

REQUIRED APPLICATION MATERIALS

To complete your application for association with the Department of Public Information, kindly provide us with the following materials in either English or French:

- A completed Application Form for Non-Governmental Organizations
- A copy of the organization's constitution/charter or by-laws
- Official proof of non-profit status, issued by public authorities, and tax exemption status
(Note: The document should be on official letterhead and dated.)
- A copy of the organization's most recent audited financial statement, conducted by a qualified and independent accountant. *(Must be in U.S. dollars)*
- Evidence of an active information programme relevant to the United Nations:
At least six (6) different types of samples of the organization's most recent information materials (e.g. newsletter, periodicals, tapes of radio or television programmes, conference reports)
- Two (2) letters of recommendation *(UN entities or others)*
- A notarized Certification of Signatures of the NGO President or Chief Administrative Officer and the Main Representative
- References (see area 5 of Application Form)