

Section I. SUMMARY TABLE

	Key Ministries	Key Forms/ Documents
REGISTRATION		
Registration	Ministry of National Planning and Development	INGO Registration Form: Form B1
Registration Renewal	Ministry of National Planning and Development	INGO Renewal of Registration Form: Form B2
Payment of Registration Fee	Ministry of Finance	Issued by MoF
Certificate of Registration	Ministry of National Planning and Development	Issued by MoNPD
Registration for Private Sector Companies	Ministry of Trade	Maintained at Ministry of Commerce
Register: Private Sector Companies	Ministry of National Planning and Development	Maintained at MoNPD
Register: UN Agencies	Ministry of National Planning and Development	Maintained at MoNPD
OPERATIONAL		
Visa	Ministry of Interior, Department of Immigration	Somaliland Visa Application Form
Work Permit	Ministry of Labour and Social Affairs	Application for Work Permit: F1
Customs Clearance	Ministry of Finance	Customs Clearance Form
Vehicle Registration	Ministry of Public Works and Transport	Vehicle Registration Form
Tax	Ministry of Finance	Tax Forms
Security	Ministry of Interior	SPU User Guide
PROGRAMMATIC ISSUES		
Letter of Agreement	Ministry of National Planning and Development	Standard Letter of Agreement
Program Plans and Budgets	Ministry of National Planning and Development	Letter of Agreement
Sector Coordination	Ministry of National Planning and Development	TOR for Sector Coordination
Progress Reports	Ministry of National Planning and Development	Reporting Template - DAD
Asset Register	Ministry of National Planning and Development	Asset Register - DAD
Procurement	National Tender Board	Forms from NTB
Development Assistance Database	Ministry of National Planning and Development	DAD Toolkit
Monitoring and Evaluation	Ministry of National Planning and Development	Monitoring and Evaluation Policy
Closure of Project	Ministry of National Planning and Development	Update on DAD
Asset Transfer	Ministry of National Planning and Development	Asset Transfer Form
Surveys	Ministry of National Planning and Development	As directed by Ministry of National Planning and Development. See Statistics Law
Construction	Ministry of Public Works and Transport	See Presidential Decree JSL/MWM/222-350/012011