



HOW TO COMPLETE THE NARRATIVE REPORT

- **On the 1st page the following must be completed:**
 - On 1.1 organisation's NPO number.
 - On 1.2 Name of the organisation.
 - On 1.3 reporting period must be written in full eg: 1 April 2020 to 31 March 2021 to ensure the correct reporting cycle is reflecting based on the financial year end of the organisation; and
 - Following 1.3 all organisational details to be completed. Ensure only details of board members, not contact persons or consultants.
- **On page 2, please complete the organisation's board members/ office bearers' details.**
 - If board members were changed during the reporting period, the following must be submitted:
 - **Resolution to change** board members
 - ID copies of the newly elected members.
 - Minutes signed by the chairperson; and
 - Attendance register.
- **On Page 3, please complete the organisation's activities executed during the reporting period which you are reporting on.**
- **Last page, please tick YES or NO if organisation has had any meetings and how many.**