

GUIDANCE NOTES

The purpose of this form is for the Registrar to verify contact information for existing non-profit organisations (NPOs) registered under the Non-Profit Organisations Act, 2012 (NPO Act), and categorise NPOs under the on the Non-Profit Organisations (Amendment) Act, 2022 (NPO Amendment Act).

Submission:

- This form should be submitted electronically via email: npoboard@gov.vg.
- Completed forms must be submitted on or before 31st January 2023. Failure to do so will result in an assignment of NPO category based on the NPO's constitution and purpose on file.
- The form must be signed by a Designated Officer (i.e. a person who can sign and authorise documents on behalf of the organisation)
- For further guidance, you may contact the Registrar for the Non-Profit Organisations at (284) 468-2174/5147.

CONTACT INFORMATION

If there is no physical address for the NPO, it is mandatory to provide a valid telephone number and email address as the principal point of contact.

REGISTERED NAME OF ORGANISATION

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CONTACT NUMBER(S)	
EMAIL ADDRESS(ES)	
WEBSITE (if applicable)	
SOCIAL MEDIA (check all that apply)	<input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> LinkedIn <input type="checkbox"/> Pinterest <input type="checkbox"/> TikTok <input type="checkbox"/> Snapchat <input type="checkbox"/> Twitter <input type="checkbox"/> YouTube <input type="checkbox"/> Other: _____

PHYSICAL ADDRESS	MAILING ADDRESS
NAME OF CONTACT PERSON	
POST IN THE ORGANISATION	
CONTACT NUMBER (if different from above)	
EMAIL ADDRESS (if different from above)	

CLASSIFICATION OF NPO

Please select **ONLY ONE** category that best describes your organisation.

- Churches or Religious Organisations** – these include Christian, Islamic, Hindu and other nondenominational faith-based organisations.
- Community Organisations** – organisations whose membership comprise persons living in a particular community and provide services primarily for persons residing within that community.
- Foundations** – organisations that typically donate funds, provide essential services to other organisations or provide the sources of funds for their charitable purposes.
- National or Country Associations** – membership comprises nationals of a particular country who reside in the Virgin Islands and whose objective is to promote their culture, and socialise and foster fraternal relationships while residing in the Territory. They also provide community relief locally and in their country of origin.
- Performing Arts Companies/Groups** – organisations that promote and hold performances to generate interest in the performing arts.
- Service Clubs or Associations** – organisations that provide services to the public as a whole or a section of the public based on interest.
- Sporting Associations** – organisations involved in any form of sporting activity.
- Youth Organisations** – organisations that specifically target youths and provide programmes and outreach services to educate, train and provide assistance based on need.

Name of Designated Officer

Signature

Post

Date