



Citizens Engagement Platform Seychelles (CEPS)

CEPS ONLINE APPLICATION FORM HELP GUIDE FOR APPLICANTS



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○ WHAT IS THE CEPS ONLINE APPLICATION FORM?

The CEPS ONLINE APPLICATION FORM is an on-line database in which Civil Society Organisations registered in Seychelles can apply to become a member of Citizens Engagement Platform Seychelles (CEPS), the civil society platform of Seychelles. The online form allows organisations to register themselves and update their data regularly. CEPS Online Application form has been designed to permit CSO's to store their information/data online, in digital format. This data concerns the organisation itself, and is used by the Citizens Engagement Platform Seychelles for evaluating the operational and financial capacity criteria of members as well as for checking the eligibility of the organisations that is applying for CEPS membership.

CEPS ONLINE APPLICATION FORM was launched in February 2015 by the Communication & Membership Department (C&MD) of CEPS.

It aims to:

- Allow potential members to apply for CEPS membership online.
- Allow accredited members to renew their membership online, making it no longer necessary for members to re submit all their information/data upon renewal of CEPS membership.
- Applicants renewing their membership will only need to indicate their intention of renewing membership.
- Allow potential applicants to provide all the data requested by CEPS and have it stored in one place.
- Allow CEPS to have a better knowledge of its members.
- Give ownership to members, allowing them to update their information online.
- Permit CSOs to store their information online, in electronic form
- Allow CSOs to updated information to feed into the NGO Directory on the CEPS web page, where each member can have their own page. This guarantees that CSOs gets more visibility on an online web page. (Approval to be granted by the CSO upon application.)
- Having your information updated online allows users to know work and programmes being implemented by the CSO.
- Having the information updated online allows CSO to get visibility online and this will attract potential donors and partners.



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○ WHO CAN REGISTER THROUGH THE CEPS ONLINE APPLICATION FORM?

Citizens Engagement Platform Seychelles welcomes applications from relevant CSOs wanting to be a member. Applicants must fit within the accepted National Platform form CSOs definition of a CSO and not conflict with the constitution of the National Platform.

Registration in the database is open, in principle, to all organisations which are classified as: Non-Governmental Organizations (NGOs), labour unions, sports associations, charitable organizations, faith-based organizations, professional associations, and foundations

Registration in CEPS ONLINE APPLICATION FORM is not open to individuals.

CEPS believe that CSOs should have certain core essentials based on the above definition.

Below are found the core essentials.

1. Name of the Civil Society Organisation
2. Place of Business
Has to have a registered place of business in Seychelles.
3. Status
Has to be incorporated under the Association Act.
Provide certificate of association.
All CSOs must have a Constitution or Articles of Association and this has to be provided.
4. Mission Statement
Has to have mission statement(s) which captures the essence of why the organisation exists; which encapsulates its main purpose.
5. Objectives
Has to have objectives that incorporate service to society and non-profit work and benefits.
6. Governing Structures
A) Board of Directors (or Board of Trustees, or Council)
CSO must have a Board elected by the membership at the annual or general meetings/assembly. (Names and addresses plus year they were elected have to be provided.)



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○ WHY REGISTER MY ORGANISATION THROUGH THE CEPS ONLINE APPLICATION FORM?

Is registration obligatory?

Registration in CEPS ONLINE APPLICATION FORM is necessary for organisations in order to:

- (a) Apply for CEPS Membership / Renew CEPS Membership.
- (b) Upload all information concerning their organisation, to be taken into consideration by the CEPS Credentials Committee for the purpose of accreditation.

Registration in CEPS ONLINE APPLICATION FORM is not obligatory for all applicants. Applicants can print off the form and fill it in physically and then submit the form to the CEPS Communication & Membership Department. A hard copy is available at the front office of CEPS.

The C&MD staff will be happy to help in any way.

○ WHEN TO REGISTER? WHEN TO UPDATE AN ACCOUNT?

Organisations interested in becoming a member of CEPS are encouraged to approach the CEPS ONLINE APPLICATION registration not as a requirement to be met but rather as a one-off exercise in view of future renewals.

In order to be considered for Membership Accreditation with CEPS, the CSO must:

Be registered under the Registration Laws of Seychelles.

To qualify for Full Membership, a CSO can apply for CEPS membership one year after registration with the office of the registrar.

CSOs may apply for associate and Corporate membership with CEPS, six months after registration with the Registration Division Department of Seychelles and must have a minimum of 10 members. Associate Membership is for CSOs that does not meet one or more conditions of a full member because of its nature.

Once registered and accredit members should update their CEPS ONLINE PAGE regularly, as the information will feed into their CSO profile in the NGO Directory Section of the CEPS website.



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○ HOW TO REGISTER AN ORGANISATION IN CEPS ONLINE APPLICATION FORM?

STEP 1. Getting started: Information required and documents to be submitted

CEPS ONLINE APPLICATION FORM is accessible in English

To register in CEPS ONLINE APPLICATION FORM you will need:

- a sufficiently stable internet connection – for all functionalities to work at their maximum
- an email address of your organisation
- a personal email address
- a username (login) and password for identification.

You will be asked to fill in information regarding:

- names of executive members, date appointed and contact details.
- the type of your organisation
- the target groups of your organisation
- the sectors of intervention your organisation is active in
- the source of income of your organisation

Once all the above documents and information are available, the registration in CEPS ONLINE APPLICATION FORM will take approximately 15 minutes to be completed.

- To become a member of CEPS please go to our website www.ceps.sc or www.civilsociety.sc
- To complete the first step of registration, please go to the tab REGISTER TODAY for you to access the form.
- **Fill in the form ensuring that you complete all the sections marked by a red asterix.**
- After filling in the form, create a username and password.
- Check that all the information is correct and submitting the form, fill in the security option.

An officer at the CEPS secretariat will check the entry to ensure that all is in order and that the entry is genuine.

If all is in order you will receive a confirmation email confirming your username and password. It is ideal therefore that upon submission of the form, the applicant calls the office (8 – 5pm during the week only) so that the application can be verified swiftly. It is possible that the applicant gets confirmation on the same day, within less than 30 minutes, if all information is confirmed to be credible.



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During stage two of the application process, the CSO will be required to upload:
Organisation's Constitution
List of Members (Full Name and contact details)
Calendar of activities for the year
Minutes Meeting of last AGM.

CEPS C&MD staff can assist with scanning of the documents.

STEP 2. Uploading of Documents.

On the CEPS website, www.civilsociety.sc, go to the MEMBERS LOGIN tab.

- Log in using your username and password.
- On the page go to the MEMBERSHIP REGISTRATION SUPPORTING DOCUMENTS' option.
- Upload your association's Constitution, List of Members (Full Name and contact details), Calendar of activities for the year and Minutes Meeting of your last AGM.
- Once the documents have been uploaded and, click on the option START UPLOAD and this will save all documents to the system.
- Following the upload is uploaded; the CEPS officer will receive notification and will go over the document.
- Once all these documents have been uploaded and verified the contact person will receive notification to bring to the C&MD physical copies of:
 1. A Formal written application of membership
 2. A letter of good standing from the office of the Seychelles registrar.
- The original certificate from registrar will not be required from our current members, as this is already on file. The letter of good standing will validate your status - submission will only apply to new members)
- Upon receipt of these two documents, members can make the R300 payment for full membership and R250 for Associate membership and be able to receive their certificate.

Step 3. Secretariat & Credentials Committee procedures.

Once the documents are handed over to Communication & Membership Manager or Communication and Membership Assistant the documents is scrutinised if all is found to be in order a payment of Sr300 should be made by the CSO and a receipt is issued.

The C&MD makes a copy of the receipt to put on file.



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If this is a new application for membership, the document is presented to the accreditation committee in its next meeting. The Committee classifies the CSO under the appropriate commission, based on its primary thematic area.

If the accreditation committee declines the application, the communication and membership department communicates with the CSO to inform them that they have been unsuccessful and advise on the changes that they are required to make to meet with CEPS membership recruitment criteria.

If accepted the newly accredited CSO is assigned with a “CEPS membership number”. A certificate is then issued sign by the Chief Executive officer and Communication & Membership Manager. A confirmation letter of accreditation is issued to the CSO and a copy to put on file.

The accreditation is lodged in the “Membership register book” and in an electronic format in the document “Paid membership register”.

The CSO contact details are added to the “information on NGO”, the “CEPS Accredited CSOs Contact (Master Copy)” the CEPS contact list.

○ Consequences

If any membership fees are overdue for:

- a. 12 months, the member shall be suspended.
- b. more than 2 years, the member shall be deregistered

○ Documents for reference:

CEPS Constitution

CEPS Criteria For Membership

CEPS Code of Ethics & Conduct for Members

