**(SPECIMEN LETTER TO REGISTRAR OF ASSOCIATIONS)**

**NAME OF ASSOCIATION:**

**ADDRESS:**

**LETTER OF APPLICATION**

Date:

The Registrar of Associations

Crescent House

Corner Deschartres and Foucault Streets

**Port Louis**

Dear Sir

I am directed by the Managing Committee of the (name of association)……………………………………

………………………………………… to apply for its registration under section 5 of the Registration of

Associations Act.

This application is accompanied by:

* 2 copies of rules;

- a **list of members,** showing their names, occupations and address; Doc A

* a **list of Officers** [committee members and auditor(s)], showing their titles,

names, address and phone numbers, where available; Doc B

* a certified copy of the **minutes of proceedings** of the meeting at which the

|  |  |  |
| --- | --- | --- |
|  | rules were approved and the officers, including auditors, were appointed; | Doc C |
| - | a **notice of address of the office** of the association; and | Doc D |
|  |  |  |  |  |

* The prescribed fee

Yours sincerely

**Secretary (signature and name)**