



REPUBLIC OF NAURU

# REGISTRATION OF ASSOCIATIONS (FORMS AND FEES) REGULATIONS 2020

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SL No. 33 of 2020

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Notified: 10<sup>th</sup> November 2020

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The Cabinet makes the following Regulations under *Section 52* of the *Registration of Associations Act 2020*:

**1 Citation**

These Regulations may be cited as the *Registration of Associations (Forms and Fees) Regulations 2020*.

**2 Commencement**

These Regulations commence on the day they are notified in the Gazette.

**3 Register of Associations**

For the purposes of Section 11(2) of the Act, the Register of Associations may be kept as set out in Schedule 1:

- (a) in writing; and
- (b) in digital or electronic form.

**4 Application for registration of association**

- (1) For the purposes of Section 13 of the Act, an application form for registration of an association shall be as set out in Form 1 of Schedule 2.
- (2) The person nominated or authorised to register the association or in case of renewals, the person authorised to apply for renewal shall:
  - (a) be duly nominated or authorised by the executive body of the association; and
  - (b) such person shall duly complete the declaration of such appointment in the form.
- (3) An association shall also complete the declaration that the proposed association or in case of an existing association, its activities:
  - (a) are eligible for registration under Section 5 of the Act;
  - (b) of the association does not contravene Section 6 of the Act; and
  - (c) are not for the purposes associated for any pecuniary gain for its members as required by Section 7 of the Act.

**5 Certificate of registration of association**

For the purposes of Section 14(3) and 16 of the Act, a certificate of registration of an association shall be as set out in Form 2 of Schedule 2.

**6 Application for duplicate copy of certificate of registration**

For the purposes of Section 19 of the Act, an application form for a duplicate copy of a certificate of registration shall be as set out in Form 3 of Schedule 2.

**7 Renewal of registration of association**

For the purposes of Section 20 of the Act, an application form for a renewal of a registration of an association shall be as set out in Form 4 of Schedule 2.

**8 Surrender of certificate**

(1) For the purposes of Section 21 of the Act, a notice to surrender a certificate of registration shall be as set out in Form 5 of Schedule 2.

(2) Where the association surrenders a certificate of registration, its members shall:

- (a) provide a resolution of the association for the surrender of the certificate of registration;
- (b) provide the reasons for surrender of the certificate of registration; and
- (c) require the person surrendering the certificate of registration to make a declaration that the association has or will cease all its activities.

**9 Notice of intention to cancel certificate**

For the purposes of Sections 22 and 23 of the Act, a notice of intention to cancel a certificate of registration shall be as set out in Form 6 of Schedule 2.

**10 Notice of cancelled certificate**

For the purposes of Section 24 of the Act, a notice of cancelled certificate shall be as set out in Form 7 of Schedule 2.

**11 Notice to suspend operations of association**

For the purposes of Section 25 of the Act, a notice to suspend the operations of an association shall be as set out in Form 8 of Schedule 2.

**12 Notice to vary or amend registration**

For the purposes of Section 26 of the Act, a notice to vary or amend the registration shall be as set out in Form 9 of Schedule 2.

**13 Notice of voluntary dissolution of association**

For the purposes of Section 27 of the Act, a notice of voluntary dissolution of an association shall be as set out in Form 10 of Schedule 2.

**14 Application for certificate of compliance**

For the purposes of Section 30(1) of the Act, an application form for a certificate of compliance shall be as set out in Form 11 of Schedule 2.

**15 Certificate of compliance**

For the purposes of Section 30(3) of the Act, a certificate of compliance shall be as set out in Form 12 of Schedule 2.

**16 Notice to association to show cause**

For the purposes of Section 33(3) of the Act, a notice to an association to show cause shall be as set out in Form 13 of Schedule 2.

**17 Notice to executive to provide information or documents or both**

For the purposes of Section 35 of the Act, a notice to the executive of an association to provide information or documents or both shall be as set out in Form 14 of Schedule 2.

**18 Fees**

The prescribed fees to be paid for the purposes of the Act and these Regulations are set out in Schedule 3.

**SCHEDULE 1**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

**REGISTER OF ASSOCIATIONS**

*[Section 13; Regulation 3]*

<b>Name of association</b>	<b>Person nominated or authorised to register association</b>	<b>Phone Number</b>	<b>Email</b>	<b>Date application received</b>	<b>Date certificate issued</b>	<b>Renewal Dates</b> <i>(annual – every 12 months)</i>

**SCHEDULE 2**

**FORM 1**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

*[Section 13; Regulation 4]*

**APPLICATION FORM FOR REGISTRATION OF ASSOCIATION**

To:

The Registrar of Associations  
Republic of Nauru

**Required documents:**

- copy of drivers licence, passport bio data or any other photo ID
- Rules of the association adopted by its executive body
- List of members of association (*at least 7 members which includes executive*)

**PART 1 – ASSOCIATION DETAILS**

Name or proposed name of association	
Email	
Telephone	
Business address	
Postal address	

**PART 2 – DETAILS OF EXECUTIVE MEMBERS OF ASSOCIATION**

Title of Head of association:  <i>[President / Chairperson etc.]</i>	Full name	
	Telephone	
	Email	
	Address	
	Occupation	
<i>*Delete whichever is not applicable</i>		

Position:	Full name	
	Telephone	
	Email	
	Address	
	Occupation	

Position:	Full name	
	Address	
	Telephone	
	Email	
	Occupation	

Treasurer / accountant of association	Full name	
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	Address	
	Telephone	
	Email	
	Occupation	

*Note: If there are more office bearers, please provide the details separately in the same form as provided above.*

**PART 3 – PURPOSE OR INTENDED PURPOSE OF ASSOCIATION [Section 5]**

*(You may select or choose to have more than 1 purpose. Tick the appropriate box to indicate the purpose of the association)*

- Educational, charitable, religious or benevolent purpose
- Promoting or encouraging literature, science or the arts
- Promoting or encouraging environmental protection or climate change adaptation activities
- Conservation of resources or preserving any part of the environment, historic or cultural heritage of the Republic
- Purpose of sports, recreation, amusement or local or international federation or affiliation of such sports, recreation, amusement bodies
- Establishing, carrying on or improving a community, social or cultural centre to promote the interests of the local community
- Providing medical treatment or attention or promoting the interests of persons who suffer from particular physical, mental or intellectual impairment or condition
- Collective organisation to promote common interests of persons who are engaged in or interested in particular business, trade or industry
- Promotion of the welfare of flora and fauna
- Promoting and advancing patriotism and national consciousness putting the Republic’s interests first
- Promoting and advancing the employment, skills, welfare and interests of women or youths
- Promoting programs or activities for sustainable human development and future generations observing the principles of equity, cooperation and solidarity
- Any other purpose approved by the Minister:  
.....

**PART 4 – CURRENT DETAILS OF THE ASSOCIATION**

*(If the intended association is already in existence, please provide details of the association)*

Name of association <i>(if different from the above)</i>	
Number of members <i>(must be more than 7)</i>	
Approximate date or time when association commenced	
Is the association associated with any parent or foreign organisation: <i>(if yes, provide details)</i>	
Source of funding for the organisation <i>(state broad categories of donors including any funding from the Government)</i>	
Name of bank(s) where account is held	
Address of the bank where account is held	

**PART 5 - SOURCE OF FUNDS FOR THE CAPITAL OF THE ASSOCIATION**



Details of the source of funds for the capital of the association:

.....  
.....  
.....  
.....

**PART 6 – DOCUMENTS ATTACHED** (list):

- (a) authority to nominated or authorised person to register association
- (b) list of at least 7 members
- (c) rules of association
- (d) name of bank
- (e) (insert any other documents submitted)

**PART 5 – CERTIFICATE BY EXECUTIVE MEMBER OF ASSOCIATION**

I ..... [full name of executive member],  
..... [position in association], of ..... [address]  
declare and certify as follows:

- (a) that I am authorised by the association to apply for registration;
- (b) that the executive members of the association are as contained in Part 2 of this Form;
- (c) the association has more than 7 members and attach a list of such members (*attach members list*);
- (d) certify that the executive or office bearers have not been convicted of a serious offence or is subject to any criminal proceedings;
- (e) certify that the executive or office bearers are not listed on a financial sanctions list under a written law of the Republic or under a law of any other jurisdiction;
- (f) that the details of the bank and the source of funds for the capital of the association are correct;
- (g) the instrument of creation of the association accompanying this application was adopted in its meeting and duly approved for the purposes of the *Registration of Associations Act 2020*;
- (h) that the members or any of the assets of the association will not be applied for any pecuniary or financial benefits of any of the members except where the member may be entitled to such benefit under the *Registration of Associations Act 2020* as a general activity of the association;
- (i) undertake that the association will comply with all requirements of the *Beneficial Ownership Act 2017* or the *Registration of Associations Act 2020*; and
- (j) that the particulars contained in this application.

And I make this solemn declaration by virtue of the *Oaths, Affirmations and Statutory Declarations Act 1976* conscientiously believing in the statement contained therein to be true in every particular.

Declared at.....this.....day of .....20.....  
Signed and declared by the authorised person: .....  
Full name:.....

\*Before:  
(Signature)  
(Title)

**NOTE:** Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.

*\*A declaration can be witnessed by any of the following persons under Section 13 of the Oaths Affirmations and Statutory Declarations Act 1976 a Judge, Registrar of the Courts, a Resident Magistrate, member of the Family Court, barrister and solicitor, notary public or commissioner for oaths*

Payment receipt number: .....

**OFFICIAL PURPOSES**

Received by: .....  
(Full name of officer)

Date: / / 20.....

Time: ..... am / pm

Application number: .....

**FORM 2**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

**CERTIFICATE OF REGISTRATION OF ASSOCIATION**

*[Sections 14(3) and 16; Regulation 5]*

**ASSOCIATION REGISTRATION NUMBER: ... / 20...**

I certify that:

..... *[name of Association]*

has duly complied with all the requirements of and is registered as an Association under the *Registration of Associations Act 2020*.

Issued on this ... day of ..... 20...

..... *[signature]*

*[Full name of Registrar of Associations]*

Registrar of Associations

*[seal of Registrar of Associations]*

FORM 3



REPUBLIC OF NAURU

REGISTRATION OF ASSOCIATIONS ACT 2020

[Section 19; Regulation 6]

APPLICATION FORM FOR DUPLICATE COPY OF CERTIFICATE OF REGISTRATION

To:

The Registrar of Associations  
Republic of Nauru

<b>PART 1 – ASSOCIATION DETAILS</b>	
Name of association	
Association registration number	
Address	
Telephone	
Email	
<b>PART 2 – PERSON APPLYING FOR DUPLICATE COPY</b>	
Full name	
Address	
Telephone	
Email	
<b>PART 3 – REASONS FOR REQUESTING DUPLICATE COPY</b>	
I am duly authorised to make by the Association to request for a duplicate copy of the certificate.	
Dated at.....this.....day of .....20.....	
Signed by the authorised person: .....	
Full name:.....	
Position in Association: .....	
Application endorsed by ( <i>an executive member should endorse</i> ): .....	
Name of person endorsing application: .....	
Position of person endorsing application: .....	
Payment receipt number: .....	
<b>OFFICIAL PURPOSES</b>	
Received by: .....	
<i>(Full name of officer)</i>	
Date: / / 20.....	Time: ..... am / pm
Application number: .....	

**FORM 4**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

*[Section 20; Regulation 7]*

**APPLICATION FORM FOR RENEWAL OF REGISTRATION OF ASSOCIATION**

To:

The Registrar of Associations  
Republic of Nauru

<b>PART 1 – ASSOCIATION DETAILS</b>	
Name of association	
Association registration number	
Address	
Telephone	
Email	
Postal address	
Date of expiry of certificate of registration of association	
<b>PART 2 – VARIATION OR CHANGE TO THE REGISTRATION DETAILS OR THE EXECUTIVE MEMBERS OF THE ASSOCIATION</b>	
Former particulars	New particulars
<b>PART 3 – DECLARATION</b>	
I declare that, save for any changes of record in this Form, the details provided to the Registrar and kept in the Register remains the same.	
And I make this solemn declaration by virtue of the <i>Oaths, Affirmations and Statutory Declarations Act 1976</i> conscientiously believing in the statement contained therein to be true in every particular.	
Declared at.....this.....day of .....20.....	
Signed and declared by the authorised person: .....	
Full name:.....	
*Before: (Signature) (Title)	
<b>NOTE:</b> Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.	

*\*A declaration can be witnessed by any of the following persons under Section 13 of the Oaths Affirmations and Statutory Declarations Act 1976 a Judge, Registrar of the Courts, a Resident Magistrate, member of the Family Court, barrister and solicitor, notary public or commissioner for oaths*

Payment receipt number: .....

**OFFICIAL PURPOSES**

Received by: .....  
(Full name of officer)

Date: / / 20.....

Time: ..... am / pm

Application number: .....

**FORM 5**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

[Section 21; Regulation 8]

**NOTICE TO SURRENDER CERTIFICATE OF REGISTRATION**

To:

The Registrar of Associations  
Republic of Nauru

<b>PART 1 – ASSOCIATION DETAILS</b>	
Name of association	
Association registration number	
Address	
Telephone	
Email	
Postal address	
<b>PART 2 – PERSON NOTIFYING THE REGISTRAR</b> ( <i>executive member of association</i> )	
Full name	
Address	
Telephone	
Email	
<b>PART 3 – REASONS FOR SURRENDER OF CERTIFICATE</b> ( <i>attach a copy of the resolution</i> )	
<b>PART 4 – DECLARATION OF CEASING OF ALL ACTIVITIES</b>	
<p>I, the undersigned, declare that :</p> <ul style="list-style-type: none"> <li>(a) the Association by resolution has resolved to surrender the certificate of registration of association;</li> <li>(b) the Association has ceased all its operations and activities with effect from ..... (<i>insert date</i>) or will cease all operations and activities with effect from ..... (<i>insert date</i>);</li> <li>(c) the assets , funds including any bank accounts of the Association has been disposed of or closed respectively;</li> <li>(d) an inventory of the disposal of assets or funds shall be provided to the Registrar, if so required;</li> <li>(e) that the information contained in this notice is to the best of my knowledge true and correct and I do state as true and correct.</li> </ul> <p>And I make this solemn declaration by virtue of the <i>Oaths, Affirmations and Statutory Declarations Act 1976</i> conscientiously believing in the statement contained therein to be true in every particular.</p> <p>Declared at.....this.....day of .....20.....</p> <p>Signed and declared by the authorised person: .....</p> <p>Full name:.....</p> <p>*Before:</p>	

(Signature)  
(Title)

**NOTE:** Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.

*\*A declaration can be witnessed by any of the following persons under Section 13 of the Oaths Affirmations and Statutory Declarations Act 1976 a Judge, Registrar of the Courts, a Resident Magistrate, member of the Family Court, barrister and solicitor, notary public or commissioner for oaths*

Payment receipt number: .....

**OFFICIAL PURPOSES**

Received by: .....  
(Full name of officer)

Date: / / 20.....

Time: ..... am / pm

Application number: .....



FORM 6



REPUBLIC OF NAURU

REGISTRATION OF ASSOCIATIONS ACT 2020

[Sections 22 and 23; Regulation 9]

NOCR No: ... / 20...

NOTICE TO INTENTION TO CANCEL CERTIFICATE OF REGISTRATION

To:

.....[Full name of authorised / key person of Association]  
.....[name of Association]  
.....[Association registration number]  
.....[address of Association]

**TAKE NOTICE** that your [certificate of registration or certificate of compliance] for [name of Association] issued by me on [date] will be cancelled due to the following: [tick where applicable]

- one or more terms and conditions prescribed in the certificate have been breached
- the association has ceased operation without complying with Section 21 of the *Registration of Associations Act 2020* or has been inoperative for the preceding 12 months
- the association has less than 7 members
- the association is operating contrary to its instrument of creation
- the registration under the Act was obtained by fraud, misrepresentation or mistake
- the objects or purpose of the association have become unlawful
- the operations of the association is used for an unlawful purpose
- the association fails or neglects to comply with the *Registration of Associations Act 2020*
- a key person, beneficiary or associate non-profit organisation has contravened a provision of the *Anti-Money Laundering Act 2008* and *Counter Terrorism and Transnational Organised Crimes Act 2004* and any written law relating to financial sanctions
- a key person, beneficiary or associate non-profit organisation has been listed on a financial sanctions list under the laws of any jurisdiction
- the funds of the association is derived from an unlawful source or may be proceeds of crime under the *Proceeds of Crimes Act 2004*
- the association has failed to file an annual report in accordance with Section 33 of the *Registration of Associations Act 2020*
- the association has requested for cancellation
- the association is dissolved under Section 27 of the *Registration of Associations Act 2020*
- the transfer of operation of the association to another entity under Section 29 of the *Registration of Associations Act 2020*
- a foreign association has breached or contravened a written law or deregistered under the laws of the country of registration

You must provide a response or amend your application within 30 days of receipt of this Notice.

Dated this                      of                      20...

**Registrar of Associations**

FORM 7



REPUBLIC OF NAURU

REGISTRATION OF ASSOCIATIONS ACT 2020

[Section 24; Regulation 10]

NCCR No: ... / 20...

NOTICE OF CANCELLED CERTIFICATE OF REGISTRATION

To:

.....[Full name of authorised / key person of Association]  
.....[name of Association]  
.....[Association registration number]  
.....[address of Association]

**TAKE NOTICE** that your [certificate of registration or certificate of compliance] for [name of Association] issued by me on [date] is cancelled due to the following: [tick where applicable]

- one or more terms and conditions prescribed in the certificate have been breached
- the association has ceased operation without complying with Section 21 of the *Registration of Associations Act 2020* or has been inoperative for the preceding 12 months
- the association has less than 7 members
- the association is operating contrary to its instrument of creation
- the registration under the Act was obtained by fraud, misrepresentation or mistake
- the objects or purpose of the association have become unlawful
- the operations of the association is used for an unlawful purpose
- the association fails or neglects to comply with the *Registration of Associations Act 2020*
- a key person, beneficiary or associate non-profit organisation has contravened a provision of the *Anti-Money Laundering Act 2008* and *Counter Terrorism and Transnational Organised Crimes Act 2004* and any written law relating to financial sanctions
- a key person, beneficiary or associate non-profit organisation has been listed on a financial sanctions list under the laws of any jurisdiction
- the funds of the association is derived from an unlawful source or may be proceeds of crime under the *Proceeds of Crimes Act 2004*
- the association has failed to file an annual report in accordance with Section 33 of the *Registration of Associations Act 2020*
- the association has requested for cancellation
- the association is dissolved under Section 27 of the *Registration of Associations Act 2020*
- the transfer of operation of the association to another entity under Section 29 of the *Registration of Associations Act 2020*
- a foreign association has breached or contravened a written law or deregistered under the laws of the country of registration

The association and its executive must immediately cease its operations.

Penalty for failure to comply: fine not exceeding \$20,000 or term of imprisonment not exceeding 3 years or both.

Dated this                      of                      20...

**Registrar of Associations**

**FORM 8**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

*[Section 25; Regulation 11]*

**NSOA No: ... / 20...**

**NOTICE TO SUSPEND OPERATIONS OF ASSOCIATION**

To:

.....*[Full name of authorised / key person of Association]*  
.....*[name of Association]*  
.....*[Association registration number]*  
.....*[address of Association]*

**TAKE NOTICE** that the operations of your Association is immediately suspended due to the following: *[tick where applicable]*

- a notice of intention to cancel is issued under Section 23 of the *Registration of Associations Act 2020* and your Association has either failed to or delays showing cause as to why the certificate of registration should not be cancelled
- the Association has failed to apply for renewal of registration but continues to operate

You must provide a response or amend your application within 30 days of receipt of this Notice.

The association and its executive must immediately cease its operations.

The suspension is for ..... days from the date of receipt of this Notice and in default, the Registrar may cancel the certificate of registration without any further notice.

Dated this                      of                      20...

**Registrar of Associations**

FORM 9



REPUBLIC OF NAURU

REGISTRATION OF ASSOCIATIONS ACT 2020

[Section 26; Regulation 12]

NOTICE TO VARY OR AMEND REGISTRATION

To:

The Registrar of Associations  
Republic of Nauru

<b>PART 1 – ASSOCIATION DETAILS</b>	
Name of association	
Association registration number	
Address	
Telephone	
Email	
Postal address	
<b>PART 2 – PERSON NOTIFYING THE REGISTRAR</b> ( <i>executive member of association</i> )	
Full name	
Address	
Telephone	
Email	
<b>PART 3 – DETAILS OF VARIATION OR AMENDMENT</b>	
Former particulars	
New details	
Reason for change	
<p>And I make this solemn declaration by virtue of the <i>Oaths, Affirmations and Statutory Declarations Act 1976</i> conscientiously believing in the statement contained therein to be true in every particular.</p> <p>Declared at.....this.....day of .....20.....</p> <p>Signed and declared by the authorised person: .....</p> <p>Full name:.....</p> <p>*Before: (Signature) (Title)</p> <p><b>NOTE:</b> Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.</p>	

*\*A declaration can be witnessed by any of the following persons under Section 13 of the Oaths Affirmations and Statutory Declarations Act 1976 a Judge, Registrar of the Courts, a Resident Magistrate, member of the Family Court, barrister and solicitor, notary public or commissioner for oaths*

Payment receipt number: .....

**OFFICIAL PURPOSES**

Received by: .....  
(Full name of officer)

Date: / / 20.....

Time: ..... am / pm

Application number: .....

**FORM 10**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

*[Section 27; Regulation 13]*

**NOTICE OF VOLUNTARY DISSOLUTION OF ASSOCIATION**

To:

The Registrar of Associations  
Republic of Nauru

<b>PART 1 – ASSOCIATION DETAILS</b>	
Name of association	
Association registration number	
Address	
Telephone	
Email	
Postal address	
<b>PART 2 – PERSON NOTIFYING THE REGISTRAR (<i>executive member of association</i>)</b>	
Full name	
Address	
Telephone	
Email	
<b>PART 3 – INFORMATION REQUIRED FOR VOLUNTARY DISSOLUTION</b>	
Date resolution of dissolution <i>(attach the resolution duly executed by the authorised officers)</i>	
Time required for dissolution	
How the assets or funds of the Association are disposed or distributed	
List any liabilities of the Association	
List any members opposing the dissolution of the Association	
<p>I declare that the requirements for the voluntary dissolution of the Association as provided for in the Rules of the Association and the <i>Registration of Associations Act 2020</i> has been duly complied with.</p> <p>And I make this solemn declaration by virtue of the <i>Oaths, Affirmations and Statutory Declarations Act 1976</i> conscientiously believing in the statement contained therein to be true in every particular.</p> <p>Declared at.....this.....day of .....20.....</p> <p>Signed and declared by the authorised person: .....</p> <p>Full name:.....</p> <p>*Before: (Signature) (Title)</p>	



**NOTE:** Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.

*\*A declaration can be witnessed by any of the following persons under Section 13 of the Oaths Affirmations and Statutory Declarations Act 1976 a Judge, Registrar of the Courts, a Resident Magistrate, member of the Family Court, barrister and solicitor, notary public or commissioner for oaths*

Payment receipt number: .....

**OFFICIAL PURPOSES**

Received by: .....  
(Full name of officer)

Date: / / 20.....

Time: ..... am / pm

Application number: .....

**FORM 11**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

*[Section 30(1); Regulation 14]*

**APPLICATION FORM FOR CERTIFICATE OF COMPLIANCE – FOREIGN ASSOCIATION**

To:

The Registrar of Associations  
Republic of Nauru

**Required documents:**

- copy of drivers licence, passport bio data or any other photo ID
- Rules of the Association as registered in the foreign country
- Rules of the Association if it is different from the Rules of Registration in the foreign country
- Certificate of Registration from registering authority in the foreign country
- Letter from the bank of the Association confirming the bank account details in the foreign country

**PART 1 – ASSOCIATION DETAILS AS REGISTERED IN FOREIGN COUNTRY**

Name of association	
Registration number of the Association in foreign country	
Telephone	
Email	
Registered office	
Name and address of association's bank	
Date of first registration in foreign country	
Is the Association registered in any other countries? If so, provide details.	
Provide the general nature of the operations and activities of the Association in the foreign country	
Provide the details of the source of funds	
Tax registration details	
Has the Association being suspended, cancelled or prosecuted for any breaches of the relevant laws of the foreign country? If so, provide details.	

**PART 2 – DETAILS OF ASSOCIATION EXECUTIVE MEMBERS IN THE FOREIGN COUNTRY**

Title of head of Association  <i>[President / Chairperson etc.]</i>	Full name	
	Telephone	
	Email	
	Address	

<i>*Delete whichever is not applicable</i>	Occupation	
	Date of appointment	
	Nationality	
Position	Full name	
	Telephone	
	Email	
	Address	
	Occupation	
	Date of appointment	
	Nationality	
Position	Full name	
	Telephone	
	Email	
	Address	
	Occupation	
	Date of appointment	
	Nationality	
Treasurer / accountant of association	Full name	
	Telephone	
	Email	
	Address	
	Occupation	
	Date of appointment	
	Nationality	
<i>Note: If there are more office bearers, please provide the details separately in the same form as provided above</i>		
<b>PART 3 – DETAILS REQUIRED FOR PURPOSES OF CERTIFICATE OF COMPLIANCE IN REPUBLIC</b>		
Full name of authorised person		
Telephone of authorised person		
Email of authorised person		
Address of Association in Nauru		
Telephone of Association in Nauru		
Email		
Name and address of bank		
<b>PART 4 – DETAILS OF EXECUTIVE MEMBERS OF ASSOCIATION IN NAURU</b>		
Full name		
Address		
Telephone		
Email		
Full name		
Address		
Telephone		
Email		
<b>PART 5 – DETAILS OF KEY PERSON</b>		
<i>(A key person is a person who is in charge of or control the operations other than the executive itself. Where the foreign association does not establish an executive in Nauru, it must appoint a key person.)</i>		
Full name of key person in Nauru		
Address in Nauru		
Telephone		
Email		

**PART 6 – PURPOSE OF ASSOCIATION**

- Educational, charitable, religious or benevolent purpose
- Promoting or encouraging literature, science or the arts
- Promoting or encouraging environmental protection or climate change adaptation activities
- Conservation of resources or preserving any part of the environment, historic or cultural heritage of the Republic
- Purpose of sports, recreation, amusement or local or international federation or affiliation of such sports, recreation, amusement bodies
- Establishing, carrying on or improving a community, social or cultural centre to promote the interests of the local community
- Providing medical treatment or attention or promoting the interests of persons who suffer from particular physical, mental or intellectual impairment or condition
- Collective organisation to promote common interests of persons who are engaged in or interested in particular business, trade or industry
- Promotion of the welfare of flora and fauna
- Promoting and advancing patriotism and national consciousness putting the Republic’s interests first
- Promoting and advancing the employment, skills, welfare and interests of women or youths
- Promoting programs or activities for sustainable human development and future generations observing the principles of equity, cooperation and solidarity
- Any other purpose approved by the Minister:  
.....

**PART 7 - SOURCE OF FUNDS OF THE FOREIGN ASSOCIATION TO BE USED IN NAURU**

Details of the source of funds for the capital of the association:

.....  
.....  
.....  
.....

**PART 8 – DOCUMENTS ATTACHED (list):**

(a)

**PART 9 – CERTIFICATE BY EXECUTIVE MEMBER OF ASSOCIATION**

I ..... [full name of executive member],  
..... [position in association], of ..... [address]  
declare and certify as follows:

- (a) that I am authorised by the association to apply for registration;
- (b) that the executive members of the association are as contained in Part 2 of this Form;
- (c) the association has more than 7 members and attach a list of such members (*attach members list*);
- (d) certify that the executive or office bearers have not been convicted of a serious offence or is subject to any criminal proceedings;
- (e) certify that the executive or office bearers are not listed on a financial sanctions list under a written law of the Republic or under a law of any other jurisdiction;
- (f) that the details of the bank and the source of funds for the capital of the association are correct
- (g) the instrument of creation of the association accompanying this application was adopted in its meeting and duly approved for the purposes of the *Registration of Associations Act 2020*;
- (h) that the members or any of the assets of the association will not be applied for any pecuniary or financial benefits of any of the members except where the member may be entitled to such benefit under the

- Registration of Associations Act 2020* as a general activity of the association;
- (i) undertake that the association will comply with all requirements of the *Beneficial Ownership Act 2017* or the *Registration of Associations Act 2020*; and
  - (j) that the particulars contained in this application.

And I make this solemn declaration by virtue of the Oaths, Affirmations and Statutory Declarations Act 1976 conscientiously believing in the statement contained therein to be true in every particular.

Declared at.....this.....day of .....20.....

Signed and declared by the authorised person: .....

Full name:.....

\*Before:

(Signature)

(Title)

**NOTE:** Any person making a false statement is guilty of an offence and is liable to imprisonment for 5 years.

*\*A declaration can be witnessed by any of the following persons under Section 13 of the Oaths Affirmations and Statutory Declarations Act 1976 a Judge, Registrar of the Courts, a Resident Magistrate, member of the Family Court, barrister and solicitor, notary public or commissioner for oaths*

Payment receipt number: .....

**OFFICIAL PURPOSES**

Received by: .....

*(Full name of officer)*

Date: / / 20.....

Time: ..... am / pm

Application number: .....

**FORM 12**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

*[Section 30(3); Regulation 15]*

**CERTIFICATE OF COMPLIANCE**

**FOREIGN ASSOCIATION REGISTRATION NUMBER: ... / 20...**

I certify that:

..... *[name of Association]*

has duly complied with all the requirements of and is registered as an Association under the *Registration of Associations Act 2020*.

Issued on this ... day of ..... 20...

..... *[signature]*

*[Full name of Registrar of Associations]*

Registrar of Associations

*[seal of Registrar of Associations]*

**FORM 13**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

*[Section 33(3); Regulation 16]*

**NASC No: ... / 20...**

**NOTICE TO ASSOCIATION TO SHOW CAUSE**

To:

.....*[Full name of authorised / key person of association]*  
.....*[name of Association]*  
.....*[Association registration number]*  
.....*[address of Association]*

**TAKE NOTICE** that your Association has failed to provide your annual report within 3 months after the end of the financial year, which is 30 June.

Your Association must show cause within 14 days of this Notice as to why the registration of your Association should not be cancelled.

Dated this                      of                      20...

**Registrar of Associations**

**FORM 14**



**REPUBLIC OF NAURU**

**REGISTRATION OF ASSOCIATIONS ACT 2020**

*[Section 35; Regulation 17]*

**NPDB No: ... / 20...**

**NOTICE OF EXECUTIVE OF ASSOCIATION TO PROVIDE INFORMATION OR DOCUMENTS OR BOTH**

To:

.....*[Full name of authorised / key person of association]*  
.....*[name of Association]*  
.....*[Association registration number]*  
.....*[address of Association]*

**TAKE NOTICE** that the executive of your Association is hereby required to provide the following *(information or documents or both)* within ..... *[days]* from the date of receipt of this Notice:

*(a) [list information or document required]*

Dated this                      of                      20...

**Registrar of Associations**



### SCHEDULE 3



REPUBLIC OF NAURU

### REGISTRATION OF ASSOCIATIONS ACT 2020

### SCHEDULE OF FEES

*[Regulation 18]*

	<b>Types</b>	<b>Relevant provisions of the Registration of Associations Act 2020</b>	<b>Fees</b>
1	Application for registration of association	Section 13	\$100
2	Application for duplicate copy of certificate of registration (loss or destruction)	Section 19	\$25
3	Renewal of registration of association	Section 20	\$50
4	Application for certificate of compliance	Section 30(1)	\$500
5	Inspection of Register	Section 11	\$25
6	Certificate of registration	Section 16	\$25
7	Late renewal	Section 20(4)(a) - within 30 days of the expiration of its certificate	\$100
8	Late renewal	Section 20(4)(a) – more than 30 days of the expiry of a certificate	\$300