



MINISTRY OF HUMANITARIAN AFFAIRS (MHA)



HUMANITARIAN AID COMMISSION (HAC)

JOINT PROCEDURES CENTRE (JPC)

GENERAL DIRECTORY OF PROCEDURES

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Contents

1	INTRODUCTION	5
2	REGISTRATION PROCEDURES	6
2.1	Registration of International NGOs (INGOs).....	6
2.2	Permanent Registration.....	6
2.3	Annual Renewal of the Registration (Licensing Renewal).....	6
2.4	Registration of National NGOs (NNGOs).....	7
2.5	NGOs Networks.....	7
3	IMMIGRATION AND TRAVEL PROCEDURES	8
3.1	Entry Visa for Work Purpose for Foreigners Working for International NGOs	8
3.2	Exceptional Entry Permit Procedures	8
3.3	Entry Visa for Visitors.....	9
3.4	Entry Visa for Foreigners Working for National NGOs.....	10
3.5	Procedures for Entry Visa Issued at the Airport	10
3.6	Registration of Foreigners.....	11
3.7	Stay Visa (Residence Permit) for Foreigners Working for International and National NGOs – New and Renewal	11
3.8	Exit and Re-Entry Visa	12
3.9	Multiple Exit and Re-Entry Visa	12
3.10	Final Exit Visa	13
3.11	Procedures for Traveling to State Capitals	13
3.11.1	HAC ID Cards.....	13
3.11.2	Travel Permit to State Capitals	14
3.11.3	Traveling Procedures for Visitors.....	14
4	CUSTOMS PROCEDURES.....	14
4.1	Customs Agreements for INGOs.....	14
4.2	Importation List	15
4.3	Adding New Items to the Importation List.....	15
4.4	Importation of Items	15
4.4.1	Drugs and Nutrition Items	16
4.4.2	Diagnostic Material and Medical Equipment	16
4.4.3	Foodstuffs	17
4.4.4	Vehicles, Machinery and Equipment.....	17
4.4.5	Communications Equipment.....	17
4.4.6	Reallocation of Relief Materials in Emergency Situation	18
4.5	Procedures for Destruction of Expired, Damaged or Inappropriate Items	18
5	TAX EXEMPTION	19
5.1	Taxation Procedures.....	19
5.2	Value Added Tax (VAT)	19
5.3	Port Fees Exemption	19
5.4	Individual Income Tax.....	19
6	VEHICLE REGISTRATION AND ISSUING OF NUMBER PLATES	20
6.1	Registration of Vehicles Purchased Abroad and Locally	20
7	LABOR PROCEDURES	20
7.1	Work Permit for Foreign Staff.....	20

7.1.1	Work Permit (First time and Renewal) Working for International NGOs	20
7.1.2	Work Permit (First time and Renewal) Working for National NGOs	21
7.2	Exceptional Procedures for International Staff Recruitment	22
7.3	Work Permits and Termination/End of Contracts	22
7.4	Recruitment of National Staff (excluding skilled/non-skilled).....	22
7.4.1	Procedures	22
7.4.2	Temporary Employment (Casual Labor)	24
7.4.3	Trainees	24
7.4.4	Employment of Refugees (Resident in Sudan)	25
8	PERMIT FOR A STAFF MEMBER TO ENTER AIRPORT TERMINALS	25
9	AVIATION RIGHTS	25
10	NGOs MEDIA DELEGATIONS AND MATERIAL	26
11	PERMISSION TO WORK IN NEW AREA(S)/OPEN SUB-OFFICE(S)	26
12	CONDUCTION OF SURVEY AND FIELD ASSESSMENTS	27
13	TECHNICAL AGREEMENTS	27
13.1	Definition of a Technical Agreement (TA)	27
13.2	Procedures for Signing the Technical Agreement	28
14	OPENING OF BANK ACCOUNTS AT SUDANESE BANKS	28
14.1	Opening a New Bank Account	28
14.2	Utilization of Previously Opened Bank Accounts	28
15	REPORTING	28
15.1	Annual Report	28
15.2	Bi-Annual Report	28
15.3	Special Report	28
15.4	Reports at State Level	29
16	Annex A - DARFUR FAST TRACK PROCEDURES	30
16.1	REGISTRATION PROCEDURES	30
16.1.1	Temporary Registration (Darfur)	30
16.1.2	From Temporary to Permanent Registration	30
16.2	IMMIGRATION AND TRAVELING PROCEDURES	31
16.2.1	Entry Visa for Work Purposes	31
16.2.2	Entry Visa Issued at the Airport	31
16.2.3	Exit and Re-entry Visa	31
16.2.4	Procedures for Resident Foreigners Traveling to State Capitals	32
16.3	CUSTOMS PROCEDURES	32
16.4	TAX EXEMPTION	32
16.5	LABOR PROCEDURES	32
16.6	AVIATION TRAFFIC	33
17	ANNEX B – REGISTRATION FORMS	34
17.1	Registration Form (A)	34
17.2	Registration Form B	39
17.3	National NGO Registration Form	41
18	ANNEX C - FEES	42
18.1	Fees for General Procedures	42
18.2	Fees for Darfur Procedures	43
19	ANNEX D – TIMELINES FOR GENERAL PROCEDURES	45

20	ANNEX F – LABOUR FORMS	47
20.1	New Work Permit Form – International Staff	47
20.2	Renewal Work Permit Form – International Staff	48
20.3	National Staff Recruitment Assessment Sheet	49
21	ANNEX G – IMMIGRATION AND TRAVEL FORMS	50
21.1	Entry Visa form.....	50
21.2	Forms for Residence Permit (Stay Visa)	52
21.3	Form 16.....	54
21.4	Forms for Exit & Re-entry Visa.....	55
21.5	Form for Final Exit Visa.....	57
21.6	Form for HAC ID card.....	58
21.7	Form for Travel to Capitals.....	59

1 INTRODUCTION

The Ministry of Humanitarian Affairs (MHA) and the Humanitarian Aid Commission (HAC) have taken the opportunity to issue the first Directory of Procedures for NGOs in order to facilitate the activities of the NGOs in the Sudan.

MHA and HAC are aware of the importance of providing procedures information related to NGOs. The General Directory of Procedures for NGOs was issued for the first time to explain to NGOs how to register, apply for permits and exemptions etc and to outline how these will then be handled by the concerned Government departments.

The General Directory consists of many chapters that provide a package of important information for those who work with the Humanitarian and Voluntary Aid in the Sudan.

The General Directory has considerable benefits. It records all procedures regarding NGO activities and Voluntary Work and sets out how such procedures promote and organize humanitarian activities in the Sudan.

The procedures cover registration of new NGOs, immigration procedures, customs, taxation, labor, registration of vehicles and equipment, issuing plates numbers, clearance, recruitment, NGO work, health procedures, medical staff, communications devices, arrivals at airports and seaports, aviation traffic, media documentary materials, in order to facilitate NGO humanitarian assistance in Sudan. Procedures for the 10 states of Southern Sudan must be checked against SSRRC requirements.

Moreover, the Directory provides a good opportunity to organize the administration channels and create considerable coordination with different local and international partners in the field of humanitarian Voluntary activities.

All chapters in the Directory reflect the role of the Ministries and governmental establishments in order to create good contacts, develop the cooperation and coordination with all official and governmental establishments.

We do hope that, issuing such a directory represents a turning point that will help develop understanding with the national and international NGOs.

In addition, the General Directory will inevitably push forward the field of humanitarian work track in the Sudan considering the present significant increase in international development in various fields.

Finally, the General Directory will of course, promote the administration of the Voluntary humanitarian activities.

A specific annex concerning procedures for Darfur is attached to this document. The Darfur annex should be read in conjunction with the general procedures that apply to the rest of Sudan. Many procedures are the same for Darfur as they are for the rest of the country and only those that are different are included in the annex.

This document, intended to clarify some of the procedures that NGOs are to follow, has been compiled on the basis of relevant current legislation and regulations, and imparts no legal obligation. Any new law or regulation will warrant a revision of the relevant section of the procedures. Organizations making use of this document must make reference to current legislation for any legal obligation. The Joint Procedures Centre (JPC), in collaboration with the Tripartite Joint Technical Committee, will be responsible for periodical revision of the General Procedures and updates, which will then be endorsed by the High Level Committee (for Darfur).

2 REGISTRATION PROCEDURES

2.1 Registration of International NGOs (INGOs)

2.2 Permanent Registration

Permanent registration is for the whole of Sudan. In addition to the terms of article 9(3)¹ of the Humanitarian and Voluntary Act 2006, the concerned NGO shall provide the following to the Embassy of Sudan in the country where the NGO Headquarters is located or to the nearest Embassy in the region:

- ➡ A request addressed to the NGOs Registrar General signed by the NGO Headquarters or Representative stating the type of activity/expected programmes to be implemented in the Sudan, areas of operations and an indicative budget. Such activity or programmes shall not be of religious, missionary, ethnic, political nature or in contradiction with the prevailing laws in the Sudan.
- ➡ Submit form (A) – to be filled by the NGO Headquarters.
- ➡ Copy of the Financial Report and all the NGO activities in the last three years.
- ➡ Copy of the NGO certificate in the country where the headquarters are located.

An official reply will be provided to the NGO - within three months from the submission of all required documents – in form of a registration certificate signed by the Registrar General or a letter of refusal. Renewal of registration must take place every year (see 2.1.2).

Following registration and before starting activities, the NGO shall sign the Country Agreement with the Registrar General (HAC).

The moment the NGO received positive response about the registration, the NGO will have to pay a registration fee at HAC Federal. A receipt for this payment will be provided to the NGO.

2.3 Annual Renewal of the Registration (Licensing Renewal)

One month before the expiry of the certificate of registration the INGO shall provide the following to the Registrar General Office:

- ➡ The NGO Country Director or his/her representative shall submit a letter to the Registrar General requesting the renewal of the registration and indicating plans and summary budget for the following year.
- ➡ Registration renewal form duly filled.
- ➡ A copy of the annual report, financial report, and audited report of the previous year of activity (except for newly established organizations, which will have to report activities since their establishment).
- ➡ Payment of renewal/licensing fee. An official receipt will be given for any payment.

¹ Article 9(3) reads as follows: 'For the purpose of the registration of any foreign voluntary organization, the following conditions shall be satisfied, namely that: a) it shall be registered in accordance with the laws in force in the state of origin; b) it shall produce a registration certificate approved by the Sudan embassy, or its diplomatic mission in the state concerned; c) it shall present an application showing the type of the work, which it intends to practice in the Sudan; d) its quarters of origin shall not be in any state, in a state of war with the Sudan, or boycotted thereby; e) it shall produce what may prove its financial and technical capabilities to practice the activity, or the work intended to be practiced in the Sudan, and the sources of such capabilities; f) it shall implement its programmes in co-operation, or jointly with national organization, or more; g) it shall sign the country agreement; h) any other conditions, as the Ministry may lay down, from time to time' (sic).

When all requirements are provided by the concerned NGO, a renewal certificate signed by the Registrar General shall be issued within one week.

2.4 Registration of National NGOs (NNGOs)

For registration of National NGOs the concerned organization should submit the following:

- ➡ An application, signed by the NGO Preparation Committee requesting the registration
- ➡ Submission of the constitution of the NGO, which must include the following information:
 - Objectives of the NGO.
 - Means to achieve their goals.
 - Organogram.
 - Membership conditions.
 - Expected financial resources.
 - Mechanisms for closing down of the NGO.
 - Disposal of assets in case of closing down.
- ➡ List of Members (minimum 30).
- ➡ Names and CVs of the Preparation Committee members.
- ➡ Address of the NGO.
- ➡ Payment of registration fee. An official receipt will be given for any payment.

When all requirements are provided by the concerned NGO, a registration certificate signed by the Registrar General shall be issued within one month. Renewal of registration must take place every year (see 2.1.2).

2.5 NGOs Networks

As per the provision of article 15(2) of the Humanitarian and Voluntary Act 2006, NGOs may establish networks. A network must be composed of a minimum of 10 organizations registered with HAC, working in the same sector or geographical area.

For a network to be recognized, the following documents must be provided to HAC:

- ➡ Copy of the constitution of the network, which must include the following information:
 - Objectives of the NGOs network.
 - Means to achieve their goals.
 - Organogram.
 - Membership conditions.
 - Expected financial resources (where applicable).
 - Mechanisms for closing down of the network.
 - Disposal of assets in case of closing down (where applicable).
- ➡ Address of the network.
- ➡ List of Members (minimum 10).
- ➡ Payment of fee. An official receipt will be given for any payment.

When all requirements are provided by the concerned NGO, a registration certificate signed by the Registrar General shall be issued within two months. Renewal of registration must take place every two years.

3 IMMIGRATION AND TRAVEL PROCEDURES

3.1 Entry Visa² for Work Purpose for Foreigners Working for International NGOs

Stage 1 – Procedure at JPC

To obtain this visa, the NGO shall submit the following to the JPC:

- ➔ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGOs Director General at JPC, requesting the entry visa and stating the position/place of work/contract duration of the staff member.
- ➔ A recent color photo.
- ➔ A copy of the passport, including full name and other details. The NGO is to ensure that the copy is clear.
- ➔ Copy of the Curriculum Vitae.
- ➔ Job Description/Terms of Reference (TOR).
- ➔ A copy of the relevant Technical Agreement (except for posts excluded from Technical Agreements as set out in chapter 7.1).

When the procedure at the JPC is completed, the Immigration Office at JPC will provide a reference number for the visa to the NGO. The NGO will have to bring the number to the MoFA, who in turn will give another reference number that will be transmitted to the embassy where the staff member is applying for the entry visa. MoFA will also issue a document to the NGO with the relevant information (including reference number) for follow up with the relevant embassy. It is the responsibility of the NGO to provide the staff member with a copy of the MoFA document.

Stage 2 – Procedure at Embassy

Once stage 1 is completed, the applicant should present the following documents to the Embassy of the Sudan where he/she is applying.

- ➔ Entry visa application form duly filled.
- ➔ Payment of fees³. An official receipt will be given for any payment.
- ➔ Reference number as supplied by the MoFA.

To obtain a visa for family members (spouse and children), the same procedure applies, with the exception of provision of a job description and the Technical Agreement.

3.2 Exceptional Entry Permit Procedures

In case of sudden emergencies anywhere in Sudan as per declaration of any of the Federal Government entities, or in case of a special request made by Government entities to international partners for immediate deployment of NGO personnel to respond to a sudden crisis, processes to facilitate swift entry will be used.

² Entry visa is usually valid for one month.

³ Amount of fees varies depending on country of application/origin.

- ➡ To secure an emergency entry visa, the NGO shall submit a letter signed by the Country Director or his/her deputy to the NGO Director General at JPC explaining the situation and requesting assistance in securing an emergency visa to be either collected at the airport or at the relevant Sudan Embassy.
- ➡ The letter should include details of the applicant's name, profession, place of work, passport number, likely duration of contract and the embassy at which s/he will apply for an entry visa.

For visas to be issued at the airport, within 24 hours, the NGO Director General at JPC will write a letter addressed to the Immigration authorities that an emergency visa should be issued.

For visas issued at the embassy, the MoFA will issue the letter to be used at the embassy within two working days.

At the Sudan embassy, the applicant will submit the following documents:

- ➡ A copy of the letter from the NGO General Director at JPC.
- ➡ A recent and colored photo.
- ➡ The passport.
- ➡ A certificate showing academic qualifications (only required for medical doctors/nurses/civil engineers).
- ➡ Copy of the Curriculum Vitae (C.V.).
- ➡ A completed Immigration Form.

3.3 Entry Visa⁴ for Visitors

Stage 1 – Procedure at JPC

To obtain this visa, the NGO shall submit the following to the JPC:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director at HAC, requesting the entry visa and stating the person, purpose of visit, required period, the relation of the visitor with the NGO.
- ➡ A recent color photo.
- ➡ A copy of the passport, including full name and other details. The NGO is to ensure that the copy is clear.
- ➡ Copy of the Curriculum Vitae (C.V.).

When the procedure at the JPC is completed, the Immigration Office at JPC will provide a reference number for the visa to the NGO. The NGO will have to bring the number to the MoFA, who in turn will give another reference number that will be transmitted to the embassy where the staff member is applying for the entry visa. MoFA will also issue a document to the NGO with the relevant information (including reference number) for follow up with the relevant embassy. It is the responsibility of the NGO to provide the staff member with a copy of the MoFA document.

Stage 2 – Procedure at Embassy

⁴ Entry visa is usually valid for one month. It is possible to apply for one-month extensions up to a maximum of three months from the day of the first entry in the Sudan.

Once stage 1 is completed, the applicant should present the following documents to the Embassy of the Sudan where he/she is applying

- ➡ Entry visa application form duly filled.
- ➡ Payment of fees⁵. An official receipt will be given for any payment.
- ➡ Reference number as supplied by the MoFA.

3.4 Entry Visa for Foreigners Working for National NGOs

Stage 1 – Procedure at JPC

For the purpose of obtaining an entry visa for foreign staff working for NNGOs, the NGO shall submit the following to the JPC:

- ➡ A letter from the NGO signed by the Director or his/her Deputy addressed to the NGO Director General at JPC specifying the purpose of entry and the duration of stay.
- ➡ A copy of the passport, including full name and other details. The NGO is to ensure that the copy is clear.
- ➡ Copy of the Registration Certificate of the NGO.
- ➡ Copy of the CV of the international staff member.

When the procedure at the JPC is completed, the Immigration Office at JPC will provide a reference number for the visa to the NGO. The NGO will have to bring the number to the MoFA, who in turn will give another reference number that will be transmitted to the embassy where the staff member is applying for the entry visa. MoFA will also issue a document to the NGO with the relevant information (including reference number) for follow up with the relevant embassy. It is the responsibility of the NGO to provide the staff member with a copy of the MoFA document.

Stage 2 – Procedure at Embassy

Once stage 1 is completed, the staff member should present the following documents to the Embassy of the Sudan where he/she is applying:

- ➡ Entry visa application form duly filled.
- ➡ Payment of fees⁶. An official receipt will be given for any payment.
- ➡ Reference number as supplied by the MoFA.

To obtain a visa for family members (spouse and children), the same procedure applies, with the exception of provision of job description.

3.5 Procedures for Entry Visa Issued at the Airport

Should the applicant live/reside in a country where there is no Embassy of Sudan, the NGO can apply to obtain an entry visa at the airport. The NGO should provide the information for a staff member or visitor visa as appropriate as set out in sections 3.1, 3.2 or 3.3 above. The letter should explain that an airport visa is being requested.

⁵ Amount of fees varies depending on country of application/origin.

⁶ Amount of fees varies depending on country of application/origin.

When the procedure at the JPC is completed, the Immigration Department at JPC will issue a letter of approval to the NGO. The same letter will be sent by Immigration Department at JPC to the Immigration at the airport. It is the responsibility of the NGO to provide the staff member with a copy of the Immigration Department letter of approval which the staff member should carry with them when they travel.

3.6 Registration of Foreigners

On arrival in the country, staff/ visitors have three days to register with the Immigration/Registration Office. To register, the NGO is to provide the following:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the Immigration/Registration Office requesting registration of the staff member.
- ➡ A copy of the passport, including full name and other details, as well as the entry visa stamp. The NGO is to ensure that the copy is clear.
- ➡ Copy of the registration form duly filled, with duty stamp.
- ➡ Payment of fees. An official receipt will be given for any payment.

When the procedure at the police station is completed, a stamp will be issued in the passport to certify that the registration took place.

Should the staff member travel immediately to the field (and this is often the case for visitors), registration can be done in any of the State capitals. The same requirements apply for registration at State and at Khartoum level. Should this procedure be opted for, the NGO will have to re-register the staff member in Khartoum prior to his/ her departure from the country, and in any case before the expiry of the visa. Procedure for re-registration requires:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the police requesting re-registration of the staff member.
- ➡ A copy of the passport, including full name and other details, as well as the entry visa stamp and registration stamp obtained at State level. The NGO is to ensure that the copy is clear.
- ➡ Copy of the registration form duly filled, with duty stamp.
- ➡ Payment of fees. An official receipt will be given for any payment.

3.7 Stay Visa (Residence Permit) for Foreigners Working for International and National NGOs – New and Renewal

NGO staff must apply for a residence permit/stay visa within one month of arrival in country⁷. The purpose of the visa should only be to work for the NGO that brought the staff member into the country. It is not possible to change employer organizations when changing from entry to stay visa.

In order to obtain a residence permit, the following shall be provided:

⁷ Should the work permit process not be concluded within a month from the date of arrival of the staff, the NGO is to write a letter to the NGO Director General at JPC, who will in turn request the Department of Immigration for an extension of the initial visa. It is possible to apply for one-month extensions up to a maximum of two months. During this period the staff member is allowed to work. The initial visa cannot be extended beyond two months, after which the staff will be illegal in the country, and should this happen the NGO will have to pay a fine of SP 100 per day of illegal stay in the country.

- ➡ Three copies of a letter from the NGO signed by the Country Director or his/her Deputy and addressed to the NGO Director General at JPC, specifying that the staff member is in country to work with the NGO. The letter should also indicate that the procedure to request a work permit has been submitted to the Labor office and is underway.
- ➡ A copy of the work contract.
- ➡ A copy of the passport, including full name, entry visa and other details. The NGO is to ensure that the copy is clear.
- ➡ Immigration form duly filled, with duty stamp.
- ➡ A copy of HIV/AIDS exemption certificate.
- ➡ A copy of the valid work permit once this has been granted (for work permit procedures see section 7.1). The NGO is to ensure that the copy is clear.
- ➡ Payment of fees. An official receipt will be given for any payment.
- ➡ For renewal of visas a copy of previous stay visa/ stay permit.

Note that the application for the stay visa should be started after the application for the work permit is submitted. However, the stay permit will not be issued until the work permit has been granted and a copy submitted to HAC.

3.8 Exit and Re-Entry Visa⁸

In order to obtain an exit and re-entry visa, the following shall be provided:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC stating the purpose of the exit, duration and destination.
- ➡ Exit and re-entry form duly filled, with duty stamp.
- ➡ A copy of the passport, including full name and other details, including the valid residence permit stamp. The NGO is to ensure that the copy is clear.
- ➡ Tax exemption certificate (to be obtained before the start of the procedure at JPC, see section 5.4) from the Tax Department /Ministry of Finance.
- ➡ Payment of fees. An official receipt will be given for any payment.
- ➡ Emergency visa. In cases where a staff member needs to leave the country owing to an emergency such as medical evacuation or bereavement, HAC/JPC will facilitate processing of an exit, re-entry visa within a day.

3.9 Multiple Exit and Re-Entry Visa⁹

All INGO Directors and their family members (spouse and children) will be issued with multiple re-entry visas as follows:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting the visa.
- ➡ A recent color photo.

⁸ Return into the country must take place within the period of validity of the Stay Visa.

⁹ Validity of the exit and re-entry visa depends on the validity of the residence permit/stay visa.

- ➡ A copy of the passport, including full name and other details, including a valid residence permit stamp. The NGO is to ensure that the copy is clear.
- ➡ Multiple exit and re-entry form duly filled, with duty stamp.
- ➡ Tax exemption certificate (to be obtained before the start of the procedure at JPC see section 5.4) from the Tax Department /Ministry of Finance.
- ➡ Payment of fees. An official receipt will be given for any payment.

3.10 Final Exit Visa

In order to obtain the final exit visa, the following shall be provided:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting a final exit visa.
- ➡ Final exit form duly filled, with duty stamp.
- ➡ A copy of the passport, including full name and other details. The NGO is to ensure that the copy is clear.
- ➡ Tax exemption certificate (to be obtained before the start of the procedure at JPC (see section 5.4) from the Tax Department /Ministry of Finance.
- ➡ Payment of fees. An official receipt will be given for any payment.

Should the residence permit expire before the final exit visa is processed, a one-month special extension of the residence permit will be issued simultaneously with the exit visa. This extension is not renewable and the staff member must exit the country within this timeframe.

3.11 Procedures for Traveling to State Capitals

Except for non-secure areas, which shall be identified by the concerned authorities, the procedures listed below shall be applied. Movement of international NGO staff within the State depends on procedures established by the State authority. Permission to travel from State Capitals to other locations must be obtained locally.

3.11.1 HAC ID Cards

HAC ID cards will be issued for NGO staff in possession of a stay visa (residence permit). This card will allow for travel to all State Capitals and the staff member will not be obliged to carry his passport. ID cards will be obtained when the NGO provides the following:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC stating the name of the visitor/ nationality/ position/ capacity/ purpose and the duration of the visit.
- ➡ A copy of the passport, including full name and other details and the valid stay visa. The NGO is to ensure that the copy is clear.
- ➡ Three recent color photos.
- ➡ Four copies of the HAC ID card form.
- ➡ Payment of printing cost of the card.

3.11.2 Travel Permit to State Capitals

For international staff that do not have a HAC ID card, a travel permit must be obtained. No fees should be paid for this procedure. To obtain such a permit, the NGO is to provide the following:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC stating the name of the applicant/ nationality/ position/ capacity/ purpose and the duration of the visit.
- ➡ A copy of the passport, including full name and other details and the valid stay visa. The NGO is to ensure that the copy is clear.
- ➡ Three recent color photos.
- ➡ Four copies of the travel permit form.

3.11.3 Traveling Procedures for Visitors

A travel permit shall be issued for foreigners who do not have residence permits and who need to move from one place to another. Requirements are as follows:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC stating the name of the person, destination and purpose of the visit.
- ➡ Four copies of the travel permit form.
- ➡ A copy of the passport, including full name and other details and the valid entry visa. The NGO is to ensure that the copy is clear.
- ➡ Three color photos.
- ➡ No fees are required.

4 CUSTOMS PROCEDURES

4.1 Customs Agreements for INGOs

Registered NGOs can seek to obtain a Customs Agreement with the Ministry of Finance (MoF) through the JPC. These agreements are renewed annually. The Customs Agreement is necessary to obtain exemption from custom duties for items included in the list submitted by the NGO and approved by MoF. Renewal of the Customs Agreement will be conditional on submission of an annual report, including information on the level of utilization of imported items during the previous year.

To obtain the Customs Agreement, NGOs will have to present the following documents to the JPC:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting a Customs Agreement.
- ➡ Copy of a valid Registration Certificate of the NGO. The NGO is to ensure that the copy is clear.
- ➡ Copy of the signed Country Agreement. The NGO is to ensure that the copy is clear.
- ➡ List of items (see below) to be imported signed by the Country Director or his/her Deputy. The list must be in line with the activities, plans and proposed projects of the organization.

After internal review at JPC, HAC will provide a letter of approval. The NGO is responsible for submitting this letter of approval, together with the full documentation listed above and endorsed by HAC, to the Ministry of Finance for final endorsement.

4.2 Importation List

Every year, the NGO is to prepare a list of items that are expected to be imported into the country. This process is done at the same time as the customs agreement.

To obtain approval for the list of items the NGO is to provide the following to the JPC:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC, including the list of items to be approved.
- ➡ The NGOs have from January to mid April to submit their import list.

After internal review at JPC, HAC will provide a letter of approval. The NGO is responsible for submitting this letter of approval, together with the full documentation listed above and endorsed by HAC, to the Ministry of Finance for final endorsement.

4.3 Adding New Items to the Importation List

In order to add items to the importation list during the year, the NGO is to provide the following:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC providing the reason(s) for the addition of items to the approved importation list.
- ➡ A copy of a valid Customs Agreement. The NGO is to ensure that the copy is clear.
- ➡ Three copies of the previous list of imported items.

After internal review at JPC, HAC will provide a letter of approval. The NGO is responsible for submitting this letter of approval, together with the full documentation listed above and endorsed by HAC, to the Ministry of Finance for final endorsement.

As the financial records at the MoF close on 15 November, the addition of items beyond this date will be accepted only in exceptional circumstances.

4.4 Importation of Items

General procedures are spelled below. However, in case of drugs and foodstuffs which might expire, HAC will issue a letter requesting immediate release from the port of such items with the understanding that the NGO will seek immediate completion of the approval processes at the JPC and at the Pharmacology and Toxics Department at the Federal Ministry of Health (for drugs) or with the Sudanese Standard and Metrology Organization (for food).

4.4.1 Drugs¹⁰ and Nutrition¹¹ Items

At the time of import, drugs and nutrition items must have a minimum of 75% of their shelf life. To be granted customs exemption for drugs, nutrition items, diagnostic material and medical equipment, the NGO shall submit in duplicate the following to HAC Director General Programme Coordination, to the attention of the Health Department:

- ➡ Letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General Programme Coordination at HAC, to the attention of the Health Department, stating type and quantity of items (which must be included in the approved importation list), storage, health projects, and beneficiaries.
- ➡ Bill of lading (for imported items) or invoice (for locally purchased items). The NGO is to ensure that the copy is clear.
- ➡ Detailed packing list, including generic name and commercial name of the item, concentration, dosage form, value and name of the producer/factory and country of origin of each item.
- ➡ For items imported in form of a kit, should the kit not be a standard one known by the Directorate of Pharmacology and Toxics Department/FMoH or by the World Health Organization, the NGO should provide the list of all items included in the kit.
- ➡ Copy of the Technical Agreement (except for emergency procurement).

After internal review at the HAC Health Department, the department will issue to the NGO a letter, which the NGO will bring to the General Director of Pharmacology and Toxics Department of FMoH (GDPTD/FMoH) for their approval.

The GDPTD/FMoH will issue an approval letter that the NGO will have to bring back to the HAC Health Department. The HAC Health Department will issue another letter to JPC to authorize proceeding of customs exemption. At the same time, the GDPTD/FMoH will issue another letter for the NGO to be brought to the port of entry. There, GDPTD/FMoH officials will check that all items are included in the packing list and NGO official will be allowed to collect samples and bring them back to the GDPTD/FMoH for testing. Once the samples have been tested, the GDPTD/FMoH will issue its written approval or rejection.

The NGO will then bring both letters issued by the GDPTD/FMoH with test results and HAC Health Department authorizing customs exemption to the JPC. The JPC will then will provide a letter of approval that the NGO will have to bring to the port of entry for their release from customs. In case of rejection, a re-exportation letter will be issued by JPC.

4.4.2 Diagnostic Material and Medical Equipment

To be granted customs exemption for these items the NGO shall submit the following to NGO Director General at JPC:

- ➡ Two copies of a letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC stating type and quantity of items (which must be included in the approved importation list), storage, health projects and the beneficiaries.

¹⁰ For drugs it is intended all medicines included in the latest issue of the 'National List of Essential Medicines', vaccines, cosmetics and any formula which has effects towards human health. Only the items included in the list can be imported in Sudan. If the item imported is not in the list, an order of re-exportation will be issue and the NGO will have to bear the cost for re-exporting.

¹¹ For nutritional items is intended all nutritional formulas.

- ➡ Two copies of the bill of lading (for imported items) or invoice (for locally purchased items). The NGO is to ensure that the copy is clear.
- ➡ Two copies of the detailed packing list, including name of the producer/factory and country of origin of each item.
- ➡ Copy of the Technical Agreement (except for emergency procurement)

After internal review at the JPC, the department will issue to the NGO a letter to be brought to the customs at the port of entry.

4.4.3 Foodstuffs

To be granted customs exemption for foodstuffs, the NGO shall submit:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC describing the list of items (which must be included in the approved importation list).
- ➡ A copy of the bill of lading (for imported items) or invoice (for locally purchased items). The NGO is to ensure that the copy is clear.
- ➡ Detailed packing list.

After internal review at the JPC, HAC will provide a letter of approval. The NGO is responsible for submitting this letter of approval, together with the full documentation listed above and endorsed by HAC, to the Health, Food Control Authorities and the Sudanese Standards and Metrology Organization (SSMO). Once the samples have been tested, the SSMO will issue its written approval, via HAC/JPC.

4.4.4 Vehicles, Machinery and Equipment

Vehicles, machinery and equipment whether purchased internationally or locally are exempt from customs fees. To be granted customs exemption, the NGO shall submit:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting exemption from customs fees.
- ➡ Copy of the invoice (for local purchase) or copy of the waybill (for international purchase). The NGO is to ensure that the copy is clear.
- ➡ Detailed packing list.

After internal review at JPC, HAC will provide a letter of approval. The NGO is responsible for submitting this letter of approval, together with the full documentation listed above and endorsed by HAC, to the Ministry of Finance for final endorsement.

4.4.5 Communications Equipment

Based on the laws of the government, permission for utilization of communication and V SAT devices using satellites is only allowed through government licensed companies (currently Sudatel and Canartel) and their subsidiaries. Illegal devices such as military and semi-military Communication Devices are prohibited by the Telecommunications law and regulations.

To be granted customs exemption for communications equipment the NGO shall provide:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC providing details on the type, number and the location where they will be used. The communications equipment must be relevant to the project being implemented.
- ➡ In the case of radio base, HAC will second a radio operator to the NGO, and the NGO will be responsible for payment of salary.
- ➡ After obtaining HAC approval, the NGO must pay fees to the NTC, as appropriate.

4.4.6 Reallocation of Relief Materials in Emergency Situation

Relief materials can be reallocated in emergency cases as follows:

- ➡ The NGO shall submit a letter from the NGO to the JPC signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting support in obtaining State approval to move materials or equipment.
- ➡ The NGO must then obtain written approval from the relevant State Authority (through HAC) authorizing the concerned NGO to reallocate the listed relief material and equipment from the project on a permanent or temporary basis.
- ➡ The NGO will submit to HAC at both federal and state level a brief report on the project from which the relief materials and equipment are shifted to ensure that the said project can continue to be smoothly implemented.

4.5 Procedures for Destruction of Expired, Damaged or Inappropriate Items

NGOs that need to destroy or re-utilize expired, damaged or inappropriate items (food and drugs) should follow the following procedures:

- ➡ Submit a letter to State HAC and to the State MoH at state level mentioning type of commodity(ies), quantity to be disposed of, and expiry date(s).
- ➡ Fill the relevant State MoH form (different from State to State) and submit to HAC and MOH together with the letter mentioned above.

A Government committee including concerned departments at state level will be formed and will be tasked to identify means and specifics of disposal or reutilization of items, as appropriate.

- ➡ Once the committee deliberation is known, the NGO will be responsible for the destruction of the items according to the specifications provided by the committee. The NGO will have to bear all expenses related to all phases of the disposal.
- ➡ Members of the committee and NGO officials must be present to the destruction of commodities.
- ➡ Members of the committee will issue a certificate that the disposal has been carried out according to the specifications that the Committee has laid. The certificate will be issued within three working days from the date of destruction.
- ➡ Should the items be reprocessed or reutilized by other entities, the NGO will bear no cost. HAC will issue a document indicating how the items will be reutilized. The certificate will be issued within seven working days from the date of deliberation of the committee. Should the NGO re-utilize the item in one of its projects, any cost of re-processing will be borne by the NGO.
- ➡ The NGO will submit a report to HAC federal on the disposal of items, including copies of the relevant documentation (letter to State HAC and SMoH, SMoH form, destruction certificate). The report is to be

endorsed by HAC at State level. The NGO will have to submit the report within seven working days from the date of reception of the certificate of destruction by the committee.

5 TAX EXEMPTION

5.1 Taxation Procedures

All imported items included in the approved list in accordance with the Customs Agreement are exempted from all types of taxation, except for Value Added Tax (VAT) for locally purchased items. Such exemptions are based on article 186 (A) of the Customs Law.

5.2 Value Added Tax (VAT)

Value Added Tax is payable for all items which are locally purchased by the NGO, whether these items are included in the approved import list or not.

5.3 Port Fees Exemption

The following procedures shall be followed to secure exemption from the payment of port fees:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy to the NGO Director General at JPC requesting port/deck fees exemption for the items plus freight charges with a copy of the bill of lading, packing list, invoice and the importation certificate that includes type and weight of imported items.
- ➡ HAC will write to MoF requesting an exemption, attaching the invoice. The MoF will issue an exemption letter. The NGO should go to MoF to retrieve the exemption letter.

5.4 Individual Income Tax

Sudanese staff working for foreign NGOs pays individual income tax according to the taxation law. NGOs should put Sudanese staff under the National Fund for Social Insurance¹² and pay fees accordingly.

Only international staff working for NGOs are exempt from paying individual income tax. Tax exemption does not apply to services fees provided by the local authorities such as fees for environmental health.

To obtain tax exemption for international staff working for NGOs, the NGO shall submit to the JPC:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy to the NGO Director General at JPC requesting that the foreign staff member working for the NGO is to be exempted from individual income tax.

After internal review at JPC, HAC will provide a letter of approval. The NGO is responsible for submitting this letter of approval, together with the full documentation listed above and endorsed by HAC, to the Ministry of Finance for final endorsement.

¹² Reference should be made to article 4 of the National Fund for Social Insurance regulations.

6 VEHICLE REGISTRATION AND ISSUING OF NUMBER PLATES

6.1 Registration of Vehicles Purchased Abroad and Locally

For registering vehicles, the following is required:

- ➡ A letter signed by the Country Director or his/her Deputy addressed to Director JPC HAC indicating number and type of vehicle, engine number, chassis number, model and color.
- ➡ Importation Certificate indicating engine number, chassis number, model and color (for vehicles purchased abroad).
- ➡ Fill form (attachment)
- ➡ Copy of the invoice.

A letter requesting Traffic Police Office/Plates department to issue a plate number shall be given to the NGO by HAC. .

7 LABOR PROCEDURES

INGOs are encouraged to employ Sudanese nationals, when and wherever possible, in an effort to strengthen national capacities and provide long-term sustainability to programmes. This would also enhance the understanding of Sudanese perspectives within NGOs programmes. INGOs are committed to the development of their national staff members and should explicitly plan to develop their skills with a view to phasing a reduction in the number of international staff members as soon as it is feasible in the framework of current programming.

7.1 Work Permit for Foreign Staff

7.1.1 Work Permit (First time and Renewal) Working for International NGOs

In order to obtain a work permit for an international staff member the INGO shall submit the following documents to the JPC:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting the work permit.
- ➡ Labor Dept. (LD) form duly filled.
- ➡ A copy of job description.
- ➡ Copy of the Curriculum Vitae (CV).
- ➡ A copy of the work contract or letter of agreement stamped and signed by both employer and employee.
- ➡ A copy of the expatriate passport individual pages indicating name, date of birth, personal photo, and visa. The NGO is to ensure that the copy is clear.
- ➡ A copy of the qualifications certificates, officially translated into English or Arabic as appropriate.
- ➡ A copy of the relevant Technical Agreement including the approved expatriate's position except for posts that are listed as exempted from Technical Agreements (see list below).

- ➡ Authentication of the qualifications by the concerned Sudanese Authorities (Medical Council, Engineering Council) if the expatriate will practice, or act as supervisor, as a health or engineering professional.
- ➡ HIV/AIDS free/ exempted certificates issued by the National Medical Laboratory.
- ➡ Two color photos.
- ➡ Payment of fees. An official receipt will be given for any payment.

International staff recruitment must be done in conformity with the statutory requirements. Most positions need to be included in Technical Agreements signed at State level and endorsed by Federal HAC. However, some positions have been excluded from this requirement. These include specifically:

Country positions

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| <ul style="list-style-type: none"> ▪ Country Director; ▪ Deputy Country Director; ▪ Country Finance Manager/Director/Controller; ▪ Country Donor Accountant; ▪ Country Funding Coordinator/Manager; ▪ Country Operations Manager; ▪ Country Logistics Manager; ▪ Country HR Manager; ▪ Country Monitoring and Evaluation Manager/Coordinator; | <ul style="list-style-type: none"> ▪ Country Programme Advisor/Coordinator/Consultant (including e.g. Livelihoods Advisor, Health Advisor, Education Advisor) – all working across several locations – maximum of four per organization; ▪ Country Safety Manager/Coordinator; ▪ Country Communications Officer; ▪ Country IT Manager. |
|--|--|

Regional/Zone positions (e.g. the East of Sudan, the greater Darfur, the South) – one position of each type for each region.

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Regional/Zone Coordinator/Manager; ▪ Regional/Zone Finance Manager/ Director; ▪ Regional/Zone Operations Manager; | <ul style="list-style-type: none"> ▪ Regional/Zone Logistics Manager; ▪ Regional/Zone HR Manager; ▪ Regional/Zones Safety Manager/Coordinator. |
|---|---|

State positions (one position of each type for each State).

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| <ul style="list-style-type: none"> State Coordinator/Manager; State Finance Manager; State Operations Manager; State Logistics Manager; | <ul style="list-style-type: none"> State HR Manager; State Safety Manager/Coordinator Area Coordinator/Manager (in each location, in cases where there is more than one programme in one location). |
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Any other position not listed above must be included in a Technical Agreement.

The procedure takes 3-5 days according to the readiness of the INGO to fulfill the requirements and follow up with the Labor Department.

7.1.2 Work Permit (First time and Renewal) Working for National NGOs

For foreign staff working for NNGOs requirements are the ones listed in section 7.1.1, except for the provision of a technical agreement.

7.2 Exceptional Procedures for International Staff Recruitment

In case of sudden emergencies anywhere in Sudan as per declaration of any of the Government entities, or in case of a special request made by Government entities to international partners for immediate deployment of NGO personnel to respond to a sudden crisis, processes to facilitate swift entry, residence and stay permits, or redeployment from other regions/programmes will be used. Temporary work permits for the area stricken by the emergency will be processed within 48 hours from the presentation of documents by the NGO to the moment the Immigration concludes the process (i.e. sticker/stamp in the passport). The time limit of validity for the permit will be as per the duration of the emergency as per Government announcement.

Requirements for processing the work permit for these staff include:

- ➡ A copy of TOR/Job Description in English or Arabic.
- ➡ A copy of the work contract.
- ➡ A copy of the passport with individual pages indicating name, personal photo and visa. The NGO is to ensure that the copy is clear.
- ➡ Two color photos.
- ➡ Payment of necessary fees.

7.3 Work Permits and Termination/End of Contracts

All NGOs are advised to inform the Labor Department of the termination/end of contract of any expatriates through copying the application for final exit visa to the Labor Department. This will enable the Labor Department to strike off his/her name from the NGO nominal roll and so vacate the position for another nominee. In the absence of this advice from the NGO, the position will be considered occupied. Labor Department recognizes that a maximum of four weeks of hand over period between the outgoing and incoming staff is desirable wherever possible. As such, the process for the incoming staff member can be started at the same time as the application for the final exit visa for the outgoing staff.

7.4 Recruitment of National Staff (excluding skilled/non-skilled)

Positions such as drivers, mechanics, guards, cleaners and other skilled or non-skilled manual workers are not included in the below process of recruitment. All recruitment procedures for these posts should be carried out by the NGO with the State Labor Office till further notice by the Ministry of Labor.

The procedures set out below are based on Sudanese Labor Law.

7.4.1 Procedures

Stage 1 - Advertising

- ➡ The NGO shall submit a letter to the JPC from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC, seeking approval to proceed with recruitment.
- ➡ The Labor Dept. (LD) will then give approval that the NGO should advertise for the position in at least two local newspapers.
- ➡ The NGO will pay the advertisement procedure fees to Ministry of Labor and an official receipt will be given for any payment.
- ➡ Advertisement time limit is between 10 and 15 days depending on the availability of candidates on the labor market. The advertisement should clearly specify the position's duties, responsibilities, qualifications, the required reasonable experience, and any other requirements.

- ➡ Candidates' applications should be received by the Labor Dept. (LD) at HAC only. Candidates may ask for stamped copies that they can then deliver to the NGO.

General Requirements for Applications:

- ➡ Candidates must submit an application letter, CV, copy of academic qualifications, National military service certificate/exemption, copy of birth certificate and experience certificates.

Stage 2 - preliminary Short Listing:

- ➡ The Labor Department and NGOs at the JPC will jointly prepare a preliminary short list within one day.
- ➡ Application documents are measured against the job requirements stated in the advertisement and only candidates satisfying the requirements will be selected for the preliminary short list.
- ➡ The joint NGO and Labor Department panel should state in writing why the other applications are rejected.
- ➡ The preliminary short list should be announced on the HAC notice board and a copy of the short list should also be announced at the NGOs office notice board.

Stage 3 - Written Test

- ➡ The Labor Department and the NGO will jointly administer a written test to establish a final short list.
- ➡ All preliminary short listed candidates are allowed to sit for the test after showing an ID.
- ➡ Supervision and correction of the test is done jointly by the Labor Department and the NGO.
- ➡ Candidates are ranked according to their marks and endorsed by Labor Department and NGOs representatives.

Stage 4 - Final Short List

- ➡ For the purpose of the oral interview, a final short list is determined from the written test results and endorsed by the Labor Department.
- ➡ A copy of the final short list is announced on the HAC notice board and a copy is announced at the NGOs notice board.

Stage 5 - Oral Interview

- ➡ The oral interview and determination of both the successful candidate and the reserve candidate(s) are carried out by a joint panel including:
 - One member from Labor Department (chairman).
 - One member from the NGO General Directorate.
 - Two members from the concerned NGO.
 - One member from the Procedures Technical Dept.
- ➡ The panel shall make use of the recruitment assessment sheet prepared by the Labor Department and including the following factors and marks:
 - Qualification 15 marks (10 for basic, 5 for post-graduate).
 - Experience 15 marks.
 - Communication 10 marks.
 - Personality 10 marks (5 for appearance, 5 for impression).
 - Written test 20 marks.

- Job knowledge 30 marks.
- Total of 100 marks.

With regard to the marking scheme, 65% of the scores are devoted to assessing the candidate against his/her work experience, written test and job knowledge. The weighting within these three categories can be adapted, based on the nature of the candidate required and can be agreed on a case by case basis by the joint recruitment panel.

- ➡ The interview should be conducted and carried out in a comfortable and conducive atmosphere for the candidates.
- ➡ Candidates are invited one by one and given equal opportunities for the interview and their individual performance is measured against the factors and the marks are given by consensus.
- ➡ In case of disagreement, average weighting is applied and the scores of each candidate are calculated accordingly.
- ➡ The candidate(s) scoring the highest mark is selected to fill the position. One or two additional candidates are selected, based on their scores, as reserve candidates, if needed.
- ➡ The selection decision is taken and signed jointly by all panel representatives.
- ➡ The successful candidate shall be informed within five working days from the deliberation date of the panel meeting.
- ➡ The selection decision is obliging to the NGO unless satisfactory convincing reasons are presented by the NGO to the Labor Department.

7.4.2 Temporary Employment (Casual Labor)

NGOs are strongly advised to rely on permanent national staff wherever possible. Recruitment of all national staff should be carried out as laid out in chapter 7 of the NGOs Directory of Procedures. NGOs can make use of temporary employment as casual labor on fixed short term contracts of less than three months duration to avoid unnecessary disputes at labor offices or labor courts.

Volunteers are not mentioned in the Sudan Labor Laws. NGOs can make use of volunteers for less than three months duration to avoid unnecessary disputes at labor offices or labor courts.

7.4.3 Trainees

In line with the general policy of the government and in the spirit of good partnership, INGOs are encouraged to participate in building the capacity of unemployed graduates through the following:

- ➡ INGOs are encouraged to incorporate graduates training in their training policies and programmes particularly on job training.
- ➡ The INGOs are requested to submit their training opportunities to HAC, NGOs General Director.
- ➡ Graduates should apply for training to NGOs General Director at HAC, who will in turn refer the list to an internal Committee in JPC for recommendations.
- ➡ The JPC will forward a list of several nominees endorsed by the NGOs General Director. The NGO will select the most appropriate candidate from the list. A letter will be sent by the NGO to the NGOs Director General at JPC regarding its choice of the nominees for records.
- ➡ Trained persons are not allowed automatically to fill permanent position at the INGOs; it is considered a violation of labor law.

- ➡ However, trained persons can compete to fill positions through the normal recruitment procedures at HAC Labor Department. Their training experience will be considered
- ➡ Trainees should abide by the rules and regulations of the INGOs.
- ➡ A performance report should be prepared by the NGO at the end of the training period. The report should be submitted to the NGOs General Director.
- ➡ The duration of the training will be dependent on the nature of training and will be determined upon mutual agreement. However, it cannot be extended beyond a maximum period of six months.
- ➡ The NGO will pay a stipend for the trainee. Trainees are not employees and the training stipend given to them does not convey employment rights.

7.4.4 Employment of Refugees (Resident in Sudan)

Refugees are only employed through the Ministry of Labor in accordance with relevant Sudanese laws and regulations.

Refugees residing in Sudan can only compete for skilled and non-skilled positions announced through the Ministry of Labor.

8 PERMIT FOR A STAFF MEMBER TO ENTER AIRPORT TERMINALS

An NGO can seek permission to get a permit for permanent staff member(s) – who must be Sudanese nationals – to enter airport terminals to facilitate arrival and departure of staff and visitors.

To secure a permit, the NGO will submit the following documents to the JPC:

- ➡ A letter from the NGO requesting a permit for entry to airport terminals for a Sudanese national staff member.
- ➡ Two recent photos and an official and valid government issued ID.
- ➡ In case of renewal, a copy of the previous card of entry shall be attached.

A temporary entry permit which is valid for three months shall be issued by the Civil Aviation Authority and shall be renewed after approval from the HAC.

9 AVIATION RIGHTS

These procedures apply where the NGO wants to bring a charter flight or private airplane into the country.

- ➡ The NGO will submit a letter signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC justifying the use of aircraft and indicating type of aircraft, owner/operator, registration number, call sign, operational area, crew information, duration of the operation.
- ➡ HAC will submit the letter to Civil Aviation.
- ➡ The NGO will receive feedback from HAC.

Cargo flights:

- ➡ In case of chartered or private flights the NGO shall also provide information to HAC about the airline, type of aircraft, flight route, call sign, registration number, flight number, ETD and ETA.

It is not permitted for any aircraft to land at a secondary airport unless a permit is issued by the concerned authorities. HAC will be responsible for contacting the civil aviation authorities for fees exemption for aircraft crossing airspace, landing or take-off fees.

10 NGOS MEDIA DELEGATIONS AND MATERIAL

Media materials should respect the dignity of beneficiaries and sovereignty of the country. However the NGO represented by its Country Director or Head of Mission is wholly accountable for any deviation of media coverage by the NGO or its visitors. Based on any adverse media coverage HAC representing the Government have the full right to take the necessary action against the NGO, according to the law and existing relevant regulations.

In a spirit of transparency, NGOs should share all media materials with HAC. Each NGO must, once each month, supply HAC with a pack of media materials produced by, or on behalf of, the NGO about Sudan including a print out of relevant parts of the website.

To bring a media delegation into the country, the following procedures will be followed:

- ➡ The NGO will submit a letter to the JPC signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC which explains the purpose of the trip, gives details of the members of the delegation, time schedule of the mission, geographic areas and the project/s of the NGO that the mission proposes to cover and the types of media materials that will be produced as well as its purpose. The NGO must confirm in writing that the materials will be used only for humanitarian purposes.
- ➡ The NGO can facilitate media delegations only in their areas of operation.
- ➡ Public information concerning surveys and researches are to comply with the procedures outlined in section 12.
- ➡ HAC will provide a letter to the NGO for follow-up with the Ministry of External Information.
- ➡ The NGO should obtain approval from the Ministry of External Information and will be issued a press card.

The NGO will include copies of all media materials produced on or after the trip in its monthly pack of materials submitted to HAC.

11 PERMISSION TO WORK IN NEW AREA(S)/OPEN SUB-OFFICE(S)

The temporary Darfur registration gives the right to apply to open a sub office within Darfur only. Any NGO wishing to apply for opening a sub-office anywhere else in Sudan must have a permanent registration. While the process is ongoing the NGO can make a special request to operate in areas other than Darfur. A special permission may be issued after approval from HAC.

The NGO will submit the following documents to the JPC:

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting permission to work in the designated State(s).
- ➡ Submission of a Work Plan/ Proposal of Work indicating the targeted activities, estimated budget, partners and time-frame.

HAC Federal will contact HAC State(s). HAC Federal will issue a final response (approval or rejection) concerning the opening of the new office.

Should a new sub-office be opened in a State where the NGO is already operating, the procedure should be done entirely at State level.

12 CONDUCTION OF SURVEY AND FIELD ASSESSMENTS

Surveys/field assessments must be directly related to the nature and field(s) of the NGO work. The whole process should be conducted jointly with HAC and other relevant governmental department at Federal and State level. Until approved by HAC, the survey findings and results cannot be released.

INGOs which are planning to carry out any Surveys or Field Assessments at Federal and State levels should follow the following procedures:

- ➡ The NGO shall submit a letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC requesting travel permit and indicating the type of survey, the area of coverage, government partners, and details on team members.
- ➡ HAC Federal will inform HAC State prior to the visit of the NGO.
- ➡ HAC Federal will issue a travel permit only when they have received authorization from HAC State. (Assessments related to a national programme require approval from the concerned federal Ministry and authorization must be obtained from HAC).

Relevant authorities through HAC at State level are responsible for follow up surveys and field assessment procedures jointly with NGOs that are already operational within a given state.

13 TECHNICAL AGREEMENTS

13.1 Definition of a Technical Agreement (TA)

A Technical Agreement is an agreement signed by the INGO with the technically related Federal, State ministry(ies) or governmental bodies. The TA should cover the whole programme in a particular state within one of the following fields:

- Health and Nutrition.
- Education.
- Water, Sanitation and Environmental Health.
- Agriculture and Livestock.
- Welfare and Social Development.
- Any other activities related to the humanitarian and voluntary work.

The TA should:

- ➡ Follow and contribute to national priorities and protocols including empowerment and capacity building of national staff.
- ➡ Be agreed for a specified period
- ➡ Involve national partner(s) - (e.g. NNGO, CBO, government department)
- ➡ Specify the number and type of national and expatriate positions that will be required to implement the programme.
- ➡ Specify mechanisms for monitoring and reporting.
- ➡ Outline how assets will be disposed of at the end of the agreement if there is no continuation of the programme, taking into account any donor requirements.

13.2 Procedures for Signing the Technical Agreement

In most cases, the NGO should agree the TA with the relevant Ministry or government body at state level. Where no such partner exists at state level (e.g. HIV and AIDS) then an agreement should be made at Federal level with the appropriate ministry or government body.

The HAC Federal will supply a standard form that can be adapted at state level as appropriate, but must cover the key points outlined above. The TA must be signed and dated by the NGO and the government partner.

Once the TA has been agreed at state level (or with the relevant federal body), and signed by the NGO, the technical ministry and HAC at state level, this document must be submitted to the Commissioner of HAC Federal through the NGO Director General at JPC for endorsement and signature.

14 OPENING OF BANK ACCOUNTS AT SUDANESE BANKS

14.1 Opening a New Bank Account

- ➡ A letter from the NGO signed by the Country Director or his/her Deputy addressed to the NGO Director General at JPC indicating the name/branch of the bank and currency of the account.
- ➡ Determination of at least two senior staff, including the Country Director, authorized to sign bank checks.
- ➡ HAC will issue a letter to the bank requesting the opening of the bank account according to the legal procedures.
- ➡ HAC should be informed of any changes in the identity of signatories.

For opening the first bank account, a letter from the NGO Headquarters indicating the name(s) of the person(s) authorized to open such an account is required.

14.2 Utilization of Previously Opened Bank Accounts

- ➡ For continuation of utilization of previously opened bank accounts, a request shall be made by the NGO to HAC indicating the name/branch of the bank and currency of the account.

15 REPORTING

15.1 Annual Report

NGOs are required to submit an annual report to the JPC covering work implemented in the previous calendar year by the end of January. The format for the report is attached as an appendix. The report should include details of items imported. Three hard copies and one soft copy must be submitted to JPC.

15.2 Bi-Annual Report

NGOs are required to submit a report on activities carried out in the first half of the year to the JPC by 15th July. The format for the report is attached as an appendix. Three hard copies and one soft copy must be submitted to JPC.

15.3 Special Report

From time to time, Federal HAC may request the NGO to submit a special report covering some aspect of their work.

15.4 Reports at State Level

Reporting requirements at state level will be agreed with the NGO at state level and outlined in the technical agreement.

16 ANNEX A - DARFUR FAST TRACK PROCEDURES

The annex is concerned with INGOs procedures for Darfur and should be read in conjunction with the general procedures that apply to the rest of Sudan. Many procedures are the same for Darfur as they are for the rest of the country and only those that are different are included in this annex.

16.1 REGISTRATION PROCEDURES

16.1.1 Temporary Registration (Darfur)

All organizations, that are not already registered in Sudan and which intend to work in Darfur shall follow the following procedure to obtain a temporary registration:

- ➡ Written request to the Registrar General at the JPC stating the activities or expected programmes to be implemented in Darfur.
- ➡ Complete and submit Form B to the Embassy of Sudan in the country of origin or the nearest country or to the Registrar General Office at the JPC in Khartoum.
- ➡ A brief summary of the Financial Report and activities in the last three years.
- ➡ Payment of fees.

When all requirements are provided by the concerned NGO, a registration certificate signed by the Registrar General shall be issued within seven working days. Renewal of registration must take place every year.

Registration and re-registration of all new NGOs will be facilitated through the Joint Procedures Centre within seven working days.

16.1.2 From Temporary to Permanent Registration

All organizations which are registered temporarily in Darfur, and that intend to obtain permanent registration for the Sudan, should submit the following to the Embassy of Sudan in the country where the NGO Headquarters is located or to the nearest Embassy in the region:

- ➡ A request addressed to the Registrar General signed by the NGO Headquarters or Representative stating the type of activity/expected programmes to be implemented in the Sudan, areas of operations and an indicative budget. Such activity or programmes shall not be of religious, missionary, ethnic, political nature or in contradiction with the prevailing laws in the Sudan. The request should also mention that the NGO is registered for Darfur.
- ➡ Submit form (A) – to be filled by the NGO Headquarters.
- ➡ Copy of the Financial Report and all the NGO world-wide activities in the last three years (except for newly established organizations, which will have to report activities since their establishment).
- ➡ Copy of the Registration for Darfur.
- ➡ Copy of the NGO certificate in the country where the headquarters are located.
- ➡ Copy of report about the NGO activities in Darfur since their start, including broad financial report.

Copies of the above-mentioned documents will be forwarded by the Embassy to HAC

An official reply will be provided to the NGO - within three months from the submission of all required documents at the embassy – in form of a registration certificate signed by the Registrar General or a letter of refusal. Renewal of registration must take place every year (see 2.1.2).

Following registration and before starting activities, the NGO shall sign the Country Agreement with the Registrar General (HAC).

The moment the NGO received positive response about the registration, the NGO will have to pay a registration fee at HAC Federal. A receipt for this payment will be provided to the NGO.

16.2 IMMIGRATION AND TRAVELING PROCEDURES

16.2.1 Entry Visa for Work Purposes

To secure an entry visa for Darfur, the organization shall submit the following documents to the embassy in the country where the staff member is based:

- ➡ A letter signed by the Country Director or his/her Deputy requesting a visa and stating the profession/ place of work/ contract duration
- ➡ A recent and colored photo.
- ➡ A copy of the passport, including full name and other details. The NGO is to ensure that the copy is clear.
- ➡ A certificate showing academic qualifications (only required for staff working as medical doctors/nurses/civil engineers or supervising such posts).
- ➡ Copy of the Curriculum Vitae (C.V.). (not required for visiting family and dependents)
- ➡ Entry visa application form duly filled.

The visa will be issued within 2 working days provided that all the applicable statutory requirements are met.

16.2.2 Entry Visa Issued at the Airport

Should the applicant live/reside in a country where there is no Embassy of Sudan, the NGO can apply to obtain an entry visa at the airport. The NGO should provide the information set out in section 16.2.1 to the JPC in Khartoum explaining that an airport visa is being requested.

The procedure will be concluded within 2 working days provided that all the applicable statutory requirements are met.

When the procedure at the JPC is completed, the HAC will issue a letter to the NGO, signed by the NGO Director General at JPC. The same letter will be sent by JPC to the Immigration at the airport. It is the responsibility of the NGO to provide the staff member with a copy of the HAC letter of approval which the staff member should carry with them when they travel.

16.2.3 Exit and Re-entry Visa

Procedures for exit and entry permits are the same for the whole of Sudan. However, in order to decrease the level of the Darfur crisis and to facilitate the flow of aid, fast track procedures will be applied.

The procedure will be finished within two working days provided that all the applicable statutory requirements are met.

Emergency exit and re-entry visa- In cases where a staff member needs to leave the country owing to an emergency such as medical evacuation or bereavement, HAC/JPC will facilitate processing of an exit, re-entry visa within one day.

16.2.4 Procedures for Resident Foreigners Traveling to State Capitals

Resident international NGO staff can travel to the State capitals using only their passport and the identification card issued by HAC at Federal level. If the HAC ID card has not yet been issued, the staff must apply for travel notification. International NGO visitors can travel to State capitals with their passports and a notification issued by HAC at Federal level.

To obtain the travel notification the NGO must submit the following document to JPC:

- ➡ Travel notification form duly filled.
- ➡ A copy of the passport, including full name and other details as well as the entry visa/residence permit. The NGO is to ensure that the copy is clear.

The travel notification will be issued within one working day from the date of submission, provided that all statutory requirements are met. The travel notification will be valid for the period of the Darfur Emergency Programme

16.3 CUSTOMS PROCEDURES

Customs procedures are the same for the whole of Sudan. However, in order to decrease the level of the Darfur crisis and to facilitate the flow of aid, fast track procedures will be applied.

For items bound for Darfur, all customs procedures will be processed items within 7 working days from the date of submission of the necessary documents.

16.4 TAX EXEMPTION

Based on decrees by the Representative of the President of the Republic in Darfur states, imported items for humanitarian aid, customs Department, Health and Medical procedures are exempted from any fees.

16.5 LABOR PROCEDURES

Labor procedures are the same for the whole of Sudan. However, in order to decrease the level of the Darfur crisis and to facilitate the flow of aid, fast track procedures will be applied.

INGOs are able to freely recruit and deploy international and national staff according only to the selection criteria stipulated by their individual organizations. INGOs will ensure that the best qualified professionals will be recruited according to the TOR of the position for which they are hired and the main interest of the beneficiaries. Those NGO staff practicing as medical and civil engineering professionals will be recruited in accordance with the Labor Act 1997.

Work permit procedures (first time and renewal) will take 3-5 working days from the date of submission of documentation provided all statutory requirements are met.

Residence permit procedures (first time and renewal) will take fifteen days from the date of submission of documentation provided all statutory requirements are met. The Residence Permit is given according to the extension of the Darfur Emergency Programme. The worker who obtained the Residence Permit for Darfur is not allowed to work in areas outside Darfur except in a supporting role for Darfur operations in the organization's Head Office in Khartoum.

Recruitment of national staff, from the moment of advertisement to the final selection of the candidate, will take a maximum of one month.

16.6 AVIATION TRAFFIC

The passenger manifest must be submitted to HAC at the JPC 36 hours before take-off. A maximum of five to six people can be added to the manifest up to two hours before take-off. Such additions must be indicated in a separate form to be submitted to the authorities in Khartoum Airport (National Security, Military Intelligence, and Civil Aviation). A copy of such supplementary form must be submitted on the same day to the HAC at the JPC in Khartoum.

In cases of emergency - evacuations - technical failures, the manifesto can be entirely changed, new flights can be added and aircrafts can be replaced (if necessary).

17 ANNEX B – REGISTRATION FORMS

17.1 Registration Form (A)

بسم الله الرحمن الرحيم
جمهورية السودان
REPUBLIC OF THE SUDAN
وزارة الشؤون الإنسانية
MINISTRY OF HUMANITARIAN AFFAIRS
مفوضية العون الإنساني
HUMANITARIAN AID COMMISSION

KHARTOUM P.O BOX
تلفون رقم 778389-794496
Tel: 778389-794496

الخرطوم ص.ب 1975

Registration Form (A) For Foreign N.G.O
Applying For Entry And Operation in
Sudan .

استمارة تسجيل (أ) للمنظمات التطوعية الأجنبية
التي ترغب في الدخول والعمل بالسودان

ATTENTION

1- please fill in needed
Information in space provided
More Information could be attended
In separate sheet.

2-All needed information should be type
Untyped information shall not be accepted

تنبيه :

1- يرجى ملء البيانات المطلوبة في الأماكن
داخل الاستمارة قدر المستطاع وفي حالة العجز
عن ذلك
ترفق ابيانات المطلوبة مع الاستمارة

2- تملأ البيانات المطلوبة في هذه الاستمارة
بالآلة
الكاتبة ولن تستلم أي استمارة غير مكتوبة
بالآلة الكاتبة

Name Of Organization

3- تستلم الاستمارة بعد تعبئتها إلى سفارة
السودان
بالدولة المعنية لارسالها للمفوضية عبر
الخارجية .

القسم الأول :-

إسم المنظمة :

جنسية المنظمة :

Date and Registration No

عنوان المكتب الرئيسي بدولة المقر :-

تاريخ تأسيس المنظمة :

تاريخ ورقم التسجيل بدولة المقر :

SECTION (B)

NATURE OF WORK OF ORG

القسم الثاني:-
طبيعة عمل المنظمة

DONOR

ماتحة

منفذة لبرامجها

OBJECTIVES OF The ORGANIZATION

أهداف المنظمة بوضوح

النشاط الأساسي للمنظمة

Nationality

إغاثة

Address of head office at country

Of origin

إعادة تعمير

تنمية –

أخرى تذكر –

**Reasons Behind The Choice of
Operating In Sudan**

الأسباب وراء اختيار العمل بالسودان

**Sources Fund ; (Please Specify
Names Of Donors – Countries
and Agencied)**

مصادر تمويل المنظمة (مع ذكر أسماء الدول –
الهيئات
الدولية المانحة التي تمويل المنظمة حالياً) .

Main Activity

Relief

تعهد :-

REHABILITATION

Development

Information other wise is correct to the best
Of my Knowledge and Undertake to report
any chances.

بهذا أشهد بأن المعلومات المذكورة صحيحة وذلك
حسب ما لدى من معرفة وبتعهد بالادلاء بما يطرأ من
تعديلا .

Chairman Signature

التوقيع .:

Countries in which ORG. Is currently Operation
Please state date of commencement of activity and
area of Operation

أو لا تزال تعمل بها
المجال الذي تعمل

Area (s) Proposed for the work of the Organization

لأن

Confirmation

There Certify that all the above mentioned

A copy of registration certificate of
Originen dosed from Sudan embassy

مرفقات :-

2- Copy of latest annual report.
3- Any publication Containing
Information about ORG.

1_ صورة من شهادة تسجيل المنظمة بدولة المقر موثقة
من سفارة
السودان بالدولة المعنية .

4-The Mandate or the ORG.

2_ صورة من التقرير السنوى للمنظمة للعام
الماضى
3- أى كتيبات أو نشرات تعريفية بأعمال المنظمة

SECTION (C)
EMBASSY COMMENT

النظام الأساسى للمنظمة

Date.

القسم الثالث :-
تعليق السفارة

SIGNATURE.

التاريخ :

POSITION OF THE SIGNATORY

التوقيع :

وظيفة الموقع :

ATTACHMENT:-

17.2 Registration Form B



**The Republic of the Sudan
Ministry of Humanitarian Affairs
Humanitarian Aid Commission
Registrar General Office**



**INGOs Temporary Registration Form
(Form B)
(Darfur Operation)**

1- Name of Organization:

.....
.....

2- Origin / **Nationality** of the organization:

.....
.....

3- Date of establishment in the country of origin:

.....
.....

4- Head of office address:

.....
.....

5- Objectives of the organization:

.....
.....

6- Other Branches in Africa countries (if any):

.....
.....

7- Nature of work of the organization

.....
.....

8- Main activities and targeted group in Darfur

.....
.....

9- Sources of funds

.....
.....

10- Address and contact person in Sudan

.....
.....

Confirmation

I hereby confirm that the above information is correct to the best of my knowledge and undertake to report any changes as required.

Name:

Position:

Signature:

Date:

FOR OFFICE USE

Application No:

Comment:

.....
.....
.....
.....
.....
.....

Officer Signature:

Signature

Date:

17.3 National NGO Registration Form

بسم الله الرحمن الرحيم



التاريخ: 2007/9/..م

السيد/ المسجل العام/المكلف

(1) الموضوع / تسجيل منظمة

البيان	إستيفاء الشروط	ملاحظات
الطلب	√	
النظام الاساسى	√	
إستمارة بيانات لأعضاء اللجنة التمهيدية والتفونات	√	
الأعضاء + التوقيعات وبعض التفونات	√	مستوفية حسب الشروط
شهادة المقر أو الاستضافة	√	
ملاحظات السيد/ المسجل العام :		

18 ANNEX C - FEES

Fees are subject to change. Information about changes will be officially announced in the HAC website and in the JPC board. Information will also be shared within the TJTC. An official receipt will be given for any payment. Fees do not include stamp duty. Fees are the same for staff and family members.

18.1 Fees for General Procedures

Procedure		Fee (SDG)	Where to pay
Registration	Permanent Registration of INGOs	1,000	HAC
	Annual Renewal of the Registration (licensing renewal)	200	HAC
	Registration of NNGOs	100	HAC
	NGOs networks	1,500	HAC
Immigration Procedures	Entry visa for work purpose for foreigners working for International NGOs	172.5	JPC
	Exceptional entry permit procedures	172.5	JPC
	Entry visa for visitors	172.5	JPC
	Entry Visa for Foreigners working for National NGOs	172.5	JPC
	Entry Visa issued at the airport	100.5	JPC
	Registration of foreigners	87.5	Immigration HQ
	New Stay Visa (Residence Permit) for foreigners working for International and National NGOs	244.5	JPC
	Renewal of Stay Visa (Residence Permit) for foreigners working for International and National NGOs	234.5	JPC
	Exit and Re-Entry Visa	253.5	JPC
	Multiple Exit and Re-Entry Visa	1,117.5	JPC
	Final Exit Visa	137.5	JPC
	Procedures for Traveling to State Capitals	None	n/a
Travel Procedures	Travel permit to State Capitals	None	n/a
	Traveling Procedures for visitors	None	n/a
HAC ID Cards		20	Printing company
Customs Procedures (none except form fees)	Customs Agreements for INGOs	None	n/a
	Importation list	None	n/a
	Adding new items to the importation list	None	n/a
Importation of items	Medical Supplies and Equipment	None	n/a
	Foodstuffs	None	n/a
	Vehicles, Machinery and Equipment	None	n/a
	Communications Equipment	None	n/a
	Reallocation of relief materials in emergency situation	None	n/a
Tax Exemption	Taxation Procedures	None	n/a

	Value Added Tax (VAT)	None	n/a
	Port Fees Exemption	None	n/a
	Individual Income Tax	None	n/a
	Vehicle Registration	100	JPC
	Issuing of Number Plates for Vehicles	55	Traffic Police/Plates Department
Labor procedures	First Time Work Permit working for International NGOs	170	Labor Department
	Renewal of Work Permit working for International NGOs	170	Labor Department
	First Time Work Permit working for National NGOs	170	Labor Department
	Renewal of Work Permit working for National NGOs	170	Labor Department
	Exceptional Procedures for International staff recruitment	170	Labor Department
	Recruitment of National Staff (excluding skilled/non-skilled) – Permit for publication of vacancy announcement	50	Labor Department
Procedures to obtain a permit for a staff member to enter airport terminals (temporary – 3 months validity)		50	Civil Aviation
Procedures to obtain a permit for a staff member to enter airport terminals (annual)		750	Civil Aviation
Procedures for Aviation rights at JPC		None	n/a
NGOs Media Delegations		None	n/a
Permission to Work in New Area /Open Sub-Office		None	n/a
Conduction of Surveys and Field Assessments		None	n/a
Technical Agreements		None	n/a
Opening of bank accounts at Sudanese Banks	Opening a new bank account	None	n/a
	Utilization of previously opened bank accounts	None	n/a
Reporting	Annual Report	None	n/a
	Bi-Annual Report	None	n/a
	Special Report	None	n/a
	Reports at State level	None	n/a

18.2 Fees for Darfur Procedures

Procedure		Fee (SDG)	Where to pay
Registration	Temporary Registration of INGOs	1,000	HAC
	Annual Renewal of the Registration (licensing renewal)	200	HAC
	From temporary to permanent registration	200	HAC
Immigration Procedures	Entry visa for work purpose for foreigners working for International NGOs	172.5	JPC
	Exceptional entry permit procedures	172.5	JPC
	Entry visa for visitors	172.5	JPC

	Entry Visa issued at the airport	172.5	JPC
	New Stay Visa (Residence Permit) for foreigners working for International and National NGOs	244.5	JPC
	Renewal of Stay Visa (Residence Permit) for foreigners working for International and National NGOs	234.5	JPC
	Exit and Re-Entry Visa	253.5	JPC
	Multiple Exit and Re-Entry Visa	1,117.5	JPC
	Final Exit Visa	137.5	JPC
Travel Procedures	Travel permit to State Capitals	None	n/a
	Traveling Procedures for visitors	None	n/a
HAC ID Cards		20	Printing company
Customs Procedures (none except form fees – 72 SDG)	Customs Agreements for INGOs	None	n/a
	Importation list	None	n/a
	Adding new items to the importation list	None	n/a
Importation of items	Medical Supplies and Equipment	None	n/a
	Foodstuffs	None	n/a
	Vehicles, Machinery and Equipment	None	n/a
	Communications Equipment	None	n/a
	Reallocation of relief materials in emergency situation	None	n/a
Tax Exemption	Taxation Procedures	None	n/a
	Value Added Tax (VAT)	None	n/a
	Port Fees Exemption	None	n/a
	Individual Income Tax	None	n/a
	Vehicle Registration	100	JPC
	Issuing of Number Plates for Vehicles	55	Traffic Police/Plates Department
Labor procedures	First Time Work Permit working for International NGOs	170	Labor Department
	Renewal of Work Permit working for International NGOs	170	Labor Department
	Recruitment of National Staff (excluding skilled/non-skilled) – Permit for publication of vacancy announcement	50	Labor Department
	Exceptional procedures for international staff recruitment	170	Labor Department

19 ANNEX D – TIMELINES FOR GENERAL PROCEDURES

Information about changes of timelines will be officially announced in the HAC website and in the JPC board. Information will also be shared within the TJTC. Week is here considered made of 6 working days. Timeline is the same for staff and family members.

Procedure		Timeline and deadlines
Registration	Permanent Registration of INGOs	3 Months
	Annual Renewal of the Registration (licensing renewal)	One month
	Registration of NNGOs	One month
	NGOs networks	One month
Immigration and travel Procedures	Entry visa for work purpose for foreigners working for International NGOs	One month
	Exceptional Entry Permit Procedures	2 Working Days
	Entry visa for visitors	7 working Days
	Entry Visa for Foreigners Working for National NGOs	One month
	Entry Visa issued at the airport	18 Working days
	Registration of Foreigners	One Working Day
	New Stay Visa (Residence Permit) for foreigners working for International and National NGOs	5 Working Days
	Renewal of Stay Visa (Residence Permit) for foreigners working for International and National NGOs	5 Working Days
	Exit and Re-Entry Visa	3 Working Days
	Multiple Exit and Re-Entry Visa	5 Working Days
	Final Exit Visa	3 Working Days
	Procedures for Traveling to State Capitals	2 Working Days
	HAC ID Cards	One Working Day
Customs Procedures	Customs Agreements for INGOs	15 Working Days
	Importation list (first time)	10 Working Days
	Importation list (renewal)	15 Working Days
	Adding new items to the importation list	10 Working Days
Importation of items	Medical Supplies and Equipment	15 Working Days
	Foodstuffs	15 Working Days
	Vehicles, Machinery and Equipment	15 Working Days
	Communications Equipment	15 Working Days
	Reallocation of relief materials in emergency situation	One Working Day
Tax Exemption	Taxation Procedures	3 Working Days
	Value Added Tax (VAT)	3 Working Days
	Port Fees Exemption	3 Working Days

	Individual Income Tax	3 Working Days
	Vehicle Registration and issuing of Number Plates	3 Working Days
Labor procedures	First Time Work Permit working for International NGOs	7 Working Days
	Renewal of Work Permit working for International NGOs	7 Working Days
	First Time Work Permit working for National NGOs	7 Working Days
	Renewal of Work Permit working for National NGOs	7 Working Days
	Exceptional Procedures for International staff recruitment	3 Working Days
	Recruitment of National Staff (excluding skilled/non-skilled)	One month
Procedures to obtain a permit for a staff member to enter airport terminals		7 Working days
Procedures for Aviation rights		n/a
NGOs Media Delegations		3 Working days
Permission to Work in New Area /Open Sub-Office		3 Working Days
Conduction of Surveys and Field Assessments		7 Working Days
Technical Agreements		15 Working Days
Opening of bank accounts at Sudanese Banks	Opening a new bank account	2 Working Days
	Utilization of previously opened bank accounts	2 Working Days
Reporting	Annual Report	End of January
	Bi-Annual Report	15 July
	Special Report	As appropriate within reasonable time
	Reports at State level	As appropriate within reasonable time

20 ANNEX F – LABOUR FORMS

Forms are subject to change. Information about changes of timelines will be officially announced in the HAC website and in the JPC board. Information will also be shared within the TJTC.

20.1 New Work Permit Form – International Staff

بسم الله الرحمن الرحيم
وزارة العمل والخدمة العامة وتنمية الموارد البشرية
ادارة العمل بالمنظمات
استمارة اذن عمل لغير السودانيين لأول مرة (وفق الدليل)

(1) الموجهات :

(أ) تنبيه: الادلاء بأى بيانات غير صحيحة يعرض المنظمة والمستخدم للمساءلة القانونية.

(ب) لاستخراج اذن عمل لغير السودانى لأول مرة يجب استيفاء الآتى :

* خطاب المنظمة (طلب)

* موافقة مفوضية العون الانسانى .

* الوصف الوظيفي .

* السيرة الذاتية .

* عقد العمل بين المنظمة والمستخدم .

* صورة من جواز المستخدم تشمل الصفحة التى بها : الاسم، تاريخ الميلاد ، الصورة ، الإقامة، المهنة .

* شهادات المؤهل العلمى والخبرة العملية (مترجمة الى الانجليزية أو العربية) .

* صورة الاتفاقية الفنية الوظائف المسموح بها لغير السودانيين والمدة المقررة للوظيفة

* الافادة من جهة الاختصاص العلمى (المجلس الطبى – المجلس الهندسى ... الخ) .

* فحص الايدز .

* (2) صورة فوتغرافية .

(2) البيانات :

اسم المنظمة / مقدم الطلب :

طبيعة عمل المنظمة :

عدد العمالة الوطنية :

عدد العمالة الاجنبية :

اسم المستخدم :

تاريخ الميلاد :

جنسية المستخدم :

عنوان الوظيفة :

الوصف الوظيفي :

عدد شاغلى نفس الوظيفة بالمنظمة : (أ) وطنيون (ب) أجنبى :

المؤهل العلمى للمستخدم :

التخصص :

المؤسسة التعليمية التى تخرج منها ومقرها :

موقع العمل المقترح : (المدينة/ الولاية)

هل سبق له العمل فى السودان (وضح) :

الفترة الزمنية التى قضاها : من : الى :

المدة المطلوبة لاذن العمل : من : الى :

نوع الاذن : (مبدئى) (نهائى)

اسم وتوقيع مندوب المنظمة :

عنوان وظيفة مندوب المنظمة :

رقم الهاتف :

التاريخ :

(3) توصية مدير العمل بالمنظمات :

(4) قرار السيد/ وكيل العمل :

20.2 Renewal Work Permit Form – International Staff

بسم الله الرحمن الرحيم
وزارة العمل والخدمة العامة وتنمية الموارد البشرية
ادارة العمل بالمنظمات
استمارة تجديد اذن عمل لغير السودانيين (وفق الدليل)

(1) الموجهات :

(أ) تنبيه : الادلاء بأى بيانات غير صحيحة يعرض المنظمة والمستخدم للمساءلة القانونية .

(ب) لتجديد اذن العمل لغير السودانى يجب استيفاء الآتى :

* خطاب المنظمة (طلب) .

* موافقة مفوضية العون الانسانى .

* الوصف الوظيفي .

* السيرة الذاتية .

* عقد العمل بين المنظمة والمستخدم .

* صورة من جواز المستخدم تشمل الصفحة التى بها : الاسم، تاريخ الميلاد، الصورة، الإقامة ، المهنة

* شهادات المؤهل العلمى والخبرة العملية (مترجمة الى الانجليزية أو العربية) .

* صورة الاتفاقية الفنية الوظائف المسموح بها لغير السودانيين والمدة المقررة للوظيفة

* الافادة من جهة الاختصاص العلمى (المجلس الطبى – المجلس الهندسى ... الخ) .

* فحص الايدز .

* (2) صورة فوتغرافية .

(2) البيانات :

اسم المنظمة / مقدم الطلب :

طبيعة عمل المنظمة :

عدد العمالة الوطنية :

اسم المستخدم :

تاريخ الميلاد :

جنسية المستخدم :

عنوان الوظيفة :

الوصف الوظيفى :

عدد شاغلى نفس الوظيفة بالمنظمة : (أ) وطنيون : (ب) أجنبى :

المؤهل العلمى للمستخدم :

التخصص :

المؤسسة التعليمية التى تخرج منها ومقرها :

موقع العمل المقترح : (المدينة / الولاية)

هل سبق له العمل فى السودان (وضح) :

الفترة الزمنية التى قضاها : من : الى :

المدة المطلوبة لاذن العمل : من : الى :

نوع الاذن : (مبدئى) (نهائى)

اسم وتوقيع مندوب المنظمة :

عنوان وظيفة مندوب المنظمة : رقم الهاتف :

التاريخ :

(1) توصية مدير العمل بالمنظمات

.....

(2) قرار السيد/ وكيل العمل

.....

20.3 National Staff Recruitment Assessment Sheet

Ministry of Labour, Public Service &

Human Resources Development

NGOs Labour Office

HAC

Recruitment Assessment Sheet

Organization Name: _____
Job Title: _____

Date: _____

No.	Name	Qualifications			Experience			Communication	Personality			Written Test	Job Knowledge	Total
		Basic	Post Graduate	NGOs	Other	NGOs	Other		Appearance	Impression	Other			
1		10	5	10	5			10	5	5		20	30	100
2														
3														
4														
5														
6														
7														
8														
9														
10														

Panel's Recommendation:

No.	Name	Signature	For
1			For Labour Office
2			For NGOs Gen. Directorate
3			For Organization
4			For

21 ANNEX G – IMMIGRATION AND TRAVEL FORMS

Forms are subject to change. Information about changes will be officially announced in the HAC website and in the JPC board. Information will also be shared within the TJTC.

21.1 Entry Visa form

Form No.7
Ministry of Interior
Passport & Immigration
General Administration

بسم الله الرحمن الرحيم
جمهورية السودان
The Republic of The Sudan
وزارة الداخلية
الإدارة العامة للجوازات والهجرة
طلب تأشيرة دخول
Application For Entry Visa

استمارة رقم ٧
طبقاً للبند ١٧ من اللائحة

١- الاسم (بالكامل) الاسم الأول اسم الأب والجند
Surname Full Name

٢- البيانات الشخصية : الجنسية اسم الأم
Personal Details: Nationality Religion Mother's Name

٣- مكان وتاريخ الميلاد اليوم الشهر السنة
Place and date of birth day month year

٤- المهنة النوع Sex ذكر Male أنثى Female
Home Address العنوان الدائم

هاتف فاكس بريد إلكتروني
Tel Fax E-Mail

بيانات وثيقة السفر
نوع الوثيقة جواز عادي جواز دبلوماسي وثيقة إضطرارية أخرى
Type of Document National Passport Diplomatic Passport Travel Document Other

الرقم مكان الإصدار
No Place of Issue

اليوم الشهر السنة تاريخ الإصدار
Day Month Year Date of Issue

اليوم الشهر السنة تاريخ الإنتهاء
Day Month Year Date of Expiry

- مرافقون (دون السادسة عشرة بالوثيقة)
Names of Persons Accompanying the Applicant (under 16 years)

الاسم Name	الصلة Relation	تاريخ الميلاد Date of Birth	النوع Sex
			ذكر Male أنثى Female

Purpose of Visit الغرض من الدخول

Visit زيارة	Investment استثمار	منظمة طوعية N. G. O	مهمة رسمية Official	wprk عمل
Other أخرى		للإعلاج For Treatment	Tourism سياحة	دراسة Study

Sponsor / الجهة الضامنة

Other أخرى	Educational Institute مؤسسة تعليمية	Company شركة خاصة	Government مؤسسة حكومية	النوع Type
				الاسم Name
				العنوان Address
بريد إلكتروني E-mail		فاكس Fax	هاتف Tel.	
التوقيع Signature		Date التاريخ		

Supporting Document مرفقات

Certificate شهادات دراسية	Guarantee تعهد الجهة الضامنة	Labour Office Approval موافقة مكتب العمل	Pass. copy صورة من الجواز
Other أخرى	Health Certificate خلو طرف صحي	Educational Institute Approval موافقة من مؤسسة تعليمية	

Official Use الاستعمال الرسمي

		سبب القبول أو الرفض Reason	قبول الطلب Acceptance of Application
			رفض الطلب Rejection
التاريخ Date	اسم الضابط Name of Officer		
المكتب Office	الخاتم Stamp	التوقيع Signature	

21.2 Forms for Residence Permit (Stay Visa)

جمهورية السودان
وزارة الداخلية
الإدارة العامة للجوازات والهجرة
طلب لتجديد الإقامة بجمهورية السودان
APPLICATION FOR EXTENSION OF VISA IN THE REPUBLIC OF THE SUDAN

استمارة رقم ج هجري ٥٤

١- الاسم (بالكامل) واللقب الاسم الأول اسم الأب والجد

1. The Name : First Name Second and Family Name

٢- العنوان بالكامل في السودان

2. Address in Sudan

٣- الجنسية

3. Nationality

٤- تاريخ ومحل الميلاد

4. Place and Date of Birth

٥- رقم الجواز ومحل وتاريخ الإصدار

5. Passport No. and Date of Issue

٦- مدة صلاحيته

6. Expire Date

٧- المهنة أو الوظيفة

7. Profession or Occupation

٨- الغرض الذي من أجله دخلت السودان
(Business, Holiday, etc.)

8. Reasons for Entering Sudan

٩- الحالة الاجتماعية

9. Married or Single Single Married متزوج عازب

١٠- المدة المطلوبة للإقامة

10. Period of Stay

١١- أذكر أسماء من تعرفهم وكذلك اسم المخدم وأذكر رقم صندوق البوستر ورقم التلفون

11. Give Name and Addresses of References, including Employer in Sudan, with P.O.Box and Telephone No.

١٢- إذا كان لك أقرباء بالسودان أذكر الآتي

12. If you have any Relatives in the Sudan give Details

a. Name الاسم

b. Relationship درجة القرابة

c. Address العنوان

d. Profession المهنة

e. Age العمر

f. Period of Residence in Sudan (give details) مدة الإقامة بالسودان

ز. إن كنت مقيماً في السودان (أذكر تاريخ دخولك للمرات السابقة)

g. If resident (give details)

١٣- أذكر تواريخ إقامتك السابقة بالسودان

13. Have you previous resident in Sudan, if so give details

١٤- هل لديك أملاك في السودان إن كان كذلك أذكرها بالتفصيل

14. Have you any property in Sudan, if so, give details

١٥- أذكر ثلاثة أسماء يمكن الرجوع إليها ببلدك الأصلي وعناوينهم : أ.

ب. ج.

15. Give three names and addresses of references in your country of origin : a.

b. c.

١٦- رقم وتاريخ تأشيرة الدخول وتاريخ وصولك السودان

16. No. of Entry Visa and date of arrival in Sudan

Name of Children under 16 years

أسماء الأطفال الذين تقل أعمارهم عن ١٦ سنة

Name	Age	Sex	الاسم	العمر	ذكر أو أنثى

Signature of Applicant

Place

Date

للتجديد يجب إرفاق ثلاث صور فوتوغرافية .

On application for Extension of Stay Visa, Three Photos must be attached .

إجراءات رسمية :

مقدم الطلب دخل السودان بتأشيرة دخول رقم

المؤرخة وصل نقطة حدود - ميناء جوي - ميناء بحري

في يوم للإقامة لمدة بصفة (سياحة - عمل - تجارة)

هذه المعلومات مأخوذة من جواز سفره (يذكر جنسية الجواز) رقم

المنصرف في والمنتهي في

١- توصية الجهة المختصة بالعمل

التوصية وسببها بإسهاب

٢- تعليق الموظف المسئول عن القسم أو مكان تقديم الطلب

المكان الرسوم :

التاريخ

التوقيع

القرار

المكان

التاريخ

م / مدير إدارة الجوازات والهجرة

21.3 Form 16

FORM16
According to Item 31(1)
of the Regulations

استمارة رقم ١٦
طبقاً للبند ٣١ (١) من اللائحة

إقرار DECLARATION

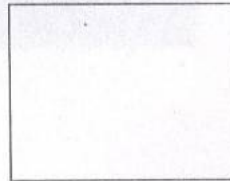
Full Name.....الاسم بالكامل
Nationality.....الجنسية
Country of Origin.....الوطن الأصلي
No.of Passport or Travel Document, etc.....رقم جواز السفر أو وثيقة السفر الخ
Place of Issue and Date.....مكان الإصدار وتاريخه
Expiry Date of Validity.....تاريخ انتهاء الصلاحية
Place of Birth.....محل الميلاد
Date of Birth.....تاريخ الميلاد
Married or Singleمتزوج أم غير متزوج
Religion.....الديانة
Occupation.....الوظيفة
Authority to enter the Sudanالسلطة المخولة دخول السودان
.....نوع ترخيص الإقامة وتاريخ انتهاء صلاحيتها
Type of residence permit and the expiry date of validity
.....اسم وعنوان الشخص الذي يمكن الرجوع إليه أو الضامن
Name and address of reference or guarantor.....
.....إذا كنت مستخدماً أذكر المخدم
If employed give name of employer.....
.....عنوان محل الإقامة الدائم بالسودان
Address of established resident in the Sudan
.....عنوان آخر محل للإقامة خارج السودان
Address of last residence outside the Sudan

الصورة

PHOTOGRAPHY

الطول سنتيمتر
HeightCms.

البنية
Build



لون الشعر
Colour of Hair

لون العينين
Colour of Eyes

العلامات المميزة
Distinctive Marks

.....تاريخ أول دخول إلى السودان
Date of first entry into the Sudan

21.4 Forms for Exit & Re-entry Visa



إستمارة رقم ج هجري ٥٠

جمهورية السودان
وزارة الداخلية
الإدارة العامة للجوازات والهجرة
تأشيرة خروج وعودة
EXIT RE-ENTRY VISA APPLICATION FORM

تنبيه :

البيانات يجب أن تكون صحيحة وحقيقية ، ويجب الإجابة على جميع الأسئلة وتلفت نظر مقدم الطلب إلى أنه سيكون عرضة للمساءلة القانونية إذا ذكر معلومات غير صحيحة.

CAUTION :

Applicant has to answer all questions accurately and correctly.

١. الاسم (بالكامل) واللقب : الاسم الأول اسم الأب والجد

1. The Name : First Name Second and Family Name

محل وتاريخ الميلاد Place and Date of Birth

الجنسية Nationality

المهنة أو الوظيفة Profession or Occupation

العنوان بالكامل بالسودان ورقم الصندوق أو التليفون Full Address in Sudan P.O.Box or Telephone

رقم الجواز ومدة صلاحيته No. of Passport and Period of Validity

محل وتاريخ إصدار الجواز Place and Date of Issue of Passport

الجهة المقصودة Destination

العنوان بالكامل بالجهة المسافر إليها Full Address in Country of Destination

سبب المغادرة Reason of Departure

المدة المزمع بقاؤها بالخارج وتاريخ ومكان الخروج من السودان Proposed Period of Stay abroad - Date and Place of Departure

اسم الباخرة أو الخط البحري أو طريق السفر الأخرى Name of Ship or Airline or Other

مكتب الجوازات

شهادة من المخدم تحمل اسم الشركة مبيناً بها سبب سفره للخارج

Place and Date of Birth

Period Allowed to Stay in Sudan المدة المُرخص بها للإقامة في السودان

No. of Permission and Date of Expiry رقم الترخيص وتاريخ إنتهاء الإقامة

الأطفال المرافقون للطلاب المقيدون بجواز السفر واحد وتقل سنهم عن (١٦) سنة

Name of Children Under (16) Accompanying Applicant

Name	Age	Sex	النوع	العمر	الاسم
1.					١
2.					٢
3.					٣
4.					٤

جواز السفر يجب أن يُرفق بهذا الطلب

Passport Must be Attached to This Application

هذا الطلب يجب أن يُقدم قبل المغادرة بخمسة عشر يوماً ، أما في حالات الاستعجال للعلاج فيجب أن يُرفق به شهادة من طبيب حكومي تؤكد أن الحالة مستعجلة وفي حالة الأعمال التجارية المستعجلة يُرفق به شهادة من مدير الشركة أو المخدم .

This Application must be Submitted with in 15 days before departure and in case of emergency such as medical treatment a certificate must be attached to justify urgency and if from urgent business trip a certificate from the company manager air Employer must be attached.

Signature of Applicant توقيع مقدم الطلب

Place and Date المكان والتاريخ

القرار :

المكان والتاريخ : السلطة المصدقة :

الرسوم :

رقم الإيصال	
التاريخ	

21.5 Form for Final Exit Visa

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

جمهورية السودان

إستمارة هجرة رقم (٩)

THE REPUBLIC OF THE SUDAN

أورنيك طلب تأشيرة خروج بمغادرة البلاد مؤقتاً

APPLICATION FOR EXIT VISA FOR TEMPORARY DEPARTURE

1. Name in Full (In Black Letters) : _____ : ١- الاسم بالكامل :
2. Address in Full : _____ : ٢- العنوان بالكامل :
3. Date of Birth : _____ : ٣- تاريخ الميلاد :
4. Profession or Occupation : _____ : ٤- المهنة :
5. Nationality : _____ : ٥- الجنسية :
6. Passport No. Date and Place of Issue : _____ : ٦- نمرة جواز السفر وتاريخ إصداره :
7. Date of expiry of passport : _____ : ٧- تاريخ إنتهاء صلاحية الجواز :
8. Reason for Travel : _____ : ٨- الغرض من السفر :
9. Destination Abroad : _____ : ٩- الجهة المقصودة :
10. Address of Destination : _____ : ١٠- العنوان بالجهة المقصودة :
11. Date of & Place of Departure : _____ : ١١- تاريخ الخروج ومكانه :
12. Name of ship or airline or other means of travel : _____ : ١٢- اسم الباخرة أو الخط الجوي أو طرق السفر الأخرى :
13. Signature of Applicant : _____ : ١٣- توقيع الطالب :
14. Place : _____ : ١٤- المكان :
15. Date : _____ : ١٥- التاريخ :
16. توصية وتعليق الموظف المسئول عن القسم : _____ : ١٦- التوصية وتعليق الموظف المسئول عن القسم :
17. القرار : _____ : ١٧- القرار :
18. المكان : _____ : ١٨- المكان :
19. التاريخ : _____ : ١٩- التاريخ :

21.6 Form for HAC ID card

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Republic of the Sudan
Ministry of Humanitarian Affairs

Humanitarian Aid Commission

Humanitarian Workers -ID card (only For Resident)

Basic information form

(A) **Name of Organization**.....

Nationality of Organization.....

Address Field of Operation.....

.....

Locations of Operation State.....

State State.....

(B) **ID card Holder Name:**

English language.....

.....

....

(C) **Date of entering to Sudan :-**...../...../.....

Nationality:-.....Acquired Nationality.....

Passport..... Passport No.....

Date of Issue Place of Issue

(D) **Passport Validity** Pervious or other Passport (Details to be writing)

Passport Passport No.....

Date of Issue Place of Issue

Passport Validity

Stay permit No Date of Issue

Validity of Stay permit: From to.....

(E) **Destination ID Card Holder** State.....

.....Position.....Address.....

Resident Address.....

ID Card Holder Signature

(G) **Country Directory of Organization Signature**stamp.....

(F) **For Official use :-**

Expiration Date fromTo.....

ID Card No.....

ID card Validity:.....

Signature of INGOs Director at HAC.....

Date of issue review Department Comment.....

NB. To be fill original and 2copy attached with original passport to Hac office

21.7 Form for Travel to Capitals

جمهورية السودان REPUBLIC OF THE SUDAN MINISTRY OF HUMANITARIAN AFFAIRS	وزارة الشؤون الإنسانية HUMANITARIAN AID COMMISSION
النمرة / وش / م ع / ١	التاريخ / /



استمارة إخطار بالتحرك إلى ولايات دار فور

- 1/ اسم مقدم الطلب : _____
- 2/ الجنسية : _____ المهنة : _____
- 3/ الجهة : _____
- 4/ رقم الجواز وصلاحيته : _____
- 5/ رقم التأشيرة ومكان إصدارها : _____
- 6/ تاريخ إنتهاء الإقامة : _____
- 7/ مكان وتاريخ الدخول : _____
- 8/ الجهة المقصودة : _____ الولاية : _____ المدينة : _____
- 9/ الغرض من الزيارة : _____
- 10/ العنوان بالجهة المقصودة : _____
- 11/ المشروعات المراد زيارتها : _____
- 12/ تحديد الجهة والشخصيات المراد مقابلتها : _____
- 13/ فترة الزيارة من : _____ إلى : _____
- 14/ تاريخ المغادرة : _____

إعتماد مفوضية العون الإنساني

توقيع مقدم الطلب : _____
 ختم : _____ التاريخ / /
 ملحوظة :

- نرجو مراعات الدقة في المعلومات .
- يجب أن يقدم الإخطار قبل 48 ساعة من خمسة نسخ .
- يجب أن تكون الإقامة سارية المفعول .
- في حالة التصوير التلفزيوني والتوثيق يجب الحصول على تصديق من الإعلام الخارجي .
- يسري هذا الإخطار لمدة ثلاثة أشهر اعتباراً من 24 مايو 2004م