



FORUM ONG TIMOR LESTE

THE TIMOR LESTE NGO FORUM

Rua do Mercado Municipal, Dili - Timor Leste / Mobile Phone +670 78624544 / forumong.tl@gmail.com / <https://fongtl.org.tl>

FONGTIL MEMBERSHIP REGISTRATION FORM

Organization Name:

No	Declaration of Establishment	On	Neither	Notes
1	Act/Declaration of Establishment (signed by 5-10)			
2	Organization Statute (Official Tetun)			
3	Executive Structure			
3.1	Board/Council Structure			
3.2	Estrutura Board / Konseilhu			
3.3	List of Founders			
3.4	Child Protection Policy			
3.5	Annex: Office/Building Map			
3.6	Annex: Office/Building Photos			
4	Notarial Registration Certificate (MoJ)			
5	Activity Reports (min. 1 year)			
5.1	Narrative Report			
5.2	Financial Report			
5.3	One-year Work/Service Plan			
6	Recommendation Letter from NGO			
6.1	From a National NGO			
6.2	From an International NGO			
7	International NGO must partner with at least two Local/National NGO 2	On	Neither	Do you have a favorite mention?
8	Office in Dili or Municipality? (If Municipality, specify)	Dili	Municipality	If Municipality, Please Mention In Which Municipality?
9	If, in the municipality attached with a letter of recommendation from the FONGTIL focal point in the municipality, but if in Dili does not need	On	Neither	Notes
10	Has your organization accessed donor funds? Have you received support from donors? If yes please mention the donors who supported:	Yes	No	Supporting donors

11	Where is the program/project implementation location?	Dili	Municipality (Please Mention) :
12	What areas or sectors does your organization implement? (Ex. Health, Education NSST):		
13	What organizational manuals / policies / guidelines do you have?		
13.1	Handbook of Finance		
13.2	Human Resource Manual		
13.3	Child Protection Handbook		
13.4	Sexual Abuse and Harassment Prevention Handbook		
13.5	Fraud Prevention Handbook		
13.6	Organizational Internal Regulations		
Please mention other manuals / policies that you have:			
14	Candidate Member Organization Information :		
	1. Name of Executive Director / President :		
	2. Contact Number :		
	3. WhatsApp Number :		
	4. Email :		
	5. Date of Submission of Forms and Registration Documents :		
	6. Signature :		
Notes : 1. Registration fee to become a member of FONGTIL: \$ 25.00 2. For members Candidates who need Provisional Membership Declaration Letter three (3) months will be paid at the cost: \$ 25.00 3. Once ratified as a member of FONGTIL, it is mandatory to make a monthly membership contribution as follows: a. ONG, Local / National NGO : \$ 5.00 per month / \$ 60.00 per year b. International NGO : \$ 25.00 per month / \$ 300.00 per year Aveilino Moniz Guiterres-Ofisial Atendimentou Membru, Mobile phone +670 77988144 Email ; aveilino.guiterres@fongtil.org			