



Provincial Disaster Management Authority

Organization Enlistment Form (OEF)

1**Basic Details of Organization**

Abbreviation / Acronym (<i>if applicable</i>)	
Full Name of Organization	

Pakistani NGO	International NGO	Corporate Firm	Pakistani Charity Organization
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Type of Organization: (*tick as appropriate*)

Pakistani NGO	International NGO	Corporate Firm	Pakistani Charity Organization
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Nature of Organization Work / Services: (*tick as appropriate*)

Socio-Economic Development & Empowerment	Humanitarian Work	Service Delivery / Project Implementation	Research and Advocacy	Capacity Building / Institutional Development
Rescue Operations	Human Rights	Academic Institution	Network / Consortium / Alliance	CSR

2 (A)**Legal Status (*for Pakistani Organizations Only*)****Details of Organization Registration**

#	Registration Authority / Law	Date of Reg.	Reg. Number
1	The Societies Registration Act, 1860		
2	The Trust Act, 1882		
3	The Voluntary Social Welfare Agencies Ordinance, 1961		
4	The Companies Ordinance, 1984 (<i>Non-Profit Company, Section 42</i>)		
	Other – Specify		

2 (B)**Legal Status (*for International Organizations Only*)****i - Registration Details in Pakistan**

1	Registration Authority / Law	
2	Date of Registration	
3	Registration Number	

ii - Registration Details at Head Quarters

1	Country of Origin / Head Quarters	
2	Registration Authority / Law	
3	Date of Registration	
4	Registration Number	

03**Organization Human Resources****i - Details of foreign nationals working in the NGO/INGOs:**

S.No	Name	Nationality	Copy of Passport	Address in the Home Country	Telephone number in Home Country	Address in Pakistan
1						
2						

ii - Details of Locals working in NGO/INGOs:

S.No	Name	Father Name	CNIC Number	Complete Address (Permanent)	Complete Address (Temporary)	Telephone Number
1						
2						

iii - Details of Volunteers:

#	District	Male	Female	Total
	Total Volunteers			

04**Goal / Vision / Mission****i - Goal / Vision Statement (if applicable)**

i – Mission Statement (if applicable)

iii - Objectives (if applicable)

05**Thematic Focus & Projects****i - Details of Organization Thematic Areas Tick appropriate**

Food	
Health	
Nutrition	
Education	
Logistics	
Protection	
Agriculture	
Early Recovery	
Emergency Shelter	
Water, Sanitation and Hygiene	
Camp Coordination	
Any other (please specify)	

- Details of Current / Ongoing Projects:

#	Project Title	Sector / Focus	District(s)	UCs	# of Villages	Partner (s) *	Project Budget (PKR)	Closing Date	Funding Agency

* Pakistani Org. should mention donor name here / Int Org. should mention implementing partner name here

06

Disasters / Emergencies

i - Emergencies / Disasters Responded: (during last 10 years only)

#	Year	Type of Emergency / Disaster	Province	District (s) of Intervention
1				
2				
3				
4				

ii - Priority Districts of Sindh Province for Disaster Response: (if any in future)

iii- Available Stocks / Resources

#	Type of Resources / Stocks / Equipment / Materials Available or Can Instantly Be Mobilized By Organization	Qty	Location	Remarks

07

Memberships / Affiliations

i - Details of Memberships & Affiliations with Networks / Forums:

#	Name of Network or Forum	Membership / Joining Date
	National Humanitarian Network (NHN)	
	Pakistan Humanitarian Network (PHF)	
	<i>Others – specify</i>	
	<i>Others – specify</i>	

08

Addresses / Contacts & Contact Persons

i – Contacts (Main Office / Head Office)

Type of Office	
Mailing Address	
City	
Phone (landline)	
Phone (Cell Number)	
Fax	
Email	
Website	
Facebook	

ii - Contacts (Sindh Province Main Office)

Type of Office	
Mailing Address	
City	
Phone (landline)	
Phone (Cell Number)	
Fax	
Email	

iii - Contact Persons for PDMA (at least 2):

#	Name of Staff	Title / Designation	Cell Number	E-mail
1				
2				

v - Contacts for Email & SMS Emergency Alert from PDMA

Cell-I	Cell-II	Email-I	Email-II