Brønnøysundregistrene

Registration in the Register of Non-Profit Organizations

The Register of Non-Profit Organizations aims to improve and simplify the cooperation between non-profit organisations and the authorities. Associations, foundations and limited liability companies that are engaged in non-profit activities can register in the Register of Non-Profit Organizations. Organisations are not obliged to register in the Register of Non-Profit Organizations, but all organisations that meet the criteria are entitled to register.

Requirements before you start

As of 2 December 2008, it is possible to submit a notification of registration of a non-profit organisation to the Register of Non-Profit Organizations. Before you complete the notification, however, the following must be in place:

• One-time codes, a registered password or a Smartcard for logging in to and signing in Altinn. You find the one-time codes on your tax return, tax deduction card or in a separate letter from Altinn (one-time codes can be ordered from Altinn). You may already have a Smartcard if you have a Norsk Tipping player card. If you are already registered as a user and have given your mobile phone number to Altinn, you can log in using a password and a one-time code sent to you by SMS.

• Attachments as files on your computer – either as scanned copies or documents. The following documentation must be available:

- Statutes/articles of association
- Memorandum of association, if available. If not, you can use a copy of the minutes from the last annual meeting or a document from the county organisation/national organisation showing that the association is approved as a local organisation
- Minutes from the annual meeting showing the election of board members

• Name and national identity number of a contact person who the Brønnøysund Register Centre can contact in the event of enquiries to the association

• Name and national identity number of all board members.

Logging in to Altinn is necessary in order to complete and sign the notification. If you are not going to sign the notification, you must ensure that the person who will be signing also has what he/she needs to log in.

Registering a non-profit organisation in the Register of Non-Profit Organizations can be done by completing a Coordinated Register Notification in Altinn. You will find the form for **registration in the Register of Non-Profit Organizations** by following a direct link to the form or via Altinn's start page at www.altinn.no. If you go via Altinn's start page, you must select the form from Altinn's service catalogue.

Table of contents

Requirements before you start	1
Log in to Altinn	3
Select form	4
Does the entity have an organisation number?	4
The entity has an organisation number	5
The entity does not have an organisation number	6
About the online registration solution	6
Select type of organisation	6
Registration for VAT	7
Registration in the Register of Business Enterprises	7
Name and address	7
Start-up information	8
Employees	8
The Grassroots share	9
Account number	9
Accounting information	10
Statutes/articles of association	10
Categorisation/area of activity	11
Object	11
Roles	11
General manager/contact person/business manager	11
Board	12
Auditor/accountant	12
Signatures and powers of procuration	12
Other information	14
Contact information	14
Add attachments	15
Signing the notification	16
Checking the notification	17
Submit for signing	17
Status	18

Log in to Altinn

To be registered in the Register of Non-Profit Organizations, you must be logged in to Altinn at least at «security level 2». This means that you must have:

• registered previously with one-time codes in Altinn
• a sheet of one-time codes from Altinn (can be ordered from Altinn)
• one-time codes from your tax return
• one-time codes from your tax deduction card
• a Smartcard from Buypass

Select «Log on» or go to «My main page» to log in to Altinn. From the login page you can order one-time codes if required. You will also be asked to log in if you open the form for registration in the Register of Non-Profit Organizations from the catalogue of forms under «Forms and services».

Simplified Electronic Dialogue – Norway	News and press	Contact and help
altinn	Log on	
Front page	My main page	Forms and services
Forms and services		
General VAT return		
Employer/employee report		

After you have registered using a one-time code for the first time, you can log in using a combination of a password and a one-time code sent to your mobile phone. In Altinn, you will find more login help.

On the login page, you have several login alternatives:

I have a Smartcard from Buypass	Tips to new users:
I have a PIN code from my tax deduction card	Select one of the following
I have a one-time code from my tax return for 2007	...or **order one-time codes**
I have a one-time code from a letter from Altinn	Order >>
I have registered a password and wish to receive a one-time code by SMS	
I wish to use a password only	
I am a new user/ I wish to order one-time codes/ I have forgotten my password	

To use the Coordinated Register Notification, select one of the following:
• I have a Smartcard from Buypass
• I have a PIN code from my tax deduction card
• I have a one-time code from my tax return for 2007
• I have a one-time code from a letter from Altinn
• I have registered a password and wish to receive a one-time code by SMS

Remember that everyone who signs the notification must be able to log in to Altinn.
Who should sign the notification depends on the type of organisation and what you are notifying. Personal signatures cannot be delegated in Altinn.

Select form

If you have followed a direct link to «Registration in the Register of Non-Profit Organizations», you can skip this point.

Forms and services

In the catalogue of forms, you will find all forms that businesses are required to submit to the Norwegian state government. In addition, you can find application forms and forms for private citizens.

How do I find the right form?

Search for form/service
Search

Alphabetical By number By topic
A - C D - F G - I J - L M - O P - R S - U Ø – Å Brønnøysundregistrene

Select «Forms and services» from the top menu in Altinn and find «Registration in the Register of Non-Profit Organizations» on the list.

To find the Coordinated Register Notification in Altinn, go to «Forms and services». There are a number of ways to find «Registration in the Register of Non-Profit Organizations». The list of forms can be sorted alphabetically, by number or by topic. You can also search for the form or sort forms by agency.

P – R

BR-1010	Registration in the Register of Non-Profit Organizations (Coordinated Registration Notification)

«Registration in the Register of Non-Profit Organizations» is found under P-R in the alphabetical list.

If you select «Registration in the Register of Non-Profit Organizations (Coordinated Register Notification)», you will come to a page containing information about the form and a link to the actual registration page. If you click on the form icon, the form is opened directly.

Does the entity have an organisation number?

For an entity to be registered in the Register of Non-Profit Organizations, it must be registered in the Central Coordinating Register for Legal Entities. If the entity is not already registered in the Central Coordinating Register for Legal Entities, you will be given an opportunity to submit the information that is required to register in the Central Coordinating Register for Legal Entities when you register in the Register of Non-Profit Organizations. If the entity is already registered in the Central Coordinating Register for Legal Entities, it will previously have been given an organisation number. You will find the organisation number on the

register transcript or in a letter from the Central Coordinating Register for Legal Entities and/or the Register of Business Enterprises if you have previously submitted a notification of registration that has not been approved.

This guide is based on the registration of an association that has not previously been registered in the Central Coordinating Register for Legal Entities and that is not going to be registered for VAT. As the form adjusts to what is being notified, you may be presented with fields that are not shown in the guide. If, for example, you choose to register the entity for VAT, you will be asked questions that are not discussed here. Moreover, for limited liability companies and entities that are already registered in the Central Coordinating Register for Legal Entities, the form will consist of different fields. Help is provided in the form for fields that are not discussed in detail here.

Does the entity have an organisation number?

If the entity is already registered in the Central Coordinating Register for Legal Entities (and in the Register of Business Enterprises, if applicable), it will already have been given an organisation number.

The entity has an organisation number
The entity is already registered in the Central Coordinating Register for Legal Entities (and in the Register of Business Enterprises, if applicable) and is to be registered (or deleted or changed) in the Register of Non-Profit Organizations.

Organisation number:

The entity does not have an organisation number
The entity is to be registered in the Central Coordinating Register for Legal Entities (and in the Register of Business Enterprises, if applicable) and the Register of Non-Profit Organizations. Registration in the Register of Non-Profit Organizations applies to the new entity and is conditional on the entity being registered in the Register of Non-Profit Organizations (and in the Register of Business Enterprises, if applicable).

Here, you specify whether the entity that is to be registered has previously been given an organisation number or whether it is to be registered as a new entity in the Central Coordinating Register for Legal Entities.

The entity has an organisation number
If the entity already has an organisation number, enter the number in the field that opens when you select «The entity has an organisation number». When you click «Next», a page will appear showing which entity the notification concerns.

Registered entity
Organisation number 987654321 Name/name of organisation *ASSOCIATION* Type of organisation Association/club/organisation Status The entity is registered in the Central Coordinating Register for Legal Entities

On the page «Registered entity», you can see which entity the notification concerns.

If the information about the registered entity is correct, click «Next».

On the page «Changes to be made», select «Registration in the Register of Non-Profit Organizations». You can also notify the Central Coordinating Register for Legal Entities and the Register of Business Enterprises of other changes.

Registration in other registers	**Information about the organisation**
Registration in the Register of Non-Profit Organizations	Name of the organisation
Registration in the Register of Business Enterprises	Business address
Registration in the VAT Register	Acquisition/taking over of organisation
Registration in the NAV AA Register	Sale/transfer of organisation

On the page «Changes to be made», you must select «Registration in the Register of Non-Profit Organizations» under the heading «Registration in other registers».

If you decide not to make any other changes, you will only be asked to complete the information that is required to register in the Register of Non-Profit Organizations – i.e. mainly fields from «the Grassroots share» on page 9 and onwards in this guide.

The entity does not have an organisation number
If you are registering an entity that does not already have an organisation number, a form will be presented containing the fields that are required to register in both the Central Coordinating Register for Legal Entities and the Register of Non-Profit Organizations.

You can also register the entity in other registers. The form will then be adapted to the required fields. If fields appear that are not described in this guide, you can get help by clicking on the question mark icon.

About the online registration solution
The pages of the form have three parts: a **navigation field** on the left-hand side, a **form field** in the middle and **information/help text** on the right-hand side. A **question mark icon** in the

form means that help text is available. When you click on the symbol, the help text will appear on the right-hand side of the page.

Once you have completed a page, click «Next» at the bottom of the page to continue.

To cancel completion of the form, you can go back to Altinn at any time. Click «To Altinn main page» at the top left-hand corner of the page. If you want to save the information you have completed, save the notification before you continue.

Select type of organisation

Online registration in the Register of Non-Profit Organizations is available for entities that are classified as either limited liability companies or as an association/club/organisation. Foundations must register on paper forms. Other types of organisations cannot be registered in the Register of Non-Profit Organizations.

Type of organisation? Limited liability company Association/club/organisation

Here, you select the type of organisation for the entity that is to be registered.

Limited liability companies must also be registered in the Register of Business Enterprises. You will be given an opportunity to provide the information that is required to register in the Register of Business Enterprises.

Registration for VAT

When registering a new entity, you must decide whether it is to be registered in the Value Added Tax Register.

Registration for VAT? The entity is to be registered in the VAT Register The entity is not to be registered in the VAT Register

Select whether the entity is to be registered for VAT. You can find information about VAT registration by clicking on the question mark.

If you are in doubt about whether the entity must be registered for VAT, the management of your organisation may have decided on this matter and be able to help you.

Registration in the Register of Business Enterprises

In connection with registering an association/club/organisation, you must decide whether it is to be registered in the Register of Business Enterprises.

Registration in the Register of Business Enterprises?

The entity is to be registered in the Register of Business Enterprises (subject to a fee)
The entity is not to be registered in the Register of Business Enterprises

Select whether the entity is to be registered in the Register of Business Enterprises. Registration in the Register of Business Enterprises is subject to a fee.

Only associations engaged in business activities can and must be registered in the Register of Business Enterprises. This means that very few of the associations that are to be registered in the Register of Non-Profit Organizations will also have to be registered in the Register of Business Enterprises. If you are not aware that your association is engaged in business activities, it should probably not be registered in the Register of Business Enterprises.

Name and address

Based on the information you have submitted on the first pages, a form is presented with the fields that are required to be completed. On the next page, enter the name and address of the organisation. If the entity has not been registered before, answer «no» to the question about organisation number. Unless the actual activities are carried out under a different name than the full name of the entity, answer «yes» to the question of whether activities are carried out under the same name.

It is possible to register multiple addresses for the entity, but if the postal address is the same as the head office address and the activities are carried out at this address, one is sufficient. You can also register the organisation's web address and email address. Note that this information is available to the public from the Central Coordinating Register for Legal Entities.

To Altinn main page

Notification Attachments
Association / Club / Organisation
Pages in the form:
-> Name and address
- Start-up information
- Registration in other registers
- Registration in the Register of Non-Profit Organizations
- Object
- General manager/ contact person/ business manager

The menu on the left-hand side of the form shows the pages that are included in the form.

Start-up information

Here, you enter the date on which the organisation was formed. If the organisation was not taken over from another party, you must also enter the date on which the activities started. This can be the same date as when the entity was formed.

Acquisition/take-over of an organisation mainly applies to business activities. Very few associations are registered as a result of an organisation having been taken over from another party. If the association was not established to continue activities that had already been started, tick «no» here. If you tick «no», you must also enter the date on which the activities started.

Start-up information

All dates must be entered in the format dd.mm.yyyy
Date on which the entity was formed

Was the organisation acquired/taken over from another party?
No Date on which the organisation started
Yes

State when the organisation was formed and if it was taken over from another party.

The fields for information about acquisition/take-over of activities are only opened if the organisation has been acquired/taken over. If not, you can skip these fields.

Employees

If the entity has employees who receive pay or other remuneration, or contractors, freelancers and others who receive remuneration on which employer's National Insurance contributions must be paid, it must also be registered in the State Register of Employers and Employees (the NAV AA Register).

Registration in other registers

Does the entity have or expect to have employees?
Yes No
The NAV AA Register will send you further information.

Does the entity pay others for whom employer's National Insurance contributions must be paid?
Yes No
The NAV AA Register will send you further information.

Select «no» if the entity does not have any employees who receive pay or other remuneration on which employer's National Insurance contributions must be paid.

Persons receiving commission, fees or other remuneration as members of boards, councils etc. are also included in «others for whom employer's National Insurance contributions must be paid».

The Grassroots share

The Grassroots share is a scheme that enables Norsk Tipping's players to give a share of up to five per cent of their stake to a local organisation. Registration in the Register of Non-Profit Organizations is one of the criteria that entitle a non-profit organisation to receive funding through the Grassroots share scheme. In addition, the club or association must have a local or regional purpose or activity. However, clubs and associations that are engaged in certain types of activity are not entitled to take part in the scheme. You must familiarise yourself with the provisions and ensure that the entity meets the criteria for participation.

The Grassroots share

Local and regional clubs can participate in the Grassroots share scheme. Clubs that decide to participate in the scheme must ensure that they meet the criteria for participation.

Is the entity going to be part of the Grassroots share scheme?

Yes, the entity meets the criteria for participation and wishes to be part of the Grassroots share scheme.
You must register an account number in the Register of Non-Profit Organizations before the entity can receive payments from Norsk Tipping.

No

Through the Grassroots share scheme, Norsk Tipping's players can earmark part of their stake to a local or regional non-profit organisation.

If the entity chooses to participate in the Grassroots share scheme, you must enter a bank account number for payments from Norsk Tipping.

The Grassroots share scheme is managed by Norsk Tipping. Further information about the scheme is available on www.grasrotandelen.no

Account number

Entities that wish to take part in the Grassroots share scheme must be registered with an account number before they can receive payments from Norsk Tipping. You can register an account number in the Register of Non-Profit Organizations even if the entity is not going to take part in the Grassroots share scheme. The account number will then be available in the register if, for example, someone wants to donate money to the organisation.

Entities that are to take part in the Grassroots share scheme must be registered with an account number before they can receive payments from Norsk Tipping. The account number must be entered without spaces or delimiters.

Account number

You can register an account number in the Register of Non-Profit Organizations. Information about the account number will then be available in the register – if, for example, someone wants to donate money to the organisation. The account number will also be used by Norsk Tipping for payments to organisations that are part of the Grassroots share scheme.

Account number

Note that account numbers registered here are treated as public information in the Register of Non-Profit Organizations.

Accounting information

When registering in the Register of Non-Profit Organizations, you can decide that an organisation that is not normally obliged to keep accounts must report accounting information to the Register of Company Accounts. One reason for reporting accounting information could be to give others easy access to accounting information. Associations that have assumed an obligation to submit annual accounts will be perceived as being transparent and well-organised, as the accounting information will be publicly available in the Register of Company Accounts. This can help to increase people's confidence in the association.

Accounting information

Entities registered in the Register of Non-Profit Organizations can report accounting information. If the entity decides to report accounting information, it is obliged to submit annual accounts.

Does the entity wish to report accounting information?
Yes
Enter a date for the closing of the annual accounts (dd.mm).
No

If the entity chooses to report accounting information, a date must be given for the closing of the annual accounts. This date is the deadline for submitting annual accounts.

Note that if the entity decides to report accounting information, this entails a duty to submit annual accounts.

Statutes/articles of association

When registering in the Register of Non-Profit Organizations, the organisation decides whether to register its statutes/articles of association. If you choose to register the statutes/articles of association, the applicable statutes/articles of association will be publicly available at all times. Registering statutes/articles of association can also prove useful to the entity itself as regards clarifying which statutes/articles of associations apply at all times.

Statutes/articles of association

The statutes/articles of association must always be included as documentation of initial registration in the Register of Non-Profit Organizations, but the entity decides whether the statutes/articles of association are to be registered. If the entity chooses to register the statutes/articles of association, it must submit updated statutes/articles of associations whenever they are amended.

Do you wish to register the statutes/articles of association in the Register of Non-Profit Organizations?
Yes
No

If the entity chooses to register its statutes/articles of association in the Register of Non-Profit Organizations, the applicable statutes/articles of association will be available to the public and the entity itself at all times.

You must always include the statutes/articles of association as documentation when registering in the Register of Non-Profit Organizations, regardless of whether you choose to register the statutes/articles of association. If you decide to register the statutes/articles of associations, you must also ensure that updated statutes/articles of associations are submitted whenever they are amended.

Statutes/articles of association that are to be registered must, as a minimum, include provisions regarding the name of the association, object, annual meetings, the board and how the board is elected, amendments of the articles and winding up/termination.

Categorisation/area of activity

All entities that are registered in the Register of Non-Profit Organizations must provide information about what type of activities they are involved in. Select the area of activity from a separate set of codes that have been specially drawn up for non-profit organisations. To select an area of activity, select the main category first. Then select one of the sub-categories under the main category and click «Add» to add an area of activity to the list. You can add **up to three** areas of activity – in order of scope – to the list.

Categorisation/area of activity

Select the type of non-profit activities that the entity is engaged in from the pull-down menu and «Add» to the table. You can register up to three categories in order of priority.

Main category	Sub-category	
Select main category first	---	Add

Ranking	Categorisation/area of activity	Move	
1	6 100 Local community development	down	delete
2	1 100 Arts and culture	up	delete

When you click «Add», the selected area of activity is added to the list. You may add up to three areas of activity.

Note that the **content of the list** is reported. You must therefore ensure that you add the desired area of activity to the list before you continue.

Object

The overriding object is usually described in the statutes/articles of association.

Object

Description of the entity's object:

Submit the information that is included in the objects clause of the statutes/articles of association.

Roles

All pages in the form that concern roles, both for the general manager/contact person/business manager, the board and auditor/accountant, are largely designed in the same way. You enter a person's national identity number and surname, select a role and click «Add» to add the person to the list. Make sure that everyone is added to the list before you continue, since the content of the list will be reported.

General manager/contact person/business manager
By general manager is meant the person who is responsible for the day-to-day management of the association. If the entity does not have a general manager, a contact person must be named. An entity may have a business manager instead of a general manager. A business manager is usually hired externally to carry out the same administrative tasks as a general manager.

Board
Associations that are to be registered in the Register of Non-Profit Organizations must have a board. There are no requirements as regards the number of board members in an association, but the board must as a minimum consist of a chair, a deputy chair **or** a board member. Deputy members are not registered. Legal persons can be board members if permitted by the statutes/articles of associations.

General manager/contact person/business manager

National identity no/organisation no

Surname (if national identity number)

Role
General manager
Contact person
Business manager

Add

National identity no/ organisation no	Name	Role

Enter the organisation number or national identity number and name, select role and click «Add» for each role.

Auditor/accountant
The entity can register an auditor and accountant, if applicable. Only auditors approved by the Financial Supervisory Authority of Norway who are registered in the register of accountants can be registered here. Only certified accountants can be registered in the online version. If the entity does not have a professional accountant or auditor, this page should be left blank

Signatures and powers of procuration

The authority to sign empowers a person to act on behalf of an entity and to bind it by his/her signature. Power of procuration is an authorisation similar to a signature, but not as extensive. Authority to sign and powers of procuration can be granted to specific roles or one or more named persons, individually or jointly. There are no requirements for signatures or powers of procuration in connection with registration in the Register of Non-Profit Organizations or the Central Coordinating Register for Legal Entities. If the entity does not need to register its rules concerning signatures and/or powers of procuration, you can leave the fields blank.

Roles granted signature authority

The authority to sign empowers a person to act on behalf of an entity and bind it by his/her signature.

State who has been granted signatures by ticking:

The members of the board jointly.	The chair of the board and the deputy chair individually.
The members of the board individually.	The chair of the board and one board member jointly.
Two members of the board jointly.	The general manager alone.
The chair of the board alone.	The general manager and the chair of the board jointly.

Authority to sign can be granted to specific roles or to one of more named persons. Tick the relevant alternative for assigning authority to sign to roles.

If the standard options for signatures and powers of procuration are inadequate, you may add other rules in free text at the bottom of the page.

When several named persons are granted authority to sign or powers of procuration, you must select whether they are given authority to sign or powers of procuration individually or jointly. If only one person is granted the authority to sign or the power of procuration, tick «Procuration».

Persons granted powers of procuration

If named persons are granted powers of procuration, their national identity numbers must be provided. If more than one person has power of procuration, it must be specified whether they have this power individually or jointly. Any additional limitations cannot be registered.

National identity number

Surname

Role
Power of procuration
Individual power of procuration
Joint power of procuration

Add

National identity number Name Role

The power of procuration can be assigned to a specific role or to one of more named persons. To assign powers of procuration to named persons, add their national identity number and surname, tick role and click «Add».

Other information

Under «Other information», you select which language variant your entity prefers in written communication with the Central Coordinating Register for Legal Entities and associated registers.

Other information

Preferred language variant
Bokmål Nynorsk
Is the entity part of a corporate group/enterprise group?
Yes No

State which language variant the entity prefers in written communication with public registers and whether the entity is part of a corporate group or an enterprise group.

Select whether the entity is part of a corporate group or an enterprise group. Corporate groups and enterprise groups mainly apply to companies. Most associations can answer «no» here.

Contact information

Under «Contact information», you can provide a case reference for the sender. You can also enter a mobile phone number or an email address for notifications if the Brønnøysund Registers need further information. You will find feedback from the Brønnøysund Registers under «Received» on your main page in Altinn.

Once the entity has been registered, a register transcript will be sent in the mail. You can choose where the transcript and bill for fees in connection with the registration are to be sent.

Transcripts are sent to The sender's address in the National Population Register The entity the notification concerns Other entity at address registered in the Central Coordinating Register for Legal Entities Organisation number [ ] Retrieve

You must select whether transcripts and bill for fees are to be sent to the address you are registered with in the National Population Register, to the entity or to another entity.

Add attachments

The notification to be submitted consists of the form and required attachments.
At the top left-hand corner of the navigation field you will find two «tabs»: «Notification» and «Attachments». The form is located under «Notification». Under «Attachments», you can upload attachments to be submitted with the notification.

To Altinn main page Notification Attachments Association / Club / Organisation -Statutes/articles of association	**Coordinated Registration Notification** **Add attachments** **Select type of attachment** [ ]

Using the tabs in the top left-hand corner of the form, you can switch between completing the fields in the form and uploading attachments.

Once you have started filling in a notification to register in the Register of Non-Profit Organizations, a list of attachments will appear on the left-hand side of the page. These are attachments that **must** be included. In addition, you **can** upload other documents you wish to add to the notification.

When you select an attachment from the list in the navigation field (left-hand side of the page), the type of attachment appears automatically. If not, select the type of attachment in question from the pull-down menu.

Attachments are documents that you need to upload from your computer. An attachment can consist of several files. Each file must be uploaded and added to the list of files in the attachment.

Upload from file

Browse Add

Files in this attachment

View Delete

Click «Browse...» to find a document on your computer. When you click «Add», the document is added to the list of files in the attachment. You can view or delete documents from the list.

Some attachments need an electronic signature. This applies to auditors' statements, among others. In such case, the applicable signature requirements will appear on the page.

Signature requirements:
To be signed electronically

State who is signing
National identity no/organisation no

Surname (if national identity no)
Add

Any signature requirements are stated in the notification. If the attachment needs to be signed, the persons who are to sign it must meet the requirements.

A separate signature message is sent to each person you state as being required to sign the notification. If the attachment is part of a new notification, everyone required to sign will receive a copy of the whole notification, but each person only signs what he/she is meant to according to the notification.

Signing the notification

Once the notification has been completed, you will be asked to list the persons required to sign it. The page «Signing of notifications» will include information about the signature requirements that apply to the notification (signature requirements depend on the type of organisation, the type of notification and registered roles in the entity/organisation). On this page, you will also find a table listing everyone who has a role in the entity/organisation. If the notification concerns a change, you can retrieve previously registered roles in the entity/organisation using the «Retrieve» button.

Signing notifications

The notification must be signed by the general manager, the business manager or a corresponding contact person, cf. the Act relating to the Central Coordinating Register for Legal Entities section 8.

Tick each person signing the notification.

National identity number	Name	Role	Signed by

The signature requirements are explained in the notification. The persons who are to sign must meet the requirements.

Tick for each person who is required to sign the notification in the table. You must ensure that you select persons who are to sign to meet the signature requirements. If a person who has been granted the right to sign is required to sign, you must select a person who has been authorised to sign for the organisation.

The accountant can confirm that he or she accepts the assignment in the actual notification. In that case, the accountant will also appear on the list. If a separate confirmation is added as an attachment, select those who are to sign when the attachment is uploaded.

Checking the notification

Once you have selected the persons who are to sign the notification and clicked «Next», a summary will appear. In the summary, you can review the information you have provided.

Summary

Notification no: 2008 2009 2035 76

Check notification and attachments

Name/name of organisation
Full name of the entity/name of organisation *Association*

The summary gives an overview of the information you have provided. Once you have reviewed the information, click «Check notification and attachments».

Once you have reviewed the information, click «Check notification and attachments». The automatic check will tell you whether the notification contains any errors or if something is missing. The automatic check is no guarantee that the notification will be approved, but it reduces the chance of the notification being rejected and returned due to errors and omissions.

If errors or omissions are found in the notification, a page listing the error messages will appear. By following the error messages, you can go directly to the fields in the form that need to be corrected. Fields containing errors or omissions are marked in the form. You may need to check the notification again after you have made the necessary changes.

Submit for signing

When the automatic check finds the notification to be in order, you will be given the option of submitting it for signing. Signing notifications is a separate function in Altinn.

Everyone who must sign the notification will receive a **signature task** on their main page in Altinn. The signature task is included in «My work list». Each signer must log in to Altinn and sign the notification before it can be submitted. Personal signing of the Coordinated Register Notification **cannot be delegated**. For example, an accountant cannot sign on your behalf, even if the accountant has been delegated rights in Altinn.

If you are not going to sign the notification, you must ensure that the person(s) signing has(have) one-time codes, a registered password or a Smartcard for logging in to and signing in Altinn. All attachments must be submitted electronically, and all the persons who are to sign must sign in Altinn for you to be able to use the online solution for registration in the Register of Non-Profit Organizations.

Sign and submit

-> Sign by clicking the *Sign and submit* button.

Help with signing the form

The overview below shows the documents that constitute the Coordinated Registration Notification.

The documents you are required to sign are marked. Any other documents are for reference only.

To view the documents, use the *View form* button.

About electronic signatures

I hereby confirm that the information provided is correct:
Coordinated Registration Notification – for signing
Samordnet registermelding.pdf (Attachment)

View form
Sign and submit

Everyone who is required to sign the notification will receive a signature task on their main page in Altinn. The notification will be sent to the Brønnøysund Register Centre once everyone has signed.

If the signature task is sent to a legal person (identified by organisation number), it is the person registered as the «rights administrator» in Altinn (for example the general manager or the chair of the board) who can sign. The person with the role of «rights administrator» can also **delegate the signing of the notification to other persons**. The person who is to sign must have been granted the right of «signer». More information about signing the Coordinated Register Notification

Status

The person who created the notification will find a link to the notification under «Received» on their main page in Altinn. When the notification has been submitted for signing, the link will lead to a page showing the status of the notification.
Here you can see both who has and who has not signed and the status of the notification after it has been submitted to the Brønnøysund Register Centre.

If the entity is a local club linked to a national organisation, your national organisation will probably be able to answer questions regarding registration in the Register of Non-Profit Organizations. If the entity is not linked to a national organisation or you do not receive any help, you can contact Altinn user support by email: support@altinn.no or on tel. +47 75 00 60 00.