



APPLICATION FOR APPROVAL AS A “TAX EXEMPT ORGANIZATION”

(Not for Profit – Non Government Organization)

SECTION 1 – General Information

Taxpayer Identification Number (TIN):				
Registered Name of Organisation:				
Registration number and date of registration:				
Law under which the organization is established:				
Ministry/Department/Agency the organization is registered with:				
Tax year (accounting year) of the organization:	Commences on.....		Ends on.....	
Phone No.:		Mobile No.:		Fax No.:
Email:				

Address information

Organisation Address		Mailing Address <i>(if different from physical address)</i>	
House No.:		House No.:	
Street:		Street:	
Area/Village:		Area/Village:	
District:		District:	
Province:		Province:	
Country:		Country:	
P.O. Box:		P.O. Box:	

SECTION 2 – Purpose of Organisation

a) **Aims and Objectives of the Organisation:**
 (attach a separate sheet of paper if you need more space)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

b) Explain in detail the goods and / or services that the Organisation provides:
(attach a separate sheet of paper if you need more space)

c) Explain in detail the Programs and Projects of the Organisation:
(attach a separate sheet of paper if you need more space)

Section 3 - Certification and Representative Details

I certify that the information given on this form is true, accurate and complete to the best of my knowledge.
I also understand that any false declaration may lead to prosecution.

(This Certification must be signed by the President or Secretary of the Organisation)

Name:			
Representative Name:		Role in Organisation:	
Phone No.:		Date:	
Signature:			

Section 4 - Documents and Information to be Attached to this Application Form

Document / Information Attached? <small>(attach an explanation of why a requested document or information has not been attached to this form)</small>	Document to be Attached
<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of By-Law, Rules and Regulations, Memorandum of Association, or the Constitution of the Organisation
<input type="checkbox"/> Yes <input type="checkbox"/> No	Valid Certificate of Registration from Ministry of Economy / Ministry of Justice / Ministry of Education or any other registration authority under the law of Afghanistan
<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of assessment of the Organisation made by the High Evaluation Commission (HEC) for registration of the Organisation under the Law on NGOs
<input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of registration as an NGO in parent (home) country stating income taxation status
<input type="checkbox"/> Yes <input type="checkbox"/> No	List the funds of the Organisation, including donations, contributions, subscriptions, grants, and any other income from all sources
<input type="checkbox"/> Yes <input type="checkbox"/> No	Attach a copy of the latest audited balance sheet and other financial statements prepared under International Accounting Standards (IAS) as also required by Ministry of Economy
<input type="checkbox"/> Yes <input type="checkbox"/> No	Statement of intended application of the surplus funds of the Organisation at year-end
<input type="checkbox"/> Yes <input type="checkbox"/> No	Statement of intended application of the surplus funds of the Organisation upon winding up of the Organisation
<input type="checkbox"/> Yes <input type="checkbox"/> No	Details of all employees of the Organisation including Name, Role, Monthly Salary, Address, Telephone Number, any Family Relationships to other people within the Organisation

Official Use Only

Action of the Afghanistan Revenue Department:		
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Instructions for Completing the Application Form

This form is used to apply for recognition and approval as a “tax exempt organization” under Article 10 of the Income Tax Law 2009. Please refer to *Guide 23- Confirming an Exemption from Income Taxation of a Non-Profit Organization (NGO)* for specific information regarding this type of exemption.

- a) Fill the blank spaces with block letters.
- b) The dates should be in the DD/MM/YYYY format.
- c) The application should incorporate all the information required by this form.
- d) The application should be signed by the President or the Secretary of the Organization.
- e) Your application is required to be in the Dari or Pashto language (use appropriate language version of form). A copy of the request in English will help expedite the process
- f) Supporting documents need to be in Dari or Pashto or English. Supporting documents in any other language need to be translated to one of Dari, Pashto or English.