensed financial institution in Bhutan certifying the availability of funds equivalent to a minimum of USD 300,000/- towards achieving its stated objectives and such amount shall not include administrative and operational cost of the Organization.

**Issuance of Certificate of Accreditation**

104. The Authority shall, within six months of the receipt of documents under rule 103 of these regulations, announce its decision to the Ministry of Foreign Affairs.

105. The Authority may, after verification of the application in accordance with the provisions of the Civil Society Organizations Act, laws in force and these regulations, issue a Certificate of Accreditation in the prescribed **Form 11**.

106. The Authority shall, upon according approval under rule 105 of these regulations, send the original Certificate of Accreditation to the Ministry of Foreign Affairs along with an attested copy of the Articles of Association, Memorandum of Association and Rules and Regulations.
107. The applicant shall receive the decision of the Authority and documents under rule 106 of these regulations, as the case may be, from the Ministry of Foreign Affairs.
108. The Foreign Civil Society Organization shall commence its operation in Bhutan, upon being issued a Certificate of Accreditation.

#### **Grounds for Refusal of Certificate of Accreditation**

109. The Authority shall refuse to issue a Certificate of Accreditation in the following cases:
  - (a) the applicant has not filed the required documents under rule 103 of these regulations;
  - (b) the Foreign Civil Society Organization does not have a government agency partnership;
  - (c) has not filed the application through the Ministry of Foreign Affairs;
  - (d) plan presented for its fulfillment are not substantiated or its social usefulness is not proven;
  - (e) bar has been imposed on the applicant for entering the country pursuant to the laws in force in Bhutan; and
  - (f) the application contravenes rules 78, 79 and 80 of these regulations.

#### **Validity of Certificate of Accreditation**

110. The Certificate of Accreditation of a Foreign Civil Society Organization shall be valid for three years from the date of issuance of the certificate unless renewed in accordance with the provisions of these regulations.
111. The validity of the Certificate of Accreditation shall begin on the date the Certificate of Accreditation is issued.

#### **Renewal of Certificate of Accreditation**

112. A registered Foreign Civil Society Organization shall apply for renewal of the Certificate of Accreditation with the Authority along with fees specified in *Schedule 1* within one month of the expiry of its validity.
113. The Authority shall, subject to rule 114 of these regulations, renew the Certificate of Accreditation of a Foreign Civil Society Organization.

#### **Grounds for withdrawal of Certificate of Accreditation**

114. The Authority shall withdraw a Certificate of Accreditation in the following cases:
  - (a) submitted false personal data or information;
  - (b) lapses into difficulty or impossibility to carry out the activity for a period longer than 6 months;

- (c) measure has been imposed on the extension of the term of stay for the foreigner in the country pursuant to laws in force in Bhutan;
  - (d) the Authority receives adverse feedback on the performance of the Foreign Civil Society Organization from the concerned Local Government; or
  - (e) ceases to operate or is de-registered in the country where it operates.
115. A Foreign Civil Society Organization shall be informed in writing about the withdrawal or refusal to renew the Certificate of Accreditation within ten working days, stating reasons thereof.

Provided that the Authority shall, before the withdrawal or refusal to renew the Certificate of Accreditation, notify the concerned Organization the grounds on which the withdrawal or refusal is proposed and fix reasonable period for the Organization to show cause against the notification and consider its explanation and objections, if any.

### **Monitoring**

116. A Foreign Civil Society Organization shall conduct its activities through its technical collaborator.
117. A Foreign Civil Society Organization shall monitor and evaluate all activities in accordance with the Memorandum of Understanding signed with its technical collaborator.

### **Employment**

118. All accredited Foreign Civil Society Organizations shall, subject to rule 114 (c) of these regulations, be granted automatic entitlement to work permits for a maximum of 3 expatriates.

### **Register for Foreign Civil Society Organizations**

119. The Secretariat shall maintain a Register of Foreign Civil Society Organizations containing the following data:
- (a) initial application for issuance of Certificate of Accreditation;
  - (b) application for renewal of the Certificate of Accreditation;
  - (c) decisions for issuance, refusal to issue, renewal, refusal to renew and withdrawal of Certificate of Accreditation.

### **Publication of status of Foreign Civil Society Organizations**

120. The Secretariat shall, within two months after the end of each financial year, publish in at least one widely circulated newspaper and its website, the names of all:
- (a) registered Foreign Civil Society Organizations;
  - (b) registered Foreign Civil Society Organizations whose Certificate of Accreditation were withdrawn or not renewed;
  - (c) registered Foreign Civil Society Organizations whose Certificate of Accreditation were cancelled during the previous financial year; and

- (d) registered Foreign Civil Society Organizations which are deregistered voluntarily or have been wound up or dissolved during the previous financial year.

## **Chapter 11 Merger, Consolidation and Affiliation**

### **Merger and Consolidation of Civil Society Organizations**

121. Two or more registered Civil Society Organizations with a similar purpose may merge with another and the merged entity shall continue the purposes of the merged Organization, while two or more registered Civil Society Organizations engaged in similar endeavor may consolidate into a new single registered Organization.
122. Civil Society Organizations that desires to merge or consolidate shall submit such motion to the vote of the Board members either at a regular or special meeting for which at least 20 days advance notice shall be given.
123. Each member under rule 122 of these regulations shall be entitled to one vote and shall vote for or against the motion.
124. If two-thirds of the total number of Board members of each Civil Society Organization votes in favor of such motion then the merger or consolidation shall be deemed to be authorized by the Board.
125. The merged Civil Society Organization shall continue to adopt the Memorandum of Association, Articles of Association, Rules and Regulations and Code of Ethics of either of the merged Organization, while the consolidated Civil Society Organization shall adopt a new set of Memorandum of Association, Articles of Association, Rules and Regulations and Code of Ethics for the purpose of the consolidated Organization.

### **Approval of the Authority**

126. Civil Society Organizations shall, upon resolution being adopted under rule 124 of these regulations, submit to the Authority for approval:
  - (a) a certified copy of the resolution adopted by each merging or consolidating Organization; and
  - (b) a declaration adopting the Memorandum of Association, Articles of Association, Rules and Regulations and Code of Ethics of either of the merged Civil Society Organization; or
  - (c) a new set of Memorandum of Association, Articles of Association, Rules and Regulations and Code of Ethics of the consolidated Organization.
127. The Authority may approve the merger or consolidation of Civil Society Organizations, if it is found consistent with the provisions of the Civil Society Organizations Act, these rules and regulations, and laws in force in Bhutan.

Provided that a domestic Civil Society Organization may not merge or consolidate with a Foreign Civil Society Organization, whether or not it is accredited.

### **Effects of Merger or Consolidation**

128. Merged or consolidated Civil Society Organizations shall be a single Organization enjoying all rights, privileges, immunities and powers and also be subject to duties and liabilities of a Civil Society Organization registered under the Civil Society Organizations Act.
129. All rights of creditors and liens upon the property of either of the merging or consolidating Civil Society Organization shall be preserved unimpaired, and all debts, liabilities and duties of the respective Organizations shall henceforth be attached to such consolidated or merged Organization and may be enforced against it to the same extent as if such debts, liabilities and duties had been incurred or contracted by it.
130. Any action or proceeding pending by or against one of the Civil Society Organization merged or consolidated may be pursued as if such merger or consolidation had not taken place.

### **Expansion and Affiliation**

131. A Public Benefit Organization may expand or diversify its current plans and programs by establishing subsidiaries, affiliating with other Public Benefit Organizations or opening branches.

### **Procedure for Change**

132. A Civil Society Organization may modify or change information included in the rules 74(a), (d), (e), (f) and (g), 75(a), (d), (e), (f), (g) and (h) and 77 of these regulations.
133. A Civil Society Organization shall, for the purpose of rule 132 of these regulations, submit such motion to the vote of the Board members either at a regular or special meeting for which at least 20 days advance notice shall be given.
134. If two-thirds of the total number of the Board members of the Civil Society Organization votes in favor of such motion then such motion shall be submitted to the Authority for approval along with the fees specified in *Schedule 1*.
135. The Authority shall scrutinize the application under rule 134 of these regulations within 30 days of its receipt and shall grant approval subject to section 73 of the Civil Society Organizations Act and the provisions of these regulations.

**Chapter 12**  
**Removal of Civil Society Organization from the Register**

**Types of Removal**

136. A Civil Society Organization may be removed from the Register of Societies by:
- (a) de-registration;
  - (b) involuntary dissolution;
  - (c) voluntary dissolution; and
  - (d) withdrawal or non renewal of Certificate of Registration or Certificate of Accreditation.

**De-registration**

137. The Authority shall, for the purpose of section 32 of the Civil Society Organizations Act, cancel the Certificate of Registration of a Civil Society Organization and remove it from the Register of Societies, if it has ceased to carry out the purposes and activities set forth in its Articles of Association and Memorandum of Association for a period of at least two years.
138. The Authority may, for the purpose of section 33 of the Civil Society Organizations Act, cancel the Certificate of Registration of a Civil Society Organization and remove it from the Register of Societies, if it has used money or other property contributed to or owned by it for purposes and activities other than those specified in its Articles of Association and Memorandum of Association.
139. The Authority may, for the purpose of section 34 of the Civil Society Organizations Act, cancel the Certificate of Registration of a Civil Society Organization and remove it from the Register of Societies, if it has modified, changed or altered information under rule 132 of these regulations in contravention of rules 133, 134 and 135 of these regulations.

**Issuance of Notice**

140. The Authority shall, before publishing an order under rules 137, 138 and 139 of these regulations, give the Civil Society Organization at least three months advance notice specifying the grounds on which cancellation is proposed and fix a reasonable period for the Organization concerned to show cause against the proposal and consider its explanation and objections, if any.

Provided that, in the case of rule 137 of these regulations the notice shall provide such Organization with an opportunity to resume carrying out the purposes and activities set forth in its Articles of Association and Memorandum of Association.

**Involuntary Dissolution**

141. A Civil Society Organization shall, for the purpose of sections 82 and 86 of the Civil Society Organizations Act, be dissolved by an order of a court, if :
- (a) it has obtained its registration by fraud;

- (b) its objectives or activities are in contravention of the provisions of the Civil Society Organizations Act and any other law in force in Bhutan;
- (c) it willfully violates or fails to meet the requirements under the Civil Society Organizations Act and these regulations, despite notice issued by the Authority;
- (d) it has knowingly received illegal money or assistance from external sources;
- (e) an organization or any person with the consent of the Civil Society Organization raises funds or solicits money or other property as a charity in contravention of the provisions of the Civil Society Organizations Act and these regulations;
- (f) it has acted against the security, unity and territorial integrity of Bhutan; or
- (g) it has otherwise violated the provision of the Civil Society Organizations Act or any other law in force in Bhutan.

### **Voluntary Dissolution**

- 142. The Authority may, for the purpose of section 35 of the Civil Society Organizations Act, cancel the Certificate of Registration of a Civil Society Organization and remove it from the Register of Societies, if such Organization so requests.
- 143. A Civil Society Organization requesting its dissolution under rule 142 of these regulations shall submit such motion to the vote of the Board members either at a regular or special meeting for which at least 20 days advance notice shall be given.
- 144. Each member under rule 143 of these regulations shall be entitled to one vote and shall vote for or against the motion.
- 145. If two-thirds of the total number of Board members of the Civil Society Organization votes in favor of the motion then such dissolution shall be deemed to be authorized by the Board and thereupon the Board shall submit such requests to the Authority.
- 146. The Authority shall, upon the receipt of request under rule 145 of these regulations, publish a notice informing creditors having claims against the Organization to show cause against such dissolution within one month of issuance of such notice.
- 147. The Civil Society Organization under rule 146 of these regulations shall ensure the disposal and settlement of its property, claims and liabilities in accordance with the rules of the said Organization.
- 148. The Civil Society Organization under rule 147 of these regulations shall, in the event of any dispute, refer the matter to the Authority in the first instance.
- 149. The Authority shall, upon holding an inquiry or hearing as deemed appropriate, make every endeavor to decide the matter within sixty days of the receipt of request under rule 148 of these regulations.
- 150. A Civil Society Organization shall, in the event of cancellation of its Certificate of Registration and its removal from the Register of Societies under rule 146 of these regulations, publish in the newspaper the information of its dissolution within one month of such cancellation.



**Profit upon Dissolution**

151. On the dissolution of a registered Civil Society Organization any property that is leftover after the satisfaction of all its debts and liabilities shall not be paid to or distributed among its Board members or employees.
152. A Civil Society Organization shall in consultation with the Authority distribute leftover property under rule 151 of these regulations to a Civil Society Organization with similar projects and activities.
153. A Civil Society Organization shall upon distribution of the leftover property under rule 152 of these regulations submit relevant documents to the Authority confirming such transfer.

## **Chapter 13**

### **Transparency and Accountability**

154. A Civil Society Organization shall be transparent and accountable to its community partners, donors and other interested parties.

#### **Accountability**

155. A Civil Society Organization shall, in accordance with the provisions of the Civil Society Organizations Act and these regulations, comply with all required reporting procedures.

156. A Civil Society Organization has an obligation to responsibly use its resources toward its stated purpose and to benefit the society.

#### **Transparency of Information**

157. A Civil Society Organization shall regularly and openly convey information to the public about its purpose, activities, fund mobilization and utilization, accomplishments and decision-making processes through its website.

158. A Civil Society Organization shall provide information to the public that describes its decisions and decision-making processes and make meeting agendas and descriptions of significant decisions available to those who request them.

159. A Civil Society Organization shall provide multiple means for contacting the Organization to request for information.

#### **Publication of Report**

160. A Public Benefit Organization shall ensure that its Financial Accounts and Annual Report are made available to members of the public in the most effective and efficient manner such as the website maintained by the Organization.

## **Chapter 14 Fundraising**

### **Principles of Fundraising**

161. A Civil Society Organization shall conduct fundraising activities according to the highest ethical standards with regard to solicitation, acceptance, recording, reporting and use of funds.
162. A Civil Society Organization shall adopt clear policies for fundraising activities to ensure open and transparent communication with donors and responsible use of funds.
163. A Civil Society Organization shall ensure that fundraising communications are clear, accurate and honest information about the Organization, its activities and the intended use of funds.

### **Soliciting Funds**

164. A Civil Society Organization may solicit funds through contributions, donations, grants, subsidies, financial assistance, bequests and transfers of funds or other property.

Provided that such funds or property shall be only from sources specified under sections 65 and 66 of the Civil Society Organizations Act.

165. The funds under rule 164 of these regulations shall be solicited in the manner specified under sections 64 and 66 of the Civil Society Organizations Act and under the provisions of these regulations.

### **Soliciting Campaign**

166. A Civil Society Organization shall, prior to starting a soliciting campaign in a public place or a door-to-door fundraising event, file an application with the Authority not less than 10 working days prior to the start of a solicitation campaign.
167. Notwithstanding anything contained in rule 166 of these regulations the door-to-door fundraising activity in residential houses shall be prohibited.
168. A Civil Society Organization shall, along with the application under rule 166 of these regulations, furnish the following information:
  - (a) purpose of the solicitation campaign;
  - (b) the fundraiser's name and address;
  - (c) the area of coverage;
  - (d) identity of the volunteer engaged in organizing the fundraising including the submission of the passport size photographs of the volunteers; and
  - (e) start and end dates for the fundraising event.
169. A Civil Society Organization shall conduct the solicitation campaign only upon obtaining the 'Public Collections Certificate' from the Authority in the prescribed **Form 12**.

### **Report of solicitation campaign**

170. The fundraiser under rule 168 (b) of these regulations shall within 5 working days of the event submit the proceeds with detailed accounts to the Civil Society Organization.
171. A Civil Society Organization shall submit to the Authority the consolidated accounts of the proceeds received during the fundraising event within one month of the receipt of proceeds under rule 170 of these regulations.

### **Charity and Donation**

172. A Civil Society Organization may receive charity or donation from a person in the form of cash, movable or immovable property in accordance with the provisions of the Civil Society Organizations Act.
173. A Civil Society Organization shall decline funds or in-kind donations that would bring about adverse conditions for the Organization and gifts given for uses outside the scope of its purpose, aims and objectives.
174. A Civil Society Organization shall strive for a balance between publicly recognizing charitable contributions and maintaining donor confidentiality when requested.
175. A Civil Society Organization shall not, other than with the Authority, share, trade or sell contact information of a donor without prior permission from the donor.
176. A donor shall not receive goods and services in return for his/her donation, nor can he/she obtain dividends on his/her donation.
177. A Civil Society Organization shall lose its tax exemption benefit and a donor shall lose his/her tax deduction benefit, if the donor receives goods and services in contravention of rule 176 of these regulations.

### **Issuance of Receipt**

178. A Civil Society Organization shall maintain a record of all charity or donations made to the Organization regardless of quantity or value.
179. A Civil Society Organization shall issue receipts to donors for money or goods received and such receipts shall specify the amount or details of the goods so received.

Provided that in the case where the donor cannot be identified such requirement may be waived.

### **Use of Funds**

180. A Civil Society Organization shall use the funds obtained under rule 164 of these regulations to promote the purpose, aims and objectives specified in the Articles of Association and Memorandum of Association.
181. A Civil Society Organization shall, subject to rule 173 of these regulations, use funds consistent with donor intent and comply with specific conditions placed upon donations.

### **Information on Funds**

182. A Civil Society Organization shall regularly communicate with the Authority, donors and the public regarding the proceeds of the fundraising activities and make such information available through the media.

### **Prohibition while conducting fundraising campaign**

183. A Civil Society Organization while conducting fundraising campaign shall not:

- (a) violate any regulations and orders issued by the Authority;
- (b) violate directives issued by the Board provided that such directives are consistent with the provisions of the Civil Society Organization Act and these regulations;
- (c) use any name, symbol, emblem or other information that falsely suggest or implies a contribution is for a particular organization;
- (d) tell donors that a particular person or organization sponsors, endorses or approves the solicitation when that person or organization has not agreed in writing to have his/her name used for such a purpose;
- (e) represent that any portion of contributions solicited by it will be given to another Civil Society Organization unless the second Organization provides written consent for use of its name; and
- (f) misrepresent the purpose of the Civil Society Organization or the nature or purpose of the beneficiary of a solicitation.

### **Foreign Sources of Funds**

184. All donations, grants, subsidies, financial assistance and contributions, bequests and other transfers of funds from foreign sources, whether public or private shall be routed through an authorized Financial Institution in Bhutan.

185. All donations, contributions, bequests and other transfers of property from foreign sources, whether public or private shall be made in accordance with the procedures specified in the Sales Tax, Customs and Excise Act of the Kingdom of Bhutan, 2000.

### **Records to be retained**

186. A Civil Society Organization shall retain for at least 10 years records of all fundraising activities such as:

- (a) date and amount of each cash contribution;
- (b) date, amount, name and address of each non-cash contributor;
- (c) name and address of each employee, fundraiser or volunteer involved;
- (d) documentation of all revenue received and expenses incurred; and
- (e) account number, name and location of the bank or other financial institution in which the fund was deposited.

## **Chapter 15**

### **Financial Management**

#### **Endowment Fund**

187. The Authority shall, for the purpose of section 16 of the Civil Society Organizations Act, stipulate a minimum of Ngultrum 50,000/- as endowment fund for a Mutual Benefit Organization.

#### **Financial Management**

188. A Public Benefit Organization shall frame its financial rules and regulations to promote effective and efficient use of its resources and strengthen transparency and accountability in accordance with the provisions of the Financial Rules and Regulations of the Royal Government.

189. A Civil Society Organization shall establish clear policies and practices to regularly monitor how funds are used.

Provided that no member of a Civil Society Organization shall stake any personal claim on any movable or immovable property of the Organization or make any profit, whatsoever, by virtue of his/her membership.

190. A Civil Society Organization's Board shall strictly prohibit financial loans to Board members and other personnel.

#### **Financial Accounts**

191. A Public Benefit Organization shall, for the purpose of section 93 of the Civil Society Organizations Act, prepare certified financial accounts which shall include:

- (a) source of funds;
- (b) financial statement clearly segregating foreign currency and ngultrum;
- (c) correction made to past financial statements; and
- (d) a record of its assets and liabilities.

192. The Financial Account shall be prepared by an accountant or where available by a chartered accountant and accordingly endorsed by the Board members.

#### **Annual Report**

193. A Public Benefit Organization shall, for the purpose of section 97 of the Civil Society Organizations Act, prepare annual report which shall include:

- (a) a prescribed report by the Board members on the activities of the Public Benefit Organization during that year;
- (b) an explanation on how individuals can access the programs and services; and
- (c) a list of Board members, management staff and its contributors.

### **Annual Audit**

194. The Royal Audit Authority shall, pursuant to section 96 of the Civil Society Organizations Act, conduct annual audit of the Public Benefit Organizations in accordance with the Audit Act of Bhutan, 2006 and by-laws made thereunder.
195. The Royal Audit Authority shall inform the Authority on any activity or person identified in the course of an audit that may constitute an offence under the Audit Act of Bhutan, 2006 or other laws in force in Bhutan.

### **Period of Submission of Reports**

196. A Public Benefit Organization shall submit to the Authority its Financial Accounts and Annual Report within one month of the completion of audit under rule 194 of these regulations.
197. A Foreign Civil Society Organization shall, in addition to rule 196 of these regulations, submit a Bank Statement from a licensed financial institution in Bhutan certifying the net receipt of an amount equivalent to a minimum of USD 300,000/- annually towards achieving its stated objectives and such amount shall not include administrative and operational cost of the Organization.

## **Chapter 16 Miscellaneous**

### **Employment Policies**

198. A Civil Society Organization shall, when hiring and employing personnel, comply with the provisions of the Labour and Employment Act of Bhutan, 2007 and rules and regulations made thereunder.
199. A Civil Society Organization shall seek the approval of the Authority before employing any person, who is not a citizen of Bhutan, whether as paid employees or as volunteers in accordance with Labour and Employment Act of Bhutan, 2007 and the Immigration Act of the Kingdom of Bhutan, 2007.
200. A Civil Society Organization shall bear all responsibility for the actions of its employees and volunteers in their official capacity.

### **Submission of revenues received**

201. The Authority shall deposit all revenues received under these regulations to the Ministry of Finance.

### **Exemption from tax, duties and customs**

202. A Civil Society Organization shall, in accordance with regulations promulgated by the Ministry of Finance, be exempt from the payment of income tax on income or other gains which it has earned as a result of investing its property or other funds.
203. A Public Benefit Organization may be granted exemptions from payment of customs duties or other taxes in accordance with regulations and procedures issued jointly by the Authority and the Ministry of Finance.

Provided that Mutual Benefit Organization shall not be entitled to receive any of the exemptions under these regulations, except in cases specified in the regulations and procedures issued jointly by the Authority and the Ministry of Finance.

204. All donations made to a Civil Society Organization shall be allowed as deductible income in accordance with regulations and procedures issued jointly by the Authority and the Ministry of Finance.

Provided that all such donations are supported by relevant documentary evidence specified in the regulations and procedures issued jointly by the Authority and the Ministry of Finance

### **Document Retention**

205. A Civil Society Organization shall have a mandatory written document retention and periodic destruction policy to avoid accidental destruction.
206. The documents under rule 205 of these regulations shall include:



- (a) financial records;
- (b) significant contracts;
- (c) real estate and other major transactions;
- (d) employment files; and
- (e) fundraising obligations.

### **Evaluation**

207. A Civil Society Organization shall assess the impact of its actions and regularly measure its performance against a clear set of goals and objectives.
208. A Civil Society Organization shall share the evaluation report with the public and donors and use it to continually to improve the quality of its processes, programs and activities.

### **Delegation of functions of the Authority**

209. The Authority may in writing delegate any of its functions to the Secretariat.

Provided that the Authority may withdraw or amend such delegated power by a written notice.

210. Any decision made by the Secretariat pursuant to the power delegated under rule 209 of these regulations shall be regarded as having been made by the Authority.
211. Any right or privilege acquired or any obligation or liability incurred as a result of a decision taken under the delegated authority shall not be affected by any subsequent withdrawal or amendment of that delegated power.

### **Service of Document**

212. Any service of document directed to a Civil Society Organization at the address most recently provided to the Secretariat shall be regarded as being delivered to the Civil Society Organization.
213. A registered Civil Society Organization shall reflect its registered status and registration number on all of its documents.

### **Penalty**

214. The Authority may impose a fine not exceeding Ngultrum 20,000/- where a Civil Society Organization:
- (a) hires or lends its Certificate of Registration;
  - (b) has used money or other property contributed to or owned by it for purposes and activities other than those specified under its Articles of Association and Memorandum of Association;
  - (c) has modified, changed or altered information under rule 132 of these regulations in contravention of rules 133, 134 and 135 of these regulations;
  - (d) refuses supervision and reviews by an Agency specified under the Civil Society Organizations Act and these regulations;

- (e) raises funds in contravention of the provisions of these regulations;
- (f) provides financial loans to Board members and other personnel; and
- (g) diverts or divides its capital, public contributions or donations.

Provided further that, any illegally obtained profits and goods, gained through aforementioned activities shall be subject to confiscation.

- 215. The Authority shall impose a fine not exceeding Ngultrum 30,000/-, close the Organization and confiscate its assets if an Organization or an individual carries out activities in the name of a Civil Society Organization without a valid registration.
- 216. The Authority shall, for the purpose of section 33 of the Civil Society Organizations Act, seize the property and money of the Organization if it is used for purposes and activities not set-forth in the Articles of Association and Memorandum of Association.
- 217. Any person found guilty of violation of these Rules and Regulations shall be dealt in accordance with the Civil Society Organizations Act, these rules and regulations and laws in force in Bhutan.

#### **Distribution of funds and property**

- 218. The Authority shall distribute any funds or property acquired under rules 214, 215 and 216 of these regulations to any registered Civil Society Organization.

#### **Appeals**

- 219. A decision of the Authority made under these regulations may be referred to the Dzongkhag Court within a period of ten days from the date of the decision.

Provided that the Dzongkhag Court may entertain the matter after the expiry of the said period of ten days if it is satisfied that the appellant had sufficient cause for not referring the appeal within the period.

- 220. The Dzongkhag Court shall send an authenticated copy of the decision under rule 219 of these regulations to the Authority.
- 221. An appeal may lie from every decision of the Dzongkhag Court to the High Court.

Provided that the appeal is referred to the High Court within ten working days from the date the Dzongkhag Court pronounces its judgment.

#### **Authority of Interpretation and Amendment**

- 222. The Authority shall, in case of differences in meaning of the text, have the authority on the interpretation of these Rules and Regulations.
- 223. The Authority shall have the power to amend by way of addition, variation, or repeal the provisions of these Rules and Regulations.

**Authoritative text**

224. The Dzongkha text shall be the authoritative text, if there should exist any difference in meaning between the Dzongkha and the English text.

## Definition

225. In these Rules and Regulation, unless the context otherwise requires:

- (a) “Authority” means the Civil Society Organizations Authority established under the Civil Society Organizations Act of Bhutan, 2007;
- (b) “Board” means the Board of Trustees or Directors;
- (c) “Civil Society Organizations Act” means the Civil Society Organizations Act of Bhutan, 2007;
- (d) “Civil Society Organization” means Public Benefit Organization, Mutual Benefit Organization and accredited Foreign Civil Society Organization;
- (e) “Dzongkhag Court” means district court;
- (f) “Endowment Fund” means an investment fund to be set up by a Mutual Benefit Organization in which regular withdrawals from the invested capital are used for ongoing activities or other specified purposes;
- (g) “Government” means the Royal Government of Bhutan and its instruments;
- (h) “Government-controlled company” means a company in which more than 50 per cent of the paid up share capital is held jointly or severally by the Government and/or Government controlled corporations, and includes a subsidiary of a Government-controlled Company;
- (i) “Government controlled Organization” means an organization created and funded by the Government, and, therefore, held to account for its expenditure but given operational autonomy;
- (j) “Head of the Secretariat” means the Member Secretary of the Civil Society Organizations Authority;
- (k) “Illegal money or Assistance” means money or assistance received in contravention of the provisions of the Civil Society Organizations Act, other laws in force in Bhutan and these regulations;
- (l) “Kidu” means the benefits granted by the King or the Government of Bhutan;
- (m) “Lien” means a legal right or interest that a creditor has in another's property, lasting usually until a debt or duty that it secures is satisfied;
- (n) “Media” means Information Communications Technology services as defined under the Bhutan Information, Communications and Media Act, 2006;
- (o) “Member Secretary” means the Member Secretary of the Civil Society Organizations Authority;
- (p) “Ministry of Foreign Affairs” refers to the Ministry of Foreign Affairs in the Royal Government of Bhutan;
- (q) “Notification” means official notice issued by the Authority;
- (r) “Person” includes an individual, organization, enterprise, agency, department, subdivision, or other legal entity whether public or private and successor, representative, or agent of one of them;
- (s) “Public” means all classes of the society or any community;
- (t) “Public Benefit Organization” includes accredited Foreign Civil Society Organization;
- (u) “Secretary” means the secretary of a Board;
- (v) “Senior office or position” includes the post of a Chairperson, Board of Directors, Directors, Managing Directors and Chief Executive Officer;
- (w) “*Thrimthue*” means an order to pay a fine in lieu of imprisonment in accordance with Bhutan Penal Code, 2004;
- (x) “Registration number” means the unique identification number contained in the Certificate of Registration; and
- (y) “These regulations” means the Civil Society Organization Rules and Regulation, 2010.

**Schedule 1****[See rules 81, 94, 102, 112 and 134]****Stipulated Fees**

<b>Rule</b>	<b>Activity</b>	<b>Fee (Nu)</b>
Rule 81	Registration of Mutual Benefit Organization	Nu. 3000/-
Rule 81	Registration of Public Benefit Organization	Nu. 3000/-
Rule 102	Registration of Foreign Civil Society Organization	Nu. 15,000/-
Rule 134	Each amendment	Nu. 500/-

**SAMPLE**  
**REGISTRATION APPLICATION FORM**

*The Chairperson*  
*Civil Society Organizations Authority*  
*Thimphu, Bhutan*

*Sub: Application for Registration*

*Dear Sir/Madam*

*(please mark):*

- We want to register as a Public Benefit Organization (PBO)**
- We want to register as a Mutual Benefit Organization (MBO)**
- We want to accredit as a Foreign Civil Society Organization (FCSO)**

**Organization information**

Name of Applicant:.....  
 Name of organization:.....  
 (Alternate name, if any):.....  
 Postal address of the registered office:.....  
 Proposed location of its registered office:.....

**Registration documents include:**

- The Articles of Association (2 copies)
- The Memorandum of Association (2 copies)
- The Rules and Regulation (2 Copies)
- Criminal non conviction certificate
- Letter of authorization from the Board
- Copy of Citizenship Identity Card/Passport
- Income, asset and liability form
- Endowment Fund evidenced by a Bank Statement ( MBO)
- Pictorial design of the Organization’s logo
- Bio data
- The Declaration of the Act compliance
- The 3 year plan (PBO)
- The Code of Ethics (PBO)
- The Board Members’ Commitment (PBO)

... /... .. /... ..  
 Date of submission

.....  
 Name of Applicant  
  
 Signature



For official use (CSO Authority):

**Form 2**  
(See rules 69 and 103)

**DECLARATION OF ASSETS (I to VIII)**

NAME \_\_\_\_\_  
FIRST NAME SECOND NAME SURNAME

**I. Details of: a) Spouse (provide each spouse by a distinct code S1, S2 etc); and Dependent Children (provide each dependent child by a distinct code DC1, DC2 etc)**

Name	Relationship (Code)	Date of Birth	Gender	CID No.	Permanent Address	Contact No





**III. Description of Movable Property**

Owner's Code (Self, S or DC)			Description	Registration Number, if any	Current market value (Nu)	Acquisition			Source of Finance
Self	Spouse	Dependent Children				Mode	Year	Cost (Nu)	

**IV. Description of Shares and Stocks**

Owner's Code (Self, S or DC)			Name of Company of business	Shares or Stock Certificate No.	No. of shares and stocks	Current market value (Nu)	Acquisition			Source of Finance
Self	Spouse	Dependent Children					Mode	Year	Cost (Nu)	

**V. Description of Interest bearing Deposit**

Owner's Code (Self, S or DC)			Types of deposit	Account no	Term of Deposit	Bank / financial institution/compa nies	Amount	Source of Deposit
Self	Spouse	Dependent Children						



**VII. Description of Commercial Activity**

Income Earner Code (Self, S or DC)			Name of Activity	Name of Employer	Current Income	Amount
Self	Spouse	Dependent Children				

**VIII. Description of Liability**

Name of the debtor (Self, S or DC)			Creditor (Financial Institutions, individuals)	Loan amount (actual )	Loan repayment	Loan Outstanding
Self	Spouse	Dependent Children				
<b>Total</b>						

*Legal Stamp*

**Form 3**

[See rules 72 and 103]

<p>THE ARTICLES OF ASSOCIATION (<i>This form is to be used as a checklist for the Articles of Association of your own organization, with the statement 'We confirm that the attached Articles of Association contains the following information'</i>)</p>		
<p>Name of organization: .....(PBO/MBO/FCSO)                  Postal address of the registered office:.....                  Proposed location of its registered office:.....</p>		
Purpose of the organization	.....	
Objectives of the organization	.....	
Scope of activities	.....	
Geographical areas of operation	.....	
The organization structure [ <i>with clear explanation of accountability and reporting responsibilities</i> ]	.....	
Number of members required to call special Board meetings	.....	
Quorum for Board meetings	.....	
Number of consecutive meetings a Board member may miss before ceasing to hold office	.....	
Required majority to approve removal of a Board member	.....	
Number of staff	.....	
<p>Financial management of the organization:                  Sources of funding: .....                  (a) <i>Contribution from members:</i> ... ..                  (b) <i>Donations, grants, subsidies, financial assistance, bequests and other transfers of funds or other property, whether public or private:</i> ... ..                  (c) <i>Dividends or income from investments or from the sale and lease of property:</i>                  .....</p>		
<p>Accounting system [<i>in accordance with the Financial Rules and Regulations of the Royal Government of Bhutan</i>]: .....</p>		
<p>Other information, if any:.....</p>		
<p>The applicants of the organization including the Board members [<i>names, nationality, occupation and signatures</i>]: .....</p>		
<p>Dated ... / ... / ...</p>	<p>Witness to the above signatures                  Signature of witness: .....                  Name: .....                  Address: .....                  Occupation: .....</p>	<p><i>Legal stamp</i></p>

**Form 4**  
**[See rules 72 and 103]**

<p>THE MEMORANDUM OF ASSOCIATION(<i>This form is to be used as a checklist for the Memorandum of Association of your own organization, with the statement 'We confirm that the attached Memorandum of Association contains the following information'</i>)</p>		
<p>Name of organization: .....(PBO/MBO/FCSO)          Postal address of the registered office:.....          Proposed location of the registered office.....</p>		
Purpose of the organization	.....	
Objectives of the organization	.....	
Scope of activities	.....	
Geographical areas of operation	.....	
A description of the beneficiaries	.....	
<p>Financial management of the organization:          Sources of funding: .....  <i>(a) Contribution from members: ... ..</i>  <i>(b) Donations, grants, subsidies, financial assistance, bequests and other transfers of funds or other property, whether public or private: ... ..</i>  <i>(c) Dividends or income from investments or from the sale and lease of property:</i>          .....</p>		
<p>Accounting system [<i>in accordance with the Financial Rules and Regulations of the Royal Government of Bhutan</i>]: .....          Auditing:.....</p>		
<p>Insolvency, Dissolution, and Liquidation Agreement</p> <ul style="list-style-type: none"> <li>• Profit upon Dissolution [<i>as per CSO Act, section 89</i>] Insolvency [<i>as per CSO Act, section 79, 80</i>]</li> <li>• Dissolution [<i>as per CSO Act, section 81, 82, 83, 84, 85 and 86</i>]</li> <li>• Disposal and Settlement of Property [<i>as per CSO Act, section 87, 88</i>]</li> </ul> <p>Liquidation [<i>as per CSO Act, section 90, 91</i>]</p>		
<p>We, the Board members and senior staff of the organization affirm that incomes, earnings, movable or immovable properties of the society shall be solely utilized for the promotion of its aims and objectives as set forth in the Articles of Association.</p>		
<p>The applicants of the organization including the Board members [<i>names, nationality, occupation and signatures</i>]:          .....</p>		
<p>Dated ... / ... / ...</p>	<p>Witness to the above signatures          Signature of witness: .....          Name: .....          Address: .....          Occupation: .....</p>	<p><i>Legal Stamp</i></p>



**Form 5**

[See rules 72 and 103]

<b>THE CODE OF ETHICS (TO BE ENDORSED BY THE CSO)</b>		
Name of organization: .....(PBO/MBO/FCSO)		
Postal address of the registered office:.....		
Proposed location of the registered office: .....		
This Code of Ethics, adopted by the Board on .....(date), provides staff and Board members of the organization guidelines for professional behavior and ethical conduct.		
Pursuant to the CSO Act of Bhutan, chapter 15, the organization shall among others include:		
<p><b>Public Benefit Organization</b></p> <ul style="list-style-type: none"> <li>• We shall be committed to operating in an honest, fair, professional, and humane manner.</li> <li>• We shall respect indigenous knowledge and customs, individuals’ dignity, identity, culture, faith and values.</li> <li>• We are encouraged to provide cost effective services, be innovative and responsive to the needs of the economically disadvantaged sections of society.</li> <li>• Public services and charitable activities of the organization shall be planned, designed, implemented, monitored and evaluated in an equitable manner with the participation of the people concerned.</li> <li>• We shall exercise and promote fairness, impartiality and equity in all our activities and dealings.</li> <li>• We shall be transparent and accountable to our community partners, the public, our donors and other interested parties.</li> <li>• We shall not be biased or discriminatory in our policies and procedures.</li> <li>• We shall avoid conflict of interest involving Board and / or staff members by excluding any stakeholder with a personal interest in any decision from its debate and resolution.</li> </ul>		
<p><b>Mutual Benefit Organization</b></p> <ul style="list-style-type: none"> <li>• We shall be committed to operating in an honest, fair, professional, and humane manner.</li> <li>• We shall respect indigenous knowledge and customs, individuals’ dignity, identity, culture, faith and values.</li> <li>• We are encouraged to provide cost effective services, be innovative and responsive to the needs of the economically disadvantaged sections of society.</li> <li>• We shall be transparent and accountable to our members and other interested parties.</li> <li>• We shall not be biased or discriminatory in our policies and procedures.</li> </ul>		
The applicant and Board members of the organization [ <i>names, nationalities, occupation, email address, mobile numbers, fixed line numbers and attested with the signatures</i> ]:.....		
Dated ... /... /... ..	Witness to the above signatures Signature of witness: ..... Name: ..... Address: ..... Occupation: .....	<i>Legal stamp</i>

**Form 6**  
**[See rules 72 and 103]**

<p><b>THE DECLARATION OF THE ACT COMPLIANCE (TO BE FILLED BY THE CSO)</b></p>		
<p>Name of organization: .....(PBO/MBO/FCSO)          Postal address of the registered office:.....          The proposed location of its registered office.....</p>		
<p>Pursuance to the CSO Act of Bhutan, we, the Board members and senior staff of the organization, declare that the Memorandum and Articles of Associations requirements of the Act and the rules made there under have been duly complied with, in respect of registration or matters incidental or supplementary thereto.</p>		
<p>The applicant, Board members and senior staff of the organization [<i>names, nationalities, occupation, email address, mobile numbers, fixed line numbers and attested with the signatures</i>]:          .....</p>		
<p>Dated ... /... .. /... ..</p>	<p>Witness to the above signatures          Signature of witness: ... ..          Name: ... ..          Address: ... ..          Occupation: ... ..</p>	<p><i>Legal stamp</i></p>

**Form 7**  
**[See rules 73 and 103]**

<b>SAMPLE</b>
<b>THE THREE YEAR PLAN (to be submitted by PBOs and FCSOs)</b>
Name of organization: .....
Postal address of the registered office: .....
Proposed location of the registered office: .....

**Detail activity plan:**

Output	Activities	Deliverables / Indicators	Period	Persons in charge	Resources

**Timeframe:**

Output	Activities	Year 1	Year 2	Year 3

**Budget:**

Output	Activities	Year 1	Year 2	Year 3

Monitoring and Evaluation Process:
Assumptions, Dependencies, Risks, and Constraints: .....

<i>Contact details:</i>	
Name	Wangda Dorji
Position	Executive Director
Email	<a href="mailto:Wangdadorji31@yahoo.com">Wangdadorji31@yahoo.com</a>
Phone	
Postal	PO Box 1358

Legal stamp

**Form 8**  
**[See rules 73 and 103]**

THE BOARD MEMBERS' COMMITMENT (TO BE FILLED BY THE PBO AND FCSSO)		
Name of organization: .....(PBO/FCSSO)		
Postal address of the registered office:.....		
Proposed location of the registered office: .....		
Pursuance to the CSO Act of Bhutan, we, Board members and senior staff of the organization, are committed to operate within the law in pursuit of the organization's stated purpose, aims, objectives and programs operations.		
The applicant and Board Members and Senior Staff of the organization [ <i>names, nationalities, occupation, email address, mobile numbers, fixed line numbers and attested with the signatures</i> ]: .....		
Dated ... / ... / ...	Witness to the above signatures Signature of witness: ..... Name: ..... Address: ..... Occupation: .....	<i>Legal stamp</i>

**Form 9**  
**[See rule 88]**

*SAMPLE*

*Registration No:* \_\_\_\_\_

**CERTIFICATE OF REGISTRATION**

**(Civil Society Organizations Authority of Bhutan)**

I hereby certify that \_\_\_\_\_ (name of the PBO/MBO) located at \_\_\_\_\_ (address of registered office) has this day been registered under the Civil Society Organizations Act, of Bhutan, 2007. The Organization seeks to fulfill the following objectives \_\_\_\_\_ and shall operate in the following (area/region) \_\_\_\_\_

Given under my hand at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ month of 200\_\_\_\_.

The aforementioned organization is subject to the provisions of the Civil Society Organizations Act of the Bhutan, 2007 and other laws in force in Bhutan.

Seal

Chairperson  
Civil Society Organizations Authority  
Royal Government of Bhutan

*Date of Issue:* \_\_\_\_\_

**This Certificate of Registration is valid until \_\_\_\_\_**

**Form 10**  
**[See rule 98]**

**Register of Societies registered under Civil Society Organizations Registration Act**

<b>Sl. No .</b>	<b>Name, Address, email address and Telephone No. of the Organization</b>	<b>Date of filing the Article of Association and Memorandum of Association</b>	<b>Date of Registration</b>	<b>Names of Board members with their address, email address, mobile numbers and fixed line numbers.</b>	<b>Names of Executive Director with his/her address, email address, mobile number and fixed line number.</b>	<b>Name of the Chairperson with his/her address, email address, mobile numbers and fixed line numbers.</b>	<b>Current Status</b>

**Form 11**  
**[See rule 105]**

*Accreditation No:* \_\_\_\_\_

**Certificate of Accreditation for Foreign Civil Society Organization**

**(Civil Society Organizations Authority of Bhutan)**

***This Certificate of Accreditation is hereby issued by the Civil Society Organizations Authority pursuant to section 50 of the Civil Society Organizations Act of Bhutan, 2007.***

*This is to certify that \_\_\_\_\_ (name of the Non-governmental Organization) originally registered in \_\_\_\_\_ (name of the country) has been accredited as Civil Society Organization in Bhutan. The aforementioned Organization seeks to fulfill the following objectives \_\_\_\_\_ and shall operate in the following (area/region)\_\_\_\_\_.*

*The aforementioned organization is subject to the provisions of the Civil Society Organizations Act of the Bhutan, 2007 and other laws in force in Bhutan.*

*Seal*

*Chairperson*  
**Civil Society Organizations Authority**

***Date of Issue:*** \_\_\_\_\_

**This Certificate of Accreditation is valid until \_\_\_\_\_**

**Form 12**  
**[See rule 169]**

**PUBLIC COLLECTION CERTIFICATE**

**(Civil Society Organizations Authority of Bhutan)**

In pursuance to rule 113 of the Civil Society Organization Rules and Regulations, 2010, I hereby certify that \_\_\_\_\_ (name of the PBO/MBO) located at \_\_\_\_\_ (address of registered office) bearing registration number \_\_\_\_\_ has this day been granted permission to conduct fundraising activities subject to the following conditions:

- (a) Location of collection: \_\_\_\_\_
- (b) Purpose of collection: \_\_\_\_\_
- (c) Date of collection: \_\_\_\_\_
- (d) Details of fundraiser: \_\_\_\_\_
- (e) Details of volunteer: \_\_\_\_\_



Given under my hand at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_.

**NB:**

- 1. Door-to- door fundraising activities in residential houses is prohibited.***
- 2. The volunteers shall carry a copy of this Certificate with his/her passport size photograph affixed and duly sealed.***

**Seal**

**Chairperson**  
**Civil Society Organizations Authority**  
**Royal Government of Bhutan**

Copy to:  
***Relevant Agencies and Local Authorities***