

## **Guidelines for the Licensing and Registration of Non-Governmental Organizations (NGOs)**

NGOs that wish to undertake humanitarian activities in sanctioned countries may apply for registration or licensing with OFAC. The links below provide guidelines for registration and licensing for specific sanctions programs.

### **Guidelines for the Registration of NGOs for Sudan** **Sudanese Sanctions Regulations 31C.F.R., Part 538**

- Purpose of Registration. Registration numbers may be issued on a case-by-case basis to non-governmental organizations involved in humanitarian or religious activities in Sudan.
- Application Information to be Supplied. Applications for registration numbers should be submitted to the Compliance Programs Division, Office of Foreign Assets Control, U.S. Department of the Treasury, 1500 Pennsylvania Avenue, NW, Annex, Washington, DC 20220, or by facsimile to (202) 622-2426, and must include:

[Names of individuals and organizations should be provided in English, in the language of origin (or transliterated when not possible), and should include any acronym or other names used to identify the individuals or organizations]

- (a) Organization name;
- (b) Address and phone number of the organization's headquarters location;
- (c) Full name, nationality, citizenship, current country of residence, place and date of birth of birth for key staff at the organization's headquarters, such as the chairman and board members, president, director, etc.;
- (d) Identification of field offices or partner offices elsewhere, including addresses, phone numbers, and organizational names used, as well as the identification of the senior officer(s) at these locations, including their name, nationality, citizenship, position, and date of birth;
- (e) Identification of subcontracting organizations, if any, to the extent known or contemplated at the time of the application;
- (f) Existing sources of income, such as official grants, private endowments, commercial activities, etc.;
- (g) Financial institutions that hold deposits on behalf of or extend lines of credit to the organization;
- (h) Independent accounting firms, if employed in the production of the organization's financial statements;
- (i) Most recent official registry documents, annual reports, and annual filings with the local government, as applicable;
- (j) Names and addresses of organizations to which the applicant currently provides or proposes to provide funding, services or material support, to the extent known at the time of the application, as applicable;
- (k) A detailed description of the organization's humanitarian or religious activities and projects in Sudan.

Providing TWO (2) copies of your completed application will expedite its processing.

- Use of Registration Number. Registered NGOs conducting transactions authorized pursuant to their registrations to support their humanitarian or religious activities in Sudan should reference the registration number on all payments and funds transfers, and on all related documentation.
- Additional Information on the Registration Number Programs. For further information on the NGO Registration Number process under the U.S. sanctions program against Sudan, please

contact Alice Rojas of the Compliance Programs Division by telephone at (202) 622-2490, or at the above listed address and/or facsimile number.

**Guidelines for the Licensing of NGOs for Burma**  
**Burmese Sanctions Regulations 31 C.F.R., Part 537**

- Purpose of License. Specific Licenses may be issued on a case-by-case basis to non-governmental organizations involved in humanitarian or religious activities in Burma.
- Application Information to be Supplied. Applications for licenses should be submitted to the Licensing Division, Office of Foreign Assets Control, U.S. Department of the Treasury, 1500 Pennsylvania Avenue, NW, Annex, Washington, DC 20220, or by facsimile to (202) 622-1657, and must include:

[Names of individuals and organizations should be provided in English, in the language of origin (or transliterated when not possible), and should include any acronym or other names used to identify the individuals or organizations]

- (a) Organization name;
- (b) Address and phone number of the organizations headquarters location;
- (c) Full name, nationality, citizenship, current country of residence for key staff at the organization's headquarters, such as the chairman and board members, president, director, etc.;
- (d) Identification of field offices or partner offices elsewhere, including addresses, phone numbers, and organizational names used, as well as the identification of the senior officer(s) at these locations, including their name, nationality, citizenship, position;
- (e) Identification of subcontracting organizations, if any, to the extent known or contemplated at the time of the application;
- (f) Existing sources of income, such as official grants, private endowments, commercial activities, etc.;
- (g) Financial institutions that hold deposits on behalf of or extend lines of credit to the organization;
- (h) Independent accounting firms, if employed in the production of the organizations financial statements;
- (i) Most recent official registry documents, annual reports, and annual filings with the local government, as applicable;
- (j) Names and addresses of organizations to which the applicant currently provides or proposes to provide funding, services or material support, to the extent known at the time of the application, as applicable;
- (l) A detailed description of the organizations humanitarian or religious activities and projects in Burma.

Providing TWO (2) copies of your completed application will expedite its processing.

- Use of Licenses. NGOs conducting transactions authorized pursuant to their licenses to support their humanitarian or religious activities in Burma should reference the license number on all payments and funds transfers, and on all related documentation.
- Additional Information on the Licensing Programs. For further information on the NGO Licensing process under the U.S. sanctions program against Burma, please contact Kerry McCormack or Jennifer Moore of the Licensing Division by telephone at (202) 622-2480, or at the above listed address and/or facsimile number.

**Guidelines for the Licensing of Humanitarian Projects for Cuba**  
**Cuban Assets Control Regulations 31 C.F.R., Part 515 (§§ 515.560(a)(9) & 515.575)**

- **Purpose of License.** Specific Licenses may be issued on a case-by-case basis authorizing the travel-related transactions set forth in § 515.560(c) and such additional transactions as are directly incident to certain humanitarian projects in or related to Cuba not otherwise covered by this part that are designed to directly benefit the Cuban people. Such projects may include, but are not limited to: medical and health-related projects; construction projects intended to benefit legitimately independent civil society groups; environmental projects; projects involving formal or non-formal educational training, within Cuba or off-island, on topics including civil education, journalism, advocacy and organizing, adult literacy, and vocational skills; community-based grassroots projects; projects suitable to the development of small scale private enterprise; projects that are related to agricultural and rural development that promote independent activity; and projects to meet basic human needs. Specific licenses may be issued authorizing transactions for multiple visits for the same project over an extended period of time by applicants demonstrating a significant record of overseas humanitarian projects.
  
- **Application Information to be Supplied.** Applications for licenses should be submitted to the Licensing Division, Office of Foreign Assets Control, U.S. Department of the Treasury, 1500 Pennsylvania Avenue, NW, Annex, Washington, DC 20220, or by facsimile to (202) 622-1657, and must include the following information:
  - (a) **Identify yourself.** Furnish your name, address, and daytime phone number. Describe any prior, relevant experiences you have had with regard to projects similar to those proposed in the application;
  - (b) **Identify your organization.** If you are applying on behalf of an organization, tell us about the organization: what type of organization is it (e.g., a non-governmental organization that does charity work, etc.) and what are its goals/objectives. If available, provide a copy of its mission statement, brochure, or other literature describing typical activities it undertakes. Describe any prior, relevant experiences the organization has had with regard to projects similar to those proposed in the application;
  - (c) **Identify the category of travel.** State that your request is for a specific license pursuant to § 515.575 of the Regulations to engage in a humanitarian (including environmental) project based in Cuba;
  - (d) **Describe the project.** State the nature of the humanitarian (including environmental) project: for example, a medical, health-related, or water conservation project. Provide a concrete, detailed proposal of the project and how it will be carried out and monitored. Describe any financial transactions and any materials and supplies required to complete the project and sources thereof. State whether funds other than travel-related expenses would need to be spent in Cuba to carry out the project and provide a budget for the expenditures. State in what manner the project will directly benefit the Cuban people. State the projected time frame for completion of the project;
  - (e) **Describe the numbers of persons involved.** State the number of persons who would need to engage in travel-related transactions to carry out the project and the qualifications and role of each person in the project. If specific travelers have not been identified at the time of application, they may be identified generically if the qualifications are self-evident, e.g., an application for a medical project might state that 3 doctors and 2 nurses will participate;
  - (f) **Certification of full-time schedule.** Certify that the proposed activities will constitute a full-time schedule for all the participants that could not be completed in a shorter period of time;
  - (g) **Identify point of contact in Cuba.** Identify any Cuban individuals and/or non-governmental organization(s) that will participate in carrying out the project. Give the name and address of the Cuban non-governmental organization(s) and individual points of contact associated with such organizations;
  - (h) **Government of Cuba.** Identify any Cuban governmental entity or government-affiliated entity you must contact for permits or other approvals to do the project and state the nature of the contacts and any involvement of the Cuban entity in the project;

- (i) Extensions & Renewals: If you are applying for an extension or renewal of a license granted subsequent to the issuance of these Application Guidelines on OFAC's website on April 29, 2003, be sure to reference the license number in your application. Provide an explanation why an extension or renewal is necessary. You must also include a report setting forth a record of all activities undertaken pursuant to the original license and append a complete copy of the license to the submission. If you are seeking a renewal or extension of a license granted prior to April 29, 2003, you must apply for a new license in accordance with these Application Guidelines;
  - (j) Sign your letter. Your signature is your certification that the statements in your application are true and accurate.
- Additional Information on the Licensing Programs. For further information on the Licensing process for Humanitarian Projects in Cuba, please contact the Licensing Division by telephone at (202) 622-2480, or at the above listed address and/or facsimile number.

**Guidelines for the Licensing for the Support of the Cuban People**  
**Cuban Assets Control Regulations 31 C.F.R., Part 515 (§§ 515.560(a)(8) & 515.574)**

- Purpose of License. Specific license consideration of activities intended to provide support for the Cuban people including, but not limited to: 1) activities of recognized human rights organizations; 2) activities of independent organizations designed to promote a rapid, peaceful transition to democracy; and 3) activities of individuals and nongovernmental organizations that promote independent activity intended to strengthen civil society in Cuba.
- Application Information to be Supplied. Applications for licenses should be submitted to the Licensing Division, Office of Foreign Assets Control, U.S. Department of the Treasury, 1500 Pennsylvania Avenue, NW, Annex, Washington, DC 20220, or by facsimile to (202) 622-1657, and must include the following information:
  - (a) Identify yourself. Furnish your name, address, and daytime phone number. Describe prior, relevant experiences you have had with regard to activities similar to those proposed in the application;
  - (b) Identify your organization. If you are applying on behalf of an organization, tell us about the organization: what type of organization is it (e.g., a human rights organization that monitors the status of political dissidents) and what are its goals/objectives. If available, provide a copy of its mission statement, brochure, or other literature describing typical activities it undertakes. Describe prior, relevant experiences the organization has had with regard to activities similar to those proposed in the application;
  - (c) Identify the category of travel. The application should state that a specific license is being requested pursuant to § 515.574 of the Regulations to engage in activities intended to provide support for the Cuban people;
  - (d) Describe the project. Provide a detailed description of the activities to be undertaken and how they will be carried out and monitored. State in what manner the activities support human rights, will promote a rapid, peaceful transition to democracy or independent activity intended to strengthen civil society, or otherwise will provide support for the Cuban people. Identify the recipient(s) of any proposed funds transfers to Cuba and any other financial transactions involved as well as any materials and supplies required to complete the project and sources thereof;
  - (e) Describe the numbers of persons involved. State the number of persons who would need to engage in travel-related transactions to carry out the activities and the role of each person involved;
  - (f) Certification of full-time schedule. Certify that the proposed activities will constitute a full-time schedule that could not be completed in a shorter period of time. State the projected time frame for completion of the activities;
  - (g) Budget. Describe what funds other than travel-related expenses would need to be spent in Cuba to carry out the activities and provide a budget for the expenditures. Describe how spending

- arrangements will be monitored and evaluated. Demonstrate that no significant accumulation of funds or financial benefit will accrue to the government of Cuba as a result of these activities;
- (h) Extensions & renewals. If you are applying for an extension or renewal of a license granted subsequent to the issuance of these Application Guidelines on OFAC's website on April 29, 2003, be sure to reference the license number in your application. Provide an explanation why an extension or renewal is necessary. You must also include a report describing activities undertaken pursuant to the original license and append a complete copy of the license to the submission. If you are seeking a renewal or extension of a license granted prior to April 29, 2003, you must apply for a new license in accordance with these Application Guidelines.
  - (i) Sign your letter. Your signature is your certification that the statements in your application are true and accurate.
- Additional Information on the Licensing Programs. For further information on the Licensing process for projects in support of the Cuban people, please contact the Licensing Division by telephone at (202) 622-2480, or at the above listed address and/or facsimile number.

**Guidelines for the Licensing of NGOs for Iran**  
**Iranian Transactions Regulations 31 C.F.R., Part 560**

- Purpose of License. Specific Licenses may be issued on a case-by-case basis to non-governmental organizations involved in humanitarian activities in Iran.
- Application Information to be Supplied. Applications for licenses should be submitted to the Licensing Division, Office of Foreign Assets Control, U.S. Department of the Treasury, 1500 Pennsylvania Avenue, NW, Annex, Washington, DC 20220, or by facsimile to (202) 622-1657, and must include:

[Names of individuals and organizations should be provided in English, in the language of origin (or transliterated when not possible), and should include any acronym or other names used to identify the individuals or organizations]

- (a) Organization name;
- (b) Address and phone number of the organizations headquarters location;
- (c) Full name, nationality, citizenship, current country of residence for key staff at the organization's headquarters, such as the chairman and board members, president, director, etc.;
- (d) Identification of field offices or partner offices elsewhere, including addresses, phone numbers, and organizational names used, as well as the identification of the senior officer(s) at these locations, including their name, nationality, citizenship, position;
- (e) Identification of subcontracting organizations, if any, to the extent known or contemplated at the time of the application;
- (f) Existing sources of income, such as official grants, private endowments, commercial activities, etc.;
- (g) Financial institutions that hold deposits on behalf of or extend lines of credit to the organization;
- (h) Independent accounting firms, if employed in the production of the organizations financial statements;
- (i) Most recent official registry documents, annual reports, and annual filings with the local government, as applicable;
- (j) Names and addresses of organizations to which the applicant currently provides or proposes to provide funding, services or material support, to the extent known at the time of the application, as applicable;
- (m) A detailed description of the organizations humanitarian activities and projects in Iran.

Providing TWO (2) copies of your completed application will expedite its processing.

- Use of Licenses. NGOs conducting transactions authorized pursuant to their licenses to support their humanitarian activities in Iran should reference the license number on all payments and funds transfers, and on all related documentation.
- Additional Information on the Licensing Programs. For further information on the NGO Licensing process under the U.S. sanctions program against Iran please contact the Licensing Division by telephone at (202) 622-2480, or at the above listed address and/or facsimile number.