



# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



## NOT FOR PROFIT (N.P.O.) Questionnaire

### GENERAL INFORMATION

1. Name of Organisation

2. Address of organisation

3. Contact information for your organisation:

Telephone Number(s) Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Contact person: \_\_\_\_\_

4. Which of the following registration methods did your organisation utilize for its establishment?

Type of NPO		Date registered
Registered Charity		
Registered Trust Deed		
Registered Non-Profit Company		
Other		

(i) If you have selected other, please explain:

5. What are the main purpose of your organisation? Please explain in the space below:

**Commercial Registry**  
Registrar: 225-4374  
Deputy Registrar: 225-4296  
General Office: 225-4358/4322  
Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Berbice Sub-Registry**  
Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
Assistant Registrar: 333-3410  
General Office: 333-3420  
Email: [reza@manrja@gmail.com](mailto:reza@manrja@gmail.com)

**Secretariat  
Human Resource Department**  
Lot 1 High & Commerce Streets, Newtown, Georgetown  
Manager: (592) 225-4342  
Email: [hrmanagerdcra@gmail.com](mailto:hrmanagerdcra@gmail.com)

**Deeds Registry**  
Lot 1 Avenue of the Republic & Charlotte Street  
Stabroek, Georgetown  
Registrar: 226-3083  
Deputy Registrar: 226-8641  
General Office: 225-1129  
Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Essequibo Sub-Registry**  
Supreme Court Building, Suddie, Essequibo Coast  
Assistant Registrar: 774-4142  
General Office: 774-4447  
Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Finance Department**  
Finance Manager: 225-4372  
Finance Officer: 225-4347  
Expenditure: 225-4361  
Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)



# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



(i) Please select from the list below the category of activity carried out by your organisation:

CATEGORY OF ACTIVITY	Selection
Religious	
Cultural	
Social or Fraternal	
Education	
Humanitarian	
Environmental	
Other good works	

(ii) If you have selected 'other good works', please state the category:

6. Please describe briefly your organisation's governance and control structure, inclusive of the composition of the executive membership.

(i) How many members, employees/staff and volunteers does your organisation have or intend to have?

Staff  membership  volunteers

**Commercial Registry**  
 Registrar: 225-4374  
 Deputy Registrar: 225-4296  
 General Office: 225-4358/4322  
 Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Berbice Sub-Registry**  
 Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
 Assistant Registrar: 333-3410  
 General Office: 333-3420  
 Email: [reza@manrja@gmail.com](mailto:reza@manrja@gmail.com)

**Secretariat  
 Human Resource Department**  
 Lot 1 High & Commerce Streets, Newtown, Georgetown  
 Manager: (592) 225-4342  
 Email: [hrmanagerdcra@gmail.com](mailto:hrmanagerdcra@gmail.com)

**Deeds Registry**  
 Lot 1 Avenue of the Republic & Charlotte Street  
 Stabroek, Georgetown  
 Registrar: 226-3083  
 Deputy Registrar: 226-8641  
 General Office: 225-1129  
 Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Essequibo Sub-Registry**  
 Supreme Court Building, Suddie, Essequibo Coast  
 Assistant Registrar: 774-4142  
 General Office: 774-4447  
 Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Finance Department**  
 Finance Manager: 225-4372  
 Finance Officer: 225-4347  
 Expenditure: 225-4361  
 Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)



# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



(ii) Please describe briefly the process for becoming a member of your organisation:

7. Names of persons associated with the organisation?

Board Member \_\_\_\_\_

President / Head \_\_\_\_\_

Treasurer \_\_\_\_\_

Trustee(s) \_\_\_\_\_

Other (Describe)

8. How would you describe the size of your organisation in terms of **expected or actual income/budget/expenditure** when compared with similar type NPOs in the NPO Sector?

Large (1.0)	
Medium (0.5)	
Small (0.2)	

**Commercial Registry**  
Registrar: 225-4374  
Deputy Registrar: 225-4296  
General Office: 225-4358/4322  
Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Berbice Sub-Registry**  
Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
Assistant Registrar: 333-3410  
General Office: 333-3420  
Email: [reza@manrja@gmail.com](mailto:reza@manrja@gmail.com)

**Secretariat  
Human Resource Department**  
Lot 1 High & Commerce Streets, Newtown, Georgetown  
Manager: (592) 225-4342  
Email: [hrmanagerdcra@gmail.com](mailto:hrmanagerdcra@gmail.com)

**Deeds Registry**  
Lot 1 Avenue of the Republic & Charlotte Street  
Stabroek, Georgetown  
Registrar: 226-3083  
Deputy Registrar: 226-8641  
General Office: 225-1129  
Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Essequibo Sub-Registry**  
Supreme Court Building, Suddie, Essequibo Coast  
Assistant Registrar: 774-4142  
General Office: 774-4447  
Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Finance Department**  
Finance Manager: 225-4372  
Finance Officer: 225-4347  
Expenditure: 225-4361  
Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)



# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



(i) What method did you use to determine the size selected?

9. Please indicate the number of **local** branches / locations from which your organisation operates?

Branches	Locations
<input type="text"/>	<input type="text"/>

10. Main recipients/beneficiaries of your organisation's activities?

Individuals

Other Organisations

Government

Other (Describe)



---



---



---



---



---

11. Please indicate the number of **foreign** branches/ locations (if any exists) from which your organisation operates? If there is no foreign branch or location, please indicate in box provided below.

**Commercial Registry**  
 Registrar: 225-4374  
 Deputy Registrar: 225-4296  
 General Office: 225-4358/4322  
 Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Berbice Sub-Registry**  
 Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
 Assistant Registrar: 333-3410  
 General Office: 333-3420  
 Email: [reza@manrja@gmail.com](mailto:reza@manrja@gmail.com)

**Secretariat  
 Human Resource Department**  
 Lot 1 High & Commerce Streets, Newtown, Georgetown  
 Manager: (592) 225-4342  
 Email: [hrmanager@dcra@gmail.com](mailto:hrmanager@dcra@gmail.com)

**Deeds Registry**  
 Lot 1 Avenue of the Republic & Charlotte Street  
 Stabroek, Georgetown  
 Registrar: 226-3083  
 Deputy Registrar: 226-8641  
 General Office: 225-1129  
 Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Essequibo Sub-Registry**  
 Supreme Court Building, Suddie, Essequibo Coast  
 Assistant Registrar: 774-4142  
 General Office: 774-4447  
 Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Finance Department**  
 Finance Manager: 225-4372  
 Finance Officer: 225-4347  
 Expenditure: 225-4361  
 Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)



# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



Branches	Locations	None

12. If you have selected 'None' (at 9 above), please indicate if your organisation is connected to, affiliated with, or undertakes collaborative work with any International Organisation?

Yes  No

(i) If yes, what is the name of the international organisation?

(ii) Which country is the international organisation located?

(iii) Please describe briefly the governance and control structure of the **International Organisation** to which your organisation is affiliated/connected/ or does collaborative work?

## INFORMATION ON NPO'S INCOME

13. What are main sources of finance your organisation utilise to carry out its operational activities? Please select from the list below:

**Commercial Registry**  
Registrar: 225-4374  
Deputy Registrar: 225-4296  
General Office: 225-4358/4322  
Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Berbice Sub-Registry**  
Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
Assistant Registrar: 333-3410  
General Office: 333-3420  
Email: [reza.manrja@gmail.com](mailto:reza.manrja@gmail.com)

**Secretariat  
Human Resource Department**  
Lot 1 High & Commerce Streets, Newtown, Georgetown  
Manager: (592) 225-4342  
Email: [hrmanagerdcra@gmail.com](mailto:hrmanagerdcra@gmail.com)

**Deeds Registry**  
Lot 1 Avenue of the Republic & Charlotte Street  
Stabroek, Georgetown  
Registrar: 226-3083  
Deputy Registrar: 226-8641  
General Office: 225-1129  
Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Essequibo Sub-Registry**  
Supreme Court Building, Suddie, Essequibo Coast  
Assistant Registrar: 774-4142  
General Office: 774-4447  
Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Finance Department**  
Finance Manager: 225-4372  
Finance Officer: 225-4347  
Expenditure: 225-4361  
Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)



# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



Sources of Income	Type	% of Total Income
Fund raising (locally)		
Fund raising (internationally)		
Donations from local agencies		
Donations from international agencies		
Government subsidy or grants		
Other – please explain		

(i) If you have selected other, please explain:

(ii) What were the estimated total values of your organisation's income/ budget/ expenditure for the years.....?

	2021	2022	2023
Estimated Total value of income			
Estimated total value of budget			
Estimated total value of expenditure			

14. Does your organisation fund overseas beneficiaries?

Yes  No

(i) If, yes, which were the main jurisdictions that provided funds for the period 2021 to 2023

**Commercial Registry**  
 Registrar: 225-4374  
 Deputy Registrar: 225-4296  
 General Office: 225-4358/4322  
 Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Berbice Sub-Registry**  
 Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
 Assistant Registrar: 333-3410  
 General Office: 333-3420  
 Email: [reza@manrja@gmail.com](mailto:reza@manrja@gmail.com)

**Secretariat  
 Human Resource Department**  
 Lot 1 High & Commerce Streets, Newtown, Georgetown  
 Manager: (592) 225-4342  
 Email: [hrmanagerdcra@gmail.com](mailto:hrmanagerdcra@gmail.com)

**Deeds Registry**  
 Lot 1 Avenue of the Republic & Charlotte Street  
 Stabroek, Georgetown  
 Registrar: 226-3083  
 Deputy Registrar: 226-8641  
 General Office: 225-1129  
 Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Essequibo Sub-Registry**  
 Supreme Court Building, Suddie, Essequibo Coast  
 Assistant Registrar: 774-4142  
 General Office: 774-4447  
 Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Finance Department**  
 Finance Manager: 225-4372  
 Finance Officer: 225-4347  
 Expenditure: 225-4361  
 Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)



# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



<u>Jurisdictions</u>	Year 2021	Year 2022	Year 2023
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## INFORMATION ON DISBURSEMENTS

(15) Did any of your organisation's activities include financial disbursements for humanitarian disaster/emergency causes?

Yes  No

(i) If yes, which were the main jurisdictions that benefitted from those disbursements during the period 2021 to 2023?

<u>Jurisdictions</u>	2021	2022	2023
1			
2			
3			
4			

**Commercial Registry**  
Registrar: 225-4374  
Deputy Registrar: 225-4296  
General Office: 225-4358/4322  
Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Berbice Sub-Registry**  
Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
Assistant Registrar: 333-3410  
General Office: 333-3420  
Email: [reza@manrja@gmail.com](mailto:reza@manrja@gmail.com)

**Secretariat  
Human Resource Department**  
Lot 1 High & Commerce Streets, Newtown, Georgetown  
Manager: (592) 225-4342  
Email: [hrmanagerdcra@gmail.com](mailto:hrmanagerdcra@gmail.com)

**Deeds Registry**  
Lot 1 Avenue of the Republic & Charlotte Street  
Stabroek, Georgetown  
Registrar: 226-3083  
Deputy Registrar: 226-8641  
General Office: 225-1129  
Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Essequibo Sub-Registry**  
Supreme Court Building, Suddie, Essequibo Coast  
Assistant Registrar: 774-4142  
General Office: 774-4447  
Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Finance Department**  
Finance Manager: 225-4372  
Finance Officer: 225-4347  
Expenditure: 225-4361  
Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)





# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



5			
6			

(ii) please state the percentage for Regional and international disbursements:

Regional (Caribbean) .....%

International (Outside Caribbean) .....%

## INFORMATION ON FINANCIAL ACCOUNTING SYSTEMS

16. Does your organisation have documented accounting policies / procedures which include the requirement for internal or external audits to be carried out? Please provide your response below:

Accounting Systems	Yes	No
Documented Accounting Policies / Procedures		
Internal Auditing		
External Auditing		

(i) If yes, please describe briefly in space provided below, your organisation's internal and external independent accounting and auditing systems.

(a) Internal accounting and auditing systems

(b) External Accounting and Auditing systems

17. Does your organisation have a system or mechanism for verifying the funds emanating from fund-raising activities or cash collected?

**Commercial Registry**  
 Registrar: 225-4374  
 Deputy Registrar: 225-4296  
 General Office: 225-4358/4322  
 Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Berbice Sub-Registry**  
 Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
 Assistant Registrar: 333-3410  
 General Office: 333-3420  
 Email: [rezaamanrja@gmail.com](mailto:rezaamanrja@gmail.com)

**Secretariat  
 Human Resource Department**  
 Lot 1 High & Commerce Streets, Newtown, Georgetown  
 Manager: (592) 225-4342  
 Email: [hrmanagerdcra@gmail.com](mailto:hrmanagerdcra@gmail.com)

**Deeds Registry**  
 Lot 1 Avenue of the Republic & Charlotte Street  
 Stabroek, Georgetown  
 Registrar: 226-3083  
 Deputy Registrar: 226-8641  
 General Office: 225-1129  
 Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Essequibo Sub-Registry**  
 Supreme Court Building, Suddie, Essequibo Coast  
 Assistant Registrar: 774-4142  
 General Office: 774-4447  
 Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Finance Department**  
 Finance Manager: 225-4372  
 Finance Officer: 225-4347  
 Expenditure: 225-4361  
 Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)





# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



Yes  No

(i) If yes, please briefly describe the system or mechanism:

(ii) Does your organisation utilise or intend to utilise the regulated financial system to transact financial transactions?

Financial Systems	Yes	NO	Reasons
Money Transfer Agency			
Cambio			
Commercial Bank			
Other			

18. What are the main methods utilise by your organisation to receive or transfer cash for your organisation's operational activities?

Methods	High (1.0)	Medium (0.5)	Low (0.1)	Do not exist (0.0)
Movement of physical cash				
Use of the formal financial system				
Use of virtual currency				

**Commercial Registry**  
 Registrar: 225-4374  
 Deputy Registrar: 225-4296  
 General Office: 225-4358/4322  
 Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Berbice Sub-Registry**  
 Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
 Assistant Registrar: 333-3410  
 General Office: 333-3420  
 Email: [reza@manrja@gmail.com](mailto:reza@manrja@gmail.com)

**Secretariat  
 Human Resource Department**  
 Lot 1 High & Commerce Streets, Newtown, Georgetown  
 Manager: (592) 225-4342  
 Email: [hrmanagerdcra@gmail.com](mailto:hrmanagerdcra@gmail.com)

**Deeds Registry**  
 Lot 1 Avenue of the Republic & Charlotte Street  
 Stabroek, Georgetown  
 Registrar: 226-3083  
 Deputy Registrar: 226-8541  
 General Office: 225-1129  
 Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Essequibo Sub-Registry**  
 Supreme Court Building, Suddie, Essequibo Coast  
 Assistant Registrar: 774-4142  
 General Office: 774-4447  
 Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Finance Department**  
 Finance Manager: 225-4372  
 Finance Officer: 225-4347  
 Expenditure: 225-4361  
 Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)



# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



Use of informal money services				
Other				

(i) If your selected other, please explain:

19. State the amount of funding received by your organisation per year for the last three years. (If you do not know the exact amount give an approximate figure):

2021 \_\_\_\_\_  
 2022 \_\_\_\_\_  
 2023 \_\_\_\_\_

20. State the organisation's total annual income per year for the last three years. (If you do not know the exact amount give an approximate figure):

2021 \_\_\_\_\_  
 2022 \_\_\_\_\_  
 2023 \_\_\_\_\_

21. Summary of funding transactions completed by your organisation within the last year:

	CASH TRANSACTIONS	CHEQUE TRANSACTIONS	BANK TRANSFERS	OTHER(S) (PLEASE SPECIFY)
<b>Less than \$500,000K</b>				
<b>\$500,001 – 1000,000k</b>				
<b>\$100,0001 - \$2000,000k</b>				

**Commercial Registry**  
 Registrar: 225-4374  
 Deputy Registrar: 225-4296  
 General Office: 225-4358/4322  
 Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Berbice Sub-Registry**  
 Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
 Assistant Registrar: 333-3410  
 General Office: 333-3420  
 Email: [reza@manrja@gmail.com](mailto:reza@manrja@gmail.com)

**Secretariat  
 Human Resource Department**  
 Lot 1 High & Commerce Streets, Newtown, Georgetown  
 Manager: (592) 225-4342  
 Email: [hrmanager@dcra@gmail.com](mailto:hrmanager@dcra@gmail.com)

**Deeds Registry**  
 Lot 1 Avenue of the Republic & Charlotte Street  
 Stabroek, Georgetown  
 Registrar: 226-3083  
 Deputy Registrar: 226-8641  
 General Office: 225-1129  
 Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Essequibo Sub-Registry**  
 Supreme Court Building, Suddie, Essequibo Coast  
 Assistant Registrar: 774-4142  
 General Office: 774-4447  
 Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Finance Department**  
 Finance Manager: 225-4372  
 Finance Officer: 225-4347  
 Expenditure: 225-4361  
 Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)



# DEEDS & COMMERCIAL REGISTRIES AUTHORITY

www.dkra.gov.gy



\$2000,0001 - \$4000,000k				
Over \$4000,000k				

22. Have you implemented any measures to protect your organisation from being abused by terrorist entities?

Yes  No

(i) If yes, please outline these measures.

Please complete and return this questionnaire no later than Monday July 31, 2023

## Thank you!

**Commercial Registry**  
Registrar: 225-4374  
Deputy Registrar: 225-4296  
General Office: 225-4358/4322  
Email: [commercialregistry@dcra.gov.gy](mailto:commercialregistry@dcra.gov.gy)

**Deeds Registry**  
Lot 1 Avenue of the Republic & Charlotte Street  
Stabroek, Georgetown  
Registrar: 226-3083  
Deputy Registrar: 226-8641  
General Office: 225-1129  
Email: [deedsregistry@yahoo.com](mailto:deedsregistry@yahoo.com)

**Berbice Sub-Registry**  
Lot 1 Esplanade Road Road, New Amsterdam, Berbice  
Assistant Registrar: 333-3410  
General Office: 333-3420  
Email: [reza.manrja@gmail.com](mailto:reza.manrja@gmail.com)

**Essequibo Sub-Registry**  
Supreme Court Building, Suddie, Essequibo Coast  
Assistant Registrar: 774-4142  
General Office: 774-4447  
Email: [andrewmuridall@yahoo.com](mailto:andrewmuridall@yahoo.com)

**Secretariat  
Human Resource Department**  
Lot 1 High & Commerce Streets, Newtown, Georgetown  
Manager: (592) 225-4342  
Email: [hrmanagerdcra@gmail.com](mailto:hrmanagerdcra@gmail.com)

**Finance Department**  
Finance Manager: 225-4372  
Finance Officer: 225-4347  
Expenditure: 225-4361  
Email: [aalatchman@yahoo.com](mailto:aalatchman@yahoo.com)